

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. On the Student Information card, click on Enrollment Verification (Certificate) to open Myhub at the National Student Clearinghouse page.
 - i. The first-time logging in you will need to set up multifactor authentication.
 - b. On the Myhub page, select "See All Enrollment History" on the Enrollment History card.
 - c. Once your history is populated, click on "Download Enrollment Certificate" and then select the type of certificate you need to print.

Additionally, students may visit Student Financial Services during the semester for an enrollment verification.

Effective Date September 13, 2022

The procedures conform to the policy, effective September 24, 2022, as approved by the Board of Trustees, September 13, 2022.