MSN Cognate Courses – Norman Enrollment

Several of our MSN programs have electives that can be taken through OU Norman. Enrollment in these Norman courses are different than taking courses through Nursing/OUHSC.

To begin the process, you will complete an enrollment form found on the Nursing website at: http://nursing.ouhsc.edu/CurrentStudents/Enrollment.aspx . When completing the enrollment form, you must mark all applicable fields. Please make sure you include your OUHSC Student ID number.

You will enter the requested cognate classes just below the **Nursing Courses** section. You will find a section titled: **Norman Courses and/or Other Courses**. In this section, please list your **THREE** choices of potential cognates. Identify them as your **1st**, **2nd**, and **3rd** choice. Because Norman courses fill up so fast, you will need to have options. Sign and date the form then, upload it to self-service.

The enrollment form will be sent to OUHSC Admissions and Records. Beginning with your first choice, they determine course availability. If there is available space, they will "get you admitted" to OU Norman.

Once Admissions and Records has this completed, Melanie Brooks will email you with your **Norman Student ID number** (which is different than OUHSC) and information on how to set up your account. You begin the process by visiting https://account.ou.edu and click the **"New to OU?"** link. If you have problems, contact OU IT at (405) 325-HELP not OUHSC IT. Your student account will then be located at https://one.ou.edu . This is similar to the OUHSC self-service site.

IMPORTANT THINGS TO REMEMBER…*Norman and OUHSC are completely separate.* For the semester you will be taking a cognate, you will be in **two** separate systems.

- You will have an **OU** *and* an **OUHSC** email account. Anything relating to your Norman course will come in an OU email account, and anything relating to the Nursing course will be your OUHSC.
- Your Norman courses will not show up in D2L with your other OUHSC courses. The OU courses are located at the One.ou.edu site.
- The Bursar bill will not show on your OUHSC self-service site as your other nursing courses do. You will have to pay your tuition on the Norman site.
- Your course grades during the term will show on the Norman site.
- The **ONLY** time you will see OUHSC and Norman information posted together is on your **official transcript.**
- If you need to drop **ANY** course (OU or OUHSC), you will need to contact your campus contact list on the CON Enrollment page.

Just keep in mind, you are **BOTH** an OUHSC student **and** an OU student. So, two of everything is required! Admissions and Records will process your OU enrollment.