ABSENTEE ENROLLMENT GUIDELINES

New Student Orientation & Enrollment begins the important transition process for all incoming students. While the process is required of all new students entering Oklahoma State University, students who find it impossible to attend a formal Orientation & Enrollment session may request approval to complete Absentee Enrollment. If not approved, students should arrange to attend a regular orientation and enrollment program.

A student will be allowed to enroll absentee under the following or similar conditions (appropriate documentation and submission of request form required):

1. Student will be out of the country/state due to study abroad, internship or summer learning program, which falls across all orientation/enrollment sessions. Include documentation from school, supervisor or summer program coordinator.
2. Student will report to Boot Camp or other military training, which falls across all orientation/enrollment sessions. Include appropriate documentation.
3. Student is currently attending another university and current courses conflict with enrollment days.
4. Other reasons such as great distance from campus causing financial hardship or family situations and health may be taken into consideration.

A student will NOT qualify for Absentee Enrollment under the following or similar conditions:

1. Family vacation.
2. Summer job.
3. Student has been to campus multiple times or has family already attending OSU.
4. Admitted after regular sessions have ended and make-up programs are still available.

Once an Absentee Enrollment request and supporting documents have been received and reviewed by the Office of New Student Orientation, students will receive notification via e-mail. It is important to establish and regularly check your Okstate email address. If you have not already done so, you may establish your account at http://okey.okstate.edu. Petitions are forwarded to the Academic College identified for final approval. A college representative will make initial student contact within one week via mail, email, or phone to begin the Absentee Enrollment process or discuss why the request was not approved.

Enrollment for approved students begins in April for transfers and late May for new freshman.

Any questions regarding enrollment by mail or this request should be directed to the Office of New Student Orientation at 405-744-3636 or jennifer.eisensmith@okstate.edu.