

## Online Student Checklist

This checklist outlines the steps to become a successful online student at Southern Oregon University. It contains links to sites that you will need. You may wish to print the list and check off each item as you complete it to ensure that you do not miss any steps. For important details, visit the Distance Education Student website at <http://www.sou.edu/distancelearning/students>.

### Section 1: Preliminary Steps

- Review [online course descriptions](#), [class schedule and fees](#), and [preparing for online learning](#).
- Contact your [program coordinator](#) to ask questions or to develop your advising plan.
- Complete the appropriate [application](#). Save your PIN and Student ID numbers if you apply online.
- Submit transcripts from previous colleges (not required for non-admitted students).
- Submit application for [financial aid](#), if desired (does not apply to non-admitted students).

### Section 2: Registering for Courses and Activating Accounts

- Check the [Registration Timetable](#) to see when you are eligible to register.
- [Register](#) for your courses on or after the date you become eligible.
- Review [payment policies](#) and [payment options](#) and pay your bill.
- Activate your [student network account](#).
- Activate your [SOU OneCard](#) when it arrives.

### Section 3: Taking Your Course

- Purchase your books and supplies [online](#) or by phone (541.552.6190) well in advance of your class.
- Log into [MySOU](#) and [Moodle](#) before the course starts to ensure that you have access to Moodle (but note that you won't be able to access courses until the first day of the term).
- Check your [SOU student email](#). This is the official communication method used by your instructor and by Southern Oregon University, so be sure to check it often.
- Log into [Moodle](#) frequently; keep up with all course assignments and readings.
- Make use of the [resources](#) that are available to help you succeed in your course.
- Review the Student Code of Conduct and other documents on the [University Policies](#) page.

*Best wishes on your academic journey. If you need assistance, contact the departments listed below.*

<p><b>Admissions</b> (800) 482-7672, x6411 admissions@sou.edu <a href="http://www.sou.edu/admissions/">http://www.sou.edu/admissions/</a></p>	<p><b>Distance Education Center</b> (541) 552-8290 DistEducation@sou.edu <a href="http://www.sou.edu/distancelearning/">http://www.sou.edu/distancelearning/</a></p>	<p><b>Enrollment Services</b> (800) 482-7672, x6600 (541) 552-6600 esc@sou.edu</p>
<p><b>Financial Aid</b> (800) 482-7672, x6600 (541) 552-6600 esc@sou.edu</p>	<p><b>SOU Bookstore</b> (541) 552-6190 <a href="http://bookstore.sou.edu">http://bookstore.sou.edu</a></p>	<p><b>Student Help Desk</b> (541) 552-6969 helpdesk@sou.edu <a href="http://my.sou.edu/">http://my.sou.edu/</a></p>

*A more detailed list is available at [Student Support and Services Contacts](#).*