

Enrollment for the SUMMER 2022 and FALL 2022 semesters OPENS SOON!

February 21

- Graduate students, Seniors (90+ hours completed), and Juniors (60+ hours completed) may enroll.
- may enroll.
- Athletes and student employees may enroll.

February 28

- Sophomores (30+ hours completed) may enroll (*with advisor approval*).

March 7

- Freshmen, and others who have not enrolled, may enroll (*with advisor approval*).

Here's how the Enrollment process works:

Online enrollment is available to students on assigned enrollment dates through the Self Service portal of GoSWOSU. While your assigned faculty advisor is here to assist with enrollment, YOU – the student – are ultimately responsible for ensuring that your degree requirements are completed fully and in the correct order (i.e. prerequisites taken first). When seeking academic advisement (**once or multiple times**), please do the following...

- 1) Schedule an appointment with your Faculty Advisor.** — Because their time and yours is valuable, *please don't simply show up unannounced*. They may not be able to immediately give you the undivided attention and assistance you need.
 - You can contact your **Faculty Advisor** by phone, email, or sign-up sheet on their office door. Your **Faculty Advisor** is listed Self Service; use the SWOSU Directory to find their Office, Email, and Phone information.
- 2) Go prepared.** — **1.** Review your transcript(s) + degree requirements (refer to the catalog for the year you **started** at SWOSU); know what courses you've completed and what you need next. || **2.** Have your chosen classes written out for reference or already planned out in Self Service.
 - Your **Transcript** can be viewed/printed through GoSWOSU > Self Service > Unofficial Transcript section
 - **Degree Information** can be found in the Catalog at <https://bulldog.swosu.edu> > Scroll to the Course Information section > Degree Plans
 - Past Undergraduate Catalogs can be found on the SWOSU Commons — <https://dc.swosu.edu/und/>
 - SWOSU **Class Schedules** can be found at <https://bulldog.swosu.edu> > Scroll to the Quick Links section > Class Schedules
 - An **official Degree Check Request** can be made at <https://bulldog.swosu.edu> > Scroll to the Quick Links section > Degree Check Request
- 3) Regarding HOLDS.** You can PLAN your schedule if you have holds placed on your account. However, holds must be removed before you can enroll. If you have any hold(s) on your account, you'll need to contact the individual office for hold removal prior to being able to finalize any registration/enrollment in the Self Service.
 - **Academic/Probation Hold** – Academic Success Center (STF 250; 580-774-6037)
 - **Admission Hold** – Academic Records Office (HAB 108; 580-774-3778)
 - **Bursar's Hold** – Bursar's Office (Windows in HAB; 580-774-3019)
 - **Dean's Hold** – Dean of Students (STF 214; 580-774-3767)
 - **Financial Aid Hold** – Student Financial Services (STF 224; 580-774-3796)
 - **Health Services Hold (shot records)** – Center for Health and Well-Being (Wellness Center; 580-774-3776)
 - **ISA Hold** – International Student Affairs Office (HAB 102; 580-774-3078)

IMPORTANT — You are NOT fully enrolled in Self Service until each course has this notation: "REGISTERED, BUT NOT YET STARTED." If you or your advisor don't hit the "Register Now" button after the courses are planned, you will not actually be enrolled in any of the listed classes.

The Canvas side of coursework will not be active until the beginning of each respective semester.