100% ONLINE INTERNATIONAL GRADUATE STUDENT QUICK-START GUIDE
Dear Graduate Broncho,

Welcome to the Jackson College of Graduate Studies!

Congratulations on your decision to pursue a graduate degree. You are entering an academic environment at UCO that is rich in opportunities for transformative learning and career development. Graduate education is about continuing to foster your love for learning. You can look forward to experiencing a quality graduate program where people are invested in your success. You'll benefit from a growing network of peers and from the mentorship of graduate faculty who are local, state, and national leaders.

Our aim is to prepare you for advancing in your career and growing in your discipline. Whether your graduate pursuit is to earn more financially or to accomplish a long-held personal goal, we are here for you. And, we'll continue to be available to you through your time with us as a graduate student. We are delighted to welcome you to a community of learners.

Please enjoy this Quick-Start Guide; it is designed to help you navigate your first steps as a UCO graduate student. Thank you for choosing to study with us!

Broncho best,

Jeanetta D. Sims, Ph.D.
Dean

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IN THIS GUIDE

1. Accessing UConnect & Your Student Email. UConnect is your central student portal for enrollment, paying your tuition, viewing your class schedule, accessing your student email, and more!

2. Developing Your Plan of Study. Your plan of study is your graduate class "road map". With the assistance of your graduate program advisor, you will select the classes for your degree and which semester you plan to take them.

3. Enrolling into Your Classes. Use the online UCO class schedule to search for available classes that work best with your schedule and plan of study. Then, use Registration Tools in UConnect to begin your graduate enrollment!

4. Exploring Graduate Support. Learn more about student support and additional resources to help you thrive during your graduate career.

5. Acronyms and Differences to Notate. An introduction to helpful acronyms, the UCO grading scale, credits, and course syllabus.

6. Connecting with the Graduate College. Learn who to contact to schedule your check-in. This virtual opportunity allows for a more in depth look at the previously mentioned items. We are available to help!
ACCESSING UCONNECT & YOUR STUDENT EMAIL

What is UConnect?  UConnect is your central portal for enrollment into courses, paying your tuition, viewing your course schedule, accessing your student email, and more!

UConnect can be assessed online 24/7 through your computer, tablet, or smartphone. If you are joining the UCO family for the first time, you will receive an automatic email containing your UCO username and login instructions during your admissions process.

Am I given a UCO student email address? Yes! All UCO students are provided a student email powered by Google Mail. Your email address will consist of your UCO username followed by "@uco.edu". For example, if your username is "bbroncho1" your email will be: bbroncho1@uco.edu.

UCO student emails may be accessed through UConnect or directly online at www.mail.uco.edu.

For additional UConnect support, see the helpful links and resources below!

- UConnect Overview Guide
- UConnect Assistance
- How to Reset Your UConnect Password
- Student Email Access Setup
**DEVELOPING YOUR PLAN OF STUDY**

**What is a plan of study?** Think of your plan of study as your graduate course "road map". Your plan of study will list the courses you will be taking during your graduate student career, and the semesters in which you plan to take them. All degree-seeking and certificate-seeking graduate students are required to develop an official plan of study prior to completing their first semester of graduate studies. Note: If you are a graduate non-degree seeking student, you are not required to develop a plan of study.

**Developing your plan of study.** The first step to developing your plan of study is to contact the [Graduate Program Advisor](#) associated with your program and major. Together, you and your graduate program advisor will develop the plan of study and finalize your courses.

**Once I develop my plan of study, what do I do?** Upon completion of your plan of study, please submit a copy to the Jackson College of Graduate Studies. Submission of this document may occur electronically via email at gradcoll@uco.edu or at our office on campus in the Nigh University Center, Room 404.
ENROLLING INTO YOUR CLASSES

How do I search for available courses? You can browse for courses by semester and subject online using the class schedule search feature. This search engine displays all available UCO courses, including both graduate and undergraduate selections.

How do I know which courses are graduate level? All graduate level courses are numbered as 5000+. Be sure to use a copy of your plan of study to help search for graduate-level courses by subject!

I picked out my courses; how do I enroll? Each course on the schedule will contain a five-digit course registration number (CRN). These numbers are individual to each course and are used when you are ready to enroll. Simply login to UConnect and select the "Academics" tab. Within the Academics tab, navigate to "Registration Tools" and select "Add/Drop". Enter the CRN numbers for the desired courses and click submit!

I tried to enroll, but encountered a registration hold; how can that be removed? A variety of registration holds exist. A registration hold will give a brief description for reference. If you are unsure how to satisfy the requirements needed to remove a hold, you may contact the Graduate College. We are always happy to help!
EXPLORING GRADUATE SUPPORT

Types of support that are available to you as a UCO graduate student. UCO gives students every opportunity to succeed. As you pursue graduate study, we provide a variety of student resources you need to thrive. Below is just a sample of additional forms of support available to you!

- Center For Counseling & Well-Being
- Disability Support Services
- Career Development Center
- Max Chambers Library
- Broncho Education and Learning Lab Peer-Tutoring

Below is some additional information regarding resources and support.

- You will need to purchase textbooks for your courses. You can use the campus bookstore to order these books or to look up which books are required for your courses.
- If you are interested in being active in student groups or associations on campus, you can check out the campus involvement tab within your UConnect to search available groups.
- Office of Global Affairs is available for all international student seeking a visa. If at any time you are interested in trying to seek a visa to take courses on campus, you can reach out to the Office of Global Affairs for guidance.

Have a question that was not answered? Feel free to contact us or view our Frequently Asked Questions!
ACRONYMS AND DIFFERENCES TO NOTATE

**Acronyms.** During your time at the University of Central Oklahoma you will be introduced to many different acronyms that you may or may not be familiar with. Below are some of the prominent acronyms to be aware of:

- **UCO** - University of Central Oklahoma
- **JCGS** - Jackson College of Graduate Studies
- **OGA** - Office of Global Affairs
- **GPA** - Grade Point Average

**Grading Scale.** The UCO grading scale and credit hours may be different than your home country. The UCO Graduate College utilizes the below grading scale.

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<thead>
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<th>Grade</th>
<th>Note</th>
<th>Points/Hours</th>
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<tbody>
<tr>
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<td>Excellent</td>
<td>4</td>
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<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
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<td>1</td>
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<tr>
<td>F</td>
<td>Failure</td>
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<table>
<thead>
<tr>
<th>Grade</th>
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<tbody>
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<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
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<tr>
<td>P</td>
<td>Pass</td>
</tr>
</tbody>
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**Credit Hours.** The credit hours related to a course typically reflect the number of hours a week you will be in the course. For example, a three credit hour course will meet for three hours during a one week period. For additional information regarding the grading scale or credits you can visit the Graduate Catalog.

**Textbooks.** Unlike some other countries and universities, it is important to know that textbooks are an additional cost on top of tuition and fees for the semester at UCO. The number of books required may vary from program to program.

**Syllabus.** Each course will have a syllabus that will act as a resource guide for that specific course. It will give a brief course description along with course specifics such as textbooks, grading scales, and a course schedule.
CONNECTING WITH THE GRADUATE COLLEGE

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