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

Jackson College of Graduate Studies
100 N. University Drive
Nigh University Center 404
Edmond, Oklahoma 73034
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 Funding & Support.** Learn more about funding opportunities, student support, and additional resources to help you thrive during your graduate career.

5. **Connecting with the Graduate College.** Learn who to contact in our office and how we can help you during your graduate journey!
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
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 gradcol@uco.edu or at our office on campus in the Nigh University Center, Room 404.

If you are planning to apply for Federal Financial Aid (FAFSA), you will also need to submit a copy of your plan of study directly to the UCO Financial Aid Office. Submission of this document is required to help finalize your financial aid
ENROLLING INTO YOUR CLASSES

How do I submit immunization records? Prior to enrollment, all newly admitted UCO students must submit proof of immunization records (MMR & HEP-B) or an immunization exemption form. Students born before 1957, active duty military students, or students who have attended a college or university in the State of Oklahoma after 2004 are automatically waived from this requirement and do not need to submit proof of immunizations. Immunization records or an exemption form may be submitted to the Graduate College electronically via email at gradcoll@uco.edu or at our office in the Nigh University Center, Room 404.

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 the Self-guided Enrollment & Registration link.

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!
I need help paying for graduate school; what are my options?

As a graduate student, a wide variety of funding opportunities are available to you! The list below provides a few examples of available opportunities. Additional information can be found online by viewing the list of Graduate College Funding Opportunities!

- Graduate Student Assistantships & Scholarships
- Federal Financial Aid
- Veteran Benefits
- Broncho Education and Learning Lab Employment

What other types of support are available to me 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
- Testing Services
- Career Development Center
- Max Chambers Library
- Broncho Education and Learning Lab Peer-Tutoring

Below are additional resources for you.

- Ordering Textbooks
- Parking On Campus
- Requesting a Student ID
- UCO Campus Maps

Have a question that was not answered? Feel free to contact us or view our Frequently Asked Questions!
CONNECTING WITH THE GRADUATE COLLEGE

Cristy Martin
Graduate Admissions & Marketing Specialist
cmartin55@uco.edu

Jered Turner
Graduate Admissions Specialist
kturner27@uco.edu

Brittany Carson
Manager of Graduate Admissions & CRM Activities
bcarson3@uco.edu

Zachary Hunter
Manager of Graduate Recruitment & Outreach Activities
jhunter18@uco.edu

405.974.3341  gradcoll@uco.edu  uco.edu/graduate  @UCOgrad

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