# Oklahoma City UNIVERSITY New Student Checklist

## 1 Get your Student ID

After you have enrolled in classes, come to the Student Accounts office to obtain a student ID. Please bring a state or government issued ID with you! We cannot issue an ID without you being enrolled and providing proper identification!

## 2 Establish Authorized Users / Payers

Statements are issued/viewed online only. If your parent or someone else pays your bill, you can establish them as an authorized user which gives them access to view, print, and make payments on your account. To establish an authorized user, log in to BlueLink, click on the Student Financial Services tab, choose Student Account, Click on TouchNet Billing System (this will take you to the billing site), then, click on Authorized users and follow the onscreen instructions. Each user will receive a unique log in.

## 3 Submit a FERPA (Recommended)

The Family Education Rights and Privacy Act (FERPA) of 1974 is a federal law designed to protect the privacy of your educational records. Anyone you authorize will have the ability to discuss your account details in person or over the phone without you being present. This form is completed through BlueLink by clicking the link under the Personal Information tab.

## 4 Set up Direct Deposit

All student refunds are processed by direct deposit. To sign up, you will need to provided a voided check (or other bank documentation) to verify the information you provide on the Direct Deposit Authorization form. This form can be found at the Student Accounts office or on OKCU's website.

## 5 Enroll or Submit Waiver for Health Insurance

Oklahoma City University requires all full-time students to have health insurance. This requirement may be satisfied either by purchasing the OCU Student Health Insurance Plan or by providing proof of a comparable family/individual plan. If you have outside health insurance and wish to waive the University's plan, you must complete the online waiver at https://studentcenter.uhcsr.com/ by the term-specific deadline.

## 6 Set up a payment plan

All students must select a payment plan by the first day of class each semester. Option 1: Pay your balance in full. Option 2: pay in monthly payments. If you choose Option 2, you will be assessed a $50 Installment Plan fee and your balance after Financial Aid will be divided into 4 equal payments. Failure to make payment arrangements can result in a $100 no enrollment fee or cancellation for non-payment. Missed payment dates are subject to a $30 late fee each month your payments are late.

## 7 Get your Parking Permit

An OKCU parking permit is required for anyone who has a car on campus. Permits are typically available August 1st of each year (keep an eye on your student email for updates!). You MUST complete the online form at www.okcu.edu/studentaccounts/parkingpermit/ before you come to the Student Accounts office to pick up your permit. Prices vary based on type of permit.

## 8 Keep an eye on your account!

BlueLink is your primary tool for staying on top of your financial obligations at OKCU. Your account is updated daily and it's important to check it often! In addition to your BlueLink, you should check your OKCU student email often! If something important is happening, that's how you'll be notified!