

OWENS COMMUNITY COLLEGE
PROCEDURES

Enrollment Status

Board Policy No.: 3358:11-2-11

PROCEDURES:

1. The official number of credit hours for which a student is enrolled each semester determines the student's enrollment status.
 - a) Full-time enrollment: twelve or more credit hours (12.00 +)
 - b) Three-quarter time enrollment: nine to less than twelve credit hours (9.00-11.99)
 - c) Half-time enrollment: six to less than nine credit hours (6.00-8.99)
 - d) Less than half-time enrollment: Less than six credit hours (.010-5.99)
2. Students are responsible for knowing their enrollment status and understanding the impact of changing credit hours by the add/drop process.
3. To verify the enrollment status, students may log into their online Ozone student account and follow these steps to print an enrollment verification.
 - a. From the Academic Info tab in the My Student Record Section, select "Enrollment Verification" to open the National Student Clearinghouse page
 - b. At the National Student Clearinghouse page, select "Obtain an Enrollment Certificate"

Additionally, students may visit the Oserve office during the semester for an enrollment verification.

These procedures conform to the POLICY amended by the Board of Trustees on June 11, 2014, and said policy has been filed with the State of Ohio Electronic Rule Filing with the policy effective date of June 21, 2014.

6-8-16 updated directions for printing an enrollment verification from Ozone.