

# **Non-Degree Seeking Guidebook:**

**What to know before you take a CEAT Online course**



Prepared By:  
CEAT Online

# 01

## Application

ap.pli.ca.tion: *noun* A formal request to an authority for something



Go to [go.okstate.edu/apply/](https://go.okstate.edu/apply/) to fill out the application and pay the nonrefundable application fee. If you need a fee waiver contact [admissions@okstate.edu](mailto:admissions@okstate.edu) for more information.

### Note:

If you are student who is **NOT** pursuing a degree at OSU, but needs to take a course at the university, you are considered a **Non-Degree Seeking Student**

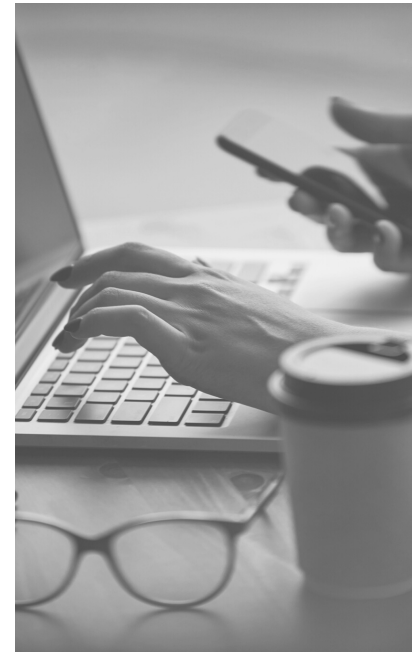
**Non-Degree Seeking Students can enroll in up to 9 credit hours without meeting admission requirements**

Although the Non-Degree Seeking Student application **DOES NOT REQUIRE** a transcript for admission, most CEAT Online Learning courses require **prerequisites** and students must meet these requirements before they can enroll in the course.

Before enrolling, find out what the prerequisites you need and send your transcript to **Pam Moore** ([pam.moore@okstate.edu](mailto:pam.moore@okstate.edu)).

### Note:

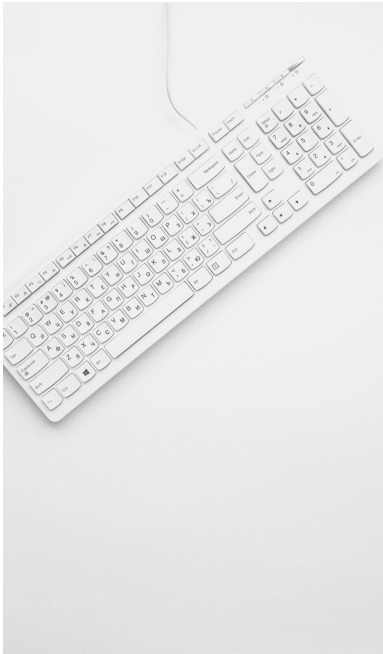
Transcripts can be unofficial, but they must be legible and have the student's name visible.



# 02

## O-Key

o.key: *noun* (Orange Key) an identity account for students



The first thing you need to do after you are admitted is visit [go.okstate.edu/admissions/okey.html](https://go.okstate.edu/admissions/okey.html) to activate your account.

### Getting Started:

- Click the link in the section underneath the LOGIN button labeled **Activate Your O-Key Account** to open the activation function.
- Follow the prompts for information. If you have not given Admissions your Social Security Number, please enter the last five digits of the temporary student identification number given in your **Eligible to Activate email**.
- When you are asked to enter a **PIN number**, you should be able to find it in an email from the Registrar's Office.

## Banner ID - 9 digit identification number

### Use O-Key to:

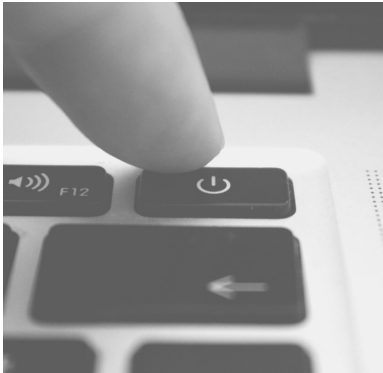
- Reset passwords every 120 days
- Set up OSU email
- Set up **confidential contacts** in case of emergency
- Sign up for **Campus Alerts**
- Select or change their preferred email delivery system - **Cowboy Mail** or **Orange Mail**



# 03

## Banner

ban.ner: noun An administrative software application that maintains student data.



Banner, also known as [my.okstate.edu](https://my.okstate.edu), is the system you use to register for classes, review your academic records, and engage with financial aid.

Before you log into Banner, visit [registrar.okstate.edu/banner\\_students/](https://registrar.okstate.edu/banner_students/) for tutorials on registering for classes, viewing your class schedule, grades and holds, as well as short "How-To" videos.

**If you have issues that are not covered in the tutorials, contact [helpdesk@okstate.edu](mailto:helpdesk@okstate.edu) or (405)744-HELP for assistance.**

### Steps for logging into Student Service:

- Open your browser and enter [my.okstate.edu](https://my.okstate.edu)
- Enter your O-Key username/email and password
- Click on the Self-Service icon.

### Self Service Tabs:

- Personal Information
  - Addresses, Phone numbers, Emails, and other personal information
- Student
  - Student Profile, Registration, Student Records
- Financial Aid
  - Eligibility, Awards, Cost of Attendance, and more



**Self Service**

# 04

## Enrollment

en.roll.ment: *noun* The action of enrolling or being enrolled.



After you are admitted and you have set up your O-Key account at [go.okstate.edu/admissions/okey.html](http://go.okstate.edu/admissions/okey.html), you are ready to enroll.

Before you enroll, make sure to visit [ceat.okstate.edu/ceatonline](http://ceat.okstate.edu/ceatonline) to browse the course offerings. If you are unsure if an OSU course will transfer back to your college visit [go.okstate.edu/admissions/transfer/transfer-guides.html](http://go.okstate.edu/admissions/transfer/transfer-guides.html) to check out the Transfer Guides.

**If you have an advisor hold that is preventing you from enrolling, email [pam.moore@okstate.edu](mailto:pam.moore@okstate.edu) and she will help you with your enrollment issues.**

To enroll in a course you will need to visit [my.okstate.edu](http://my.okstate.edu) and sign in using your OSU email and password. Click on the **Self-Service** icon and under the **Student** tab, you will find the **Registration (XE)** link.

After opening the link click on **Register for Classes** link to view and enroll in the courses you are planning to take for the semester.

### Tip:

When looking for a course, check the **Instructional Method** in the description to find out if it is an online section. For more detailed instructions on enrollment visit

[registrar.okstate.edu/registration\\_enrollment/](http://registrar.okstate.edu/registration_enrollment/).



# 05

## Canvas

can.vas: *noun* A course management system that supports online learning and teaching.



CEAT online courses are taught through the university's learning management system, Canvas. You can access Canvas through the OSU portal at [my.okstate.edu](https://my.okstate.edu).

You will utilize Canvas to watch lectures, upload assignments, take exams and view your grades. Before your course begins, visit [itlecs.okstate.edu/itlepages/canvas](https://itlecs.okstate.edu/itlepages/canvas) for instructional videos ranging from navigation to submission of assignments.

**Lectures are posted to Canvas within 24 hours of the on-campus lecture. If there is a delay, please contact [ceatonline@okstate.edu](mailto:ceatonline@okstate.edu) and we will address the issue.**

If you have difficulty using Canvas, you can contact the OSU Helpdesk at [\(405\)744-HELP](tel:405744HELP) or [helpdesk@okstate.edu](mailto:helpdesk@okstate.edu) OR you can use the 24/7 Canvas Support options on the left navigation panel of your Canvas site. Support options include Live Chat or the Canvas Support Hotline [\(833\)742-0661](tel:8337420661).

If you are having issues with the course lectures, getting a hold of your professor or TA or have other general questions about your online course, contact the CEAT Online office at [\(405\)744-5146](tel:4057445146) or [enhmwk@okstate.edu](mailto:enhmwk@okstate.edu).



# 06

## Exams

exam: *noun* Short for examination.  
A formal test for a person's  
knowledge in a subject.



The first thing you need to do when the semester begins is to select a proctor from the CEAT Online Learning **Database**. To access the database, you must be enrolled in the online section of CEAT courses. Once you are enrolled, visit [ceatonlinetesting.okstate.edu/](https://ceatonlinetesting.okstate.edu/) and log in using your OSU email and password.

If the testing center you want to use is not in our database, please fill out our online form and we will verify if the testing center meets our Academic Integrity guidelines.

**Co-workers, associates, friends, family members and neighbors are NOT acceptable proctors, regardless of their professional positions.**

After you select a testing center, **you are responsible** for contacting the centers and scheduling a time slot. Testing centers can fill up quickly so make sure that you schedule your exam times as soon as you know your test dates.

### Note:

Most testing centers charge a **fee** that you must pay before or at the time of your exam.

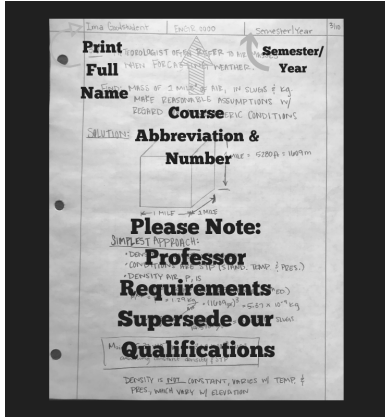
If you live near or on the OSU campus, your professor may let you to take the exam in class. If this is the case and you decide to use this option select **"in class"** in the testing center database.



# 07

## Homework

home.work: *noun* Schoolwork that a student is required to do at home.



Each course you take with CEAT will have different instructions on how to format and turn in your homework. Be sure to **follow the professor instructions carefully** to ensure you receive full credit for your work.

If you have questions about how your assignment was graded, email your professor or TA for clarification. If you are unsure of who to contact, email [enhmwk@okstate.edu](mailto:enhmwk@okstate.edu) and we will help you.

**After your homework is graded, you will receive a digital copy in Canvas or from [enhmwk@okstate.edu](mailto:enhmwk@okstate.edu)**

### Homework Tips:

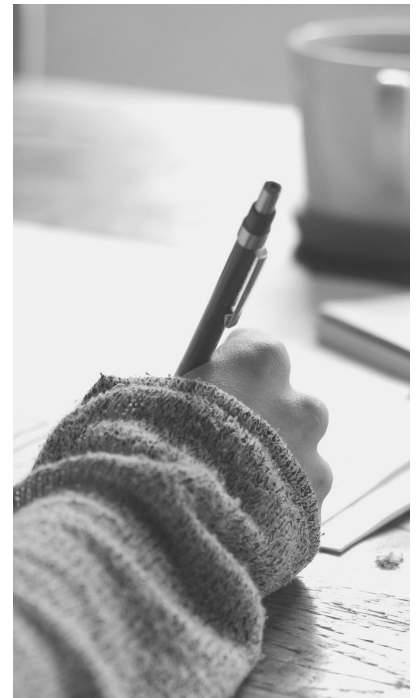
1. Print your full name
2. Add your **course number**
3. Number your pages

### Scanning Tips:

1. Utilize scanning apps to **create one document** instead of multiple images
2. When scanning, make sure there are not any **shadows** on your page
3. **Look at the image** after scanning and if it is blurry, rescan

### Note:

If your professor or TA cannot read your homework, they cannot grade your homework and you may **miss out on points**.





# 08

## Bursar

bur.sar *noun* a term unique to higher education and means "keeper of the purse."



To view your Bursar billing statements log into [my.okstate.edu](https://my.okstate.edu) and under the Quick Links section, select the "OSU Stillwater/Tulsa Bursar Account." This will open up a new window where you can access your account balance, make a payment or select and manage a payment option plan.

Visit [bursar.okstate.edu/](https://bursar.okstate.edu/) to view important information and dates about payments, taxes, and FERPA (Family Educational Rights and Privacy Act) guidelines.

**Go to [bursar.okstate.edu/tuition-estimate](https://bursar.okstate.edu/tuition-estimate) to calculate your Tuition and Fees for the academic year**

The Bursar accepts cash, checks, and credit card payments. Payments are due prior to the **15th** of each month. If the 15th falls on a weekend, the due date is extended to the next business day. Visit [bursar.okstate.edu/payment-methods](https://bursar.okstate.edu/payment-methods) for detailed information about payment methods.

In efforts to assist our enrolled students in meeting financial obligations, OSU offers a semester based **Payment Option Plan** as an alternative to the traditional lump-sum payment method. For more information on the Payment Option Plan visit [bursar.okstate.edu/payment-option-plan](https://bursar.okstate.edu/payment-option-plan). Click on their **POP Step By Step Guide** for instructions on enrolling in the program.

