

SOUTHERN OREGON UNIVERSITY

Getting Started: Distance Education Student Checklist

Admissions
(800) 482-7672, x6411
admissions@sou.edu

Distance Education
Center
(541) 552-8290
DistEducation@sou.edu

Enrollment Services
(800) 482-7672, x6411
(541) 552-6600
esc@sou.edu

Financial Aid
(800) 482-7672, x6600
(541) 552-6600
esc@sou.edu

SOU Bookstore
(541) 552-6190

Student Help Desk
(541) 552-6969
studenthelpdesk@sou.edu
<http://my.sou.edu/>

This checklist contains active links to the forms and sites you will need to complete the admission and registration process at SOU. Click on the links as you work through the checklist and you will be redirected to the resources you need.

1. Apply for admission.

- Complete the SOU Application for Admission at <http://www.sou.edu/admissions/application/>.
- Have all college transcripts sent. SOU needs official transcripts for every college, university, and community college you have attended.

2. Apply for financial aid.

- Apply for your [Federal Student Aid PIN](#).
- Complete your [Free Application for Federal Student Aid \(FAFSA\)](#). The SOU school code is 003219. Use your Federal Student Aid PIN to sign your FAFSA.
- You may also apply for SOU scholarships using the [Southern Online Scholarship Application \(SOSA\)](#). The deadline for scholarship application is mid-February each year.

The [SOU Financial Aid Office](#) will send you an SOU Financial Aid PIN. Use it to log on to the [Financial Aid Online](#) system to check the status of your aid. Make sure you:

- Submit any requested forms or documents to Enrollment Services Center.
- Using the SOU Financial Aid Online system, review and accept your Financial Aid award.
- Submit the Parent PLUS Release Form (if applicable).

3. Follow up on your financial aid.

Use your Federal PIN to complete the following:

- [Direct Loan Counseling](#)
- [Direct Loan Master Promissory Note](#)
- [Perkins Loan Promissory Note](#)
- Parents approved for the [Parent PLUS Loan e-sign the Master Promissory Note](#)

4. Get connected and stay connected.

Once you have been admitted to SOU, you can begin accessing your student accounts. Using [MySOU](#), you can easily access campus email, announcements, SISWeb, Blackboard, discussions, groups, news and events, and much more.

- Obtain your network account at [MySOU](#) by selecting the Students link in the *Account Help* box.
- Access your SOU student email account often, as this is our primary method of communication with you.

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5. Contact your advisor.

Contact your major advisor to develop your program plan. You do not have to come to campus for this meeting.

- Business Administration degree completion students contact [Chad Danielson](#) or [Melanie Rene](#).
- Criminology & Criminal Justice majors contact [Lee Ayers](#).
- Early Childhood Education majors contact [Angela Hufnagel](#).

6. Register for classes.

Class registration information is available on [MySOU](#), where you can search for classes, add or drop classes, check the waitlist, or change your class options.

Comprehensive information on how to use [SISWeb](#) is available on the web site. You will find additional help with registration on [MySOU](#). If you need additional assistance using SISWeb, contact the [Enrollment Services Center](#).

7. Activate Your SOU HigherOne Card.

The SOU HigherOne Card is your official SOU ID card. All campus services will expect you to carry the card for identification purposes. If you receive Financial Aid, you will also use this process to select a disbursement method.

- Read more about and activate your card at the [Southern Oregon University HigherOne Card](#) website.

8. Pay your bill.

- View and pay your bill through SISWeb on [MySOU](#).

Students are encouraged to pay all charges in full at the beginning of the term to avoid late fees or penalties. If you are unable to pay in full, you must complete the [SOU Revolving Charge Account Plan](#) (RCA). The RCA is a monthly, pay-as-you go method.

- Complete the RCA, if applicable.

9. Purchase your books and supplies.

- Order your textbooks and supplies well in advance of the class to assure timely delivery. Books can be ordered online at the [SOU Bookstore](#) or you may order over the phone (541) 552-6190.

10. Login to Blackboard.

Blackboard is the system used to deliver online courses. You should check your access to Blackboard before your class start date. If you have difficulties accessing Blackboard, contact the SOU [Student Help Desk](#) at (541) 552-6969.

Note: If you login to Blackboard before your courses are scheduled to begin, you will see a message that says, "You are not currently enrolled in any courses." This message will appear until your instructors make their courses available—typically, the first day of the term.

Best wishes on your academic journey.

Should you need any assistance along the way, do not hesitate to ask. The Distance Education Center staff can guide you in locating services and support you need. Contact us at [DistEducation@sou.edu](#).