

Instructions:


- Review student OCICU information at www.ocicu.org.
- list all courses you wish to request below.
- Obtain all required approvals.
- Student & Advisor must sign the OCICU commitment for participation.
- OCICU Liaison Dr. Jerri Lyn Dorminy must sign the form before it is submitted to the Registrar's Office. If any questions, contact: jerri.dorminy@gallaudet.edu

Forms without required signatures will not be processed.

STUDENT INFORMATION

Name:		ID:	
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SIGNATURES

 Students with any outstanding debt may lose their BISON schedule and be discontinued from active status. Therefore, it is important to determine your current semester status ahead of submitting your OCICU request.

Student	Date	Academic Advisor	Date
Dir. of Student Success/OCICU Liaison – Jerri Lyn Dorminy	Date	Dean (required if more than 19 credits)	Date
		Dean (required if more than one OCICU course)	Date

OCICU COURSES REQUESTED

Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____					
OCICU Intuition	Session	Course Title	Course Code	Course Level	Credits
OCICU Credits					
Gallaudet Course Credits					
Total Credits					

If Student is Inactive & has debt – the student will be required to obtain SFS approval/signature here.		Registrar's Process Stamper Date	<p>The student must obtain permission from SFS (<i>Student Financial Services</i>) to return a non-active student term to active student status.</p> <p>Student Athletes: Need the Athletic Director's signature to schedule less than 12 GU credits.</p> <p>ADVICE: Students should check with the FA Office if there is a concern about a change in course load with regard to financial aid.</p>
SFS Signature	Date		
Athletic Director's Signature	Date		
OCICU X-Reg	Registrar's Internal Processing Use Only		

Student & AA GU OCICU Commitment – REQUIRED

OCICU is a contract provider to Gallaudet University along with other OCICU participating member institutions. A degree undergraduate or graduate student may submit a request for an OCICU provider institution course meeting the following requirements and stipulations. OCICU cross registration requests need to be submitted well in advance of the provider calendar session registration deadline date in order to provide you with best outcomes and service. Other permissions may be required. Review the guide information and lists below and BE SURE you can commit to these considerations and course request/action timeline requirements:

PROCESS TIPS

- Submit your OCICU course authorization requests a month in advance of GU final add/drop registration deadlines which will be in advance of the OCICU provider institution cross registration period. This will work with GU policies and allow for best outcomes regarding the semester identified above.
- In order for the provider institution to process any online course or component special provisions (CC if needed or other official certified DISABILITY requests)
- To determine if your computer system and internet access meets with the online course delivery aspects
- To submit required book orders as required by the provider institution
- To review the online provider demonstration course (*advisable for advisors to view these demonstrations if possible*).
 - Read the list below for course participation, active continuation and subsequent scheduling and OCICU course action changes that you may want to consider later once a provider institution registers you into your OCICU course request.
 - Fully review the course syllabus prior to beginning course and to follow course requirements in a timely manner
 - Access your course on time to avoid **OCICU WARNINGS** and possible ADMINISTRATIVE DROP actions by OCICU

GU students with OSWD special services accommodations should **READ the Gallaudet - OCICU Disability Service Request Policy Below** if they think they may need to request disability services for an OCICU online course.

Student and advisor have read all the Gallaudet OCICU online course participation considerations regarding the above responsibility commitments. The signatures below affirm agreement and a voluntary desire to observe all requirements stipulated by Gallaudet and OCICU.

Student	Date	Academic Advisor	Initials
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OCICU Disability Service Request Policy - *Gallaudet Information Highlighted in Blue*

In order to maintain an efficient and confidential process for students to request disability services for consortium courses, students seeking accommodations for disabilities should work with the Office of Disability Services or designated person at their home/member school instead of contacting the provider school directly. ***GU Students must seek certification from the Office of Students with Disabilities (OSWD) OR your own personal medical professional.** GU Registrar's Consortium Coordinator can only convey student's deaf/HH enrollment status with some OCICU member institutions as procedure agreements have been established. **The Registrar's Office does not have the authority to determine a student's disabilities or provide certification for a professional provider.**

It is important to note that the required documentation and services available to students may vary between the home/member school and the different providing schools. Required documentation at the provider school will take priority over the requirements at the home/member school. Home/member schools can obtain the provider contact information through the OCICU Help Desk at ocicu@regis.edu or 1-877-740-5959. **The Consortium Coordinator for OCICU can provide students with contact information for some OCICU member institutions Disability Services and Officials.**

Requests for accommodations should be received at least 2 weeks prior to the term start although **30 days is preferable** as some services such as audio textbooks or transcribing video/audio feeds may taking longer to provide. If the provider is not notified with enough to make the necessary arrangements, students may be encouraged to take the course in a later term.

PROCESS: Students seeking accommodations for disabilities and who are interested in taking an OCICU course should notify the Office of Disability Services* or designated person at their home/member school. The *ODS (GU OSWD) at the home/member school (not the student) will contact OCICU for contact information at the designated provider school. The provider ODS will work directly with the member *ODS to obtain any required documentation and with the instructor to make any necessary accommodations.