

OCCHS Guidelines

Deadline Date Changes:

All paperwork for new students (non-admitted) must be submitted three business weeks before the classes begin. **No late applications can be accepted.** The deadline for formerly admitted students is the Wednesday before classes begin.

If you are already admitted, all you have to do to register for the semester is to send the OCCHS Program an email at occhs@marshall.edu, which includes your name, 901 number or date of birth, your high school, and the course(s) you want to take.

MUNET Name & Class Login:

Confirmation emails will no longer be sent to students. Students receive their 901 numbers in their admission letter. With your 901 number, you can look-up your MUNET ID/username at <https://www.marshall.edu/selfservice/st/>.

You will not be able to log into your class until the first day of class. To login to your course(s), go to MyMU at <https://mymu.marshall.edu/> and login using your MUNET ID and password. Your password is initially set as your date of birth in six-digit format. For example, if your birthday is February 7, 2003, your password would be 020703. Once logged in, just click on the “Blackboard” quick link on the left hand side of the page to access your course(s).

If you have trouble looking up your MUNET username and/or accessing your course(s), please contact the **IT Service Desk at 304-696-3200** or via email at itservicedesk@marshall.edu.

Cost:

Your cost will be \$25 per credit hour, so a 3-hour course costs \$75, a 4-hour course costs \$100, and a 5-hour course costs \$125. The OCCHS Program is **no longer accepting checks**. Please wait until you receive a billing statement from Marshall and follow its directions to pay. All billing questions should be directed to the **Bursar’s Office at 304-696-6620**.

Textbooks:

Textbooks may be obtained at the Marshall University Bookstore (1-800-381-5151 or (304) 696-3622). You can also find and buy your books online through the MU Bookstore’s website at <http://www.marshall.bkstr.com>. All you have to do is click on books, then textbooks, and it will ask you to select your term and enter your 901 number. If you are unable to find out what books you need, please contact your professor.

Dropping a Course:

If you would like to be removed from your class, please call us at 304-696-7084 or email us at occhs@marshall.edu. Please keep in mind that withdrawing from class(es) after the schedule adjustment period will result in a “W” on your academic transcript and may still require all or partial payment of the class. To learn more about the deadlines for schedule adjustment and withdrawals,

please visit the University's Academic Calendar at <http://www.marshall.edu/academic-calendar/> . To learn more about the refund process, please check the Bursar's Reduction (Refund Schedule) at <http://www.marshall.edu/bursar> .