OFFICE OF ACADEMIC AFFAIRS

What is Office of Academic Affairs?

The Office of Academic Affairs is located in Walker Hall, room 207 and houses the office of Vice President for Academic Affairs, Associate Vice President for Academic Affairs, and Registrar. These individuals assist students, faculty and staff with academic functions of the University such as the course offering, registration/class scheduling, degree plans, and academic policies. You will be greeted at the front desk and asked how we can assist you. You will then be guided to the individual who can address your need.

Who do I talk to about my schedule if I have questions or want to make changes?

The team of Ozarks Seminar instructors is here to help with all of your advising questions! Please email dpelts@ozarks.edu or call 479.979.1401 to speak with a freshman advisor. Returning students should meet with your academic advisor to discuss class schedules and request changes. You may view your schedule through the student portal.

Who is my advisor?

You can find your current academic advisor in Self-Service. Choose Student Planning, Go to Plan & Schedule and Advising. For those registered for Ozarks Seminar, your instructor is your advisor for the first year of study. After your first year, you will have an advisor assigned by the Registrar.

How do I read my schedule?

Courses listed on our schedule in Self-Service will be marked as Planned, Registered, or Waitlisted. Class with a status of Registered are those you will attend for the semester. Planned and Waitlisted courses are not officially enrolled. Be sure you are enrolled in 15-18 credit hours (5 classes) to stay on track for good academic standing. Courses that meet during more than one time period may be listed twice – i.e. BIO1104 is a class and a lab and may display as MWF 10:30 and TH 1-3. (M = Monday, T = Tuesday, W = Wednesday, TH= Thursday, F = Friday)

If you wish to make any changes after registration is closed, please meet with your academic advisor.

Where can I find the course offering?

The course offering is located on Self-Service. There you may view classes and see the enrollment limits, descriptions and days/times offered.

What is FERPA?

The Family Education Right to Privacy Act requires that institutions of Higher Education protect the privacy of you, the student. FERPA prevents University of the Ozarks from discussing any educational or financial information with anyone other than you, the student, unless you give us permission. If you wish for parents or other individuals to be able to speak to University officials about your account balance or academic record, you must complete the Student Record Release Information in Self-Service. You will add Person/Relationship and enter the name of the individuals Ozarks' has permission to speak with. See the Office of Academic Affair with any questions

How do I update my address or email?

Your current address can viewed or changed in Self-Service under your user profile. Your home address should be the address that where you reside when classes are not in session. Your local address would be your on campus address or off campus address where you reside when classes are in session. Your @ozarks.edu email address is the official means the University will use to contact your regarding your academic record, billing and financial aid. Be sure to check your Ozarks email often.

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What is Experience?

Experience is where you will access all of Ozarks online resources. On this page you will have access to the Academic and Student Affairs information. Links to Self Service, CANVAS, Ozarks email, online forms, as well as the University Catalog and Handshake are all available in one location.

What is Self Service?

Ozarks student portal/self service is located on Experience. Self Service is where you access your class schedule, grades, degree plan, financial aid, and billing statements.

What is CANVAS?

CANVAS is the University learning management system. This is where students have access to their class content. Instructors will use CANVAS to post assignments, grades, etc.

How do I add or drop a class?

To add or drop a class each student will need to meet with their academic advisor. Your academic advisor will assist you in making decisions about your class schedule and degree progress. Students have until the 5th day of each semester to add a class and can drop without a W through the 10th day of class. After the 10th day of classes all dropped classes will be assigned a grade of W.

How do I request a Transcript, Enrollment Verification or other documents?

Official transcripts are requested through the National Student Clearing House. The link is available on Experience or the University website, https://ozarks.edu/about/offices-and-services/registrars-office/. You will also find a link to request other documents by choosing the Unofficial Transcript request. OAA can also provide paper copies by visiting Walker Hall room 207.

What is Acadeum?

Acadeum is a course sharing consortium that allows Ozarks students expanded opportunities during the winter and summer sessions. The Registrar will publish the courses approved by Ozarks for each winter and summer session. Students will register for courses by creating an Acadeum account and requesting enrollment.

Where to I find the Academic Calendar and Final Exam Schedule

The Registrar publishes a 5 year academic calendar each July. Students will receive an email with both the academic calendar and final exam schedule. All University calendars are also published on Experience under Calendars.