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).

Note:
Transcripts can be unofficial, but they must be legible and have the student’s name visible.
The first thing you need to do after you are admitted is visit 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
If you have issues that are not covered in the tutorials, contact helpdesk@okstate.edu or (405)744-HELP for assistance.

Banner, also known as 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/ for tutorials on registering for classes, viewing your class schedule, grades and holds, as well as short "How-To" videos.

Steps for logging into Student Service:
- Open your browser and enter 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
After you are admitted and you have set up your O-Key account at go.okstate.edu/admissions/okey.html, you are ready to enroll.

Before you enroll, make sure to visit 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 to check out the Transfer Guides.

To enroll in a course you will need to visit 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/.
Lectures are posted to Canvas within 24 hours of the on-campus lecture. If there is a delay, please contact ceatonline@okstate.edu and we will address the issue.

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.

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 for instructional videos ranging from navigation to submission of assignments.

If you have difficulty using Canvas, you can contact the OSU Helpdesk at (405)744-HELP or 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.

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 or enhmwk@okstate.edu.

**05 Canvas**

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

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.
Homework

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 and we will help you.

After your homework is graded, you will receive a digital copy in Canvas or from 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.
Go to 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 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. Click on their POP Step By Step Guide for instructions on enrolling in the program.