

OSU Email Access

In order to remain HIPAA compliant, OSU-COM email accounts are not able to be extended after graduation for those whose affiliation with OSU is ending. Account termination will be requested **June 1st** after graduation. We strongly recommend saving and/or forwarding important communications in advance of this deadline. Please review the policy below and note that this is a University policy and not governed by the Registrar's Office. Please contact the helpdesk for more information. If you aren't sure about your future OSU affiliation, we recommend contacting your Residency Coordinator or Program Director.

As part of the Oklahoma State University network, user accounts created for OSU-CHS, including email, are provisioned, and maintained by OSU's main campus IT department. OSU offers "Email for life" to all OSU alumni and retirees, but in order to comply with HIPAA requirements, OSU-CHS will implement procedures to protect content from being shared with former OSU-CHS individuals that meet the "Email for Life" criteria.

- *When a student graduates from a program offered by OSU-CHS, OSU-CHS IT will lock the former student's network account per request from the department of Enrollment Management. This will revoke access to the OSU Network and to email services.*
- *This lock will remain in place indefinitely. If former student would like to continue to have an email account from okstate.edu, the former student shall contact the Stillwater campus IT department Helpdesk and submit a request for getting a new email account.*
- *The Stillwater campus IT department will work with former student to process the new okstate.edu network/email account.*
- *The Stillwater IT department will contact OSU-CHS IT Security and provide notification that it will confiscate the former student's original network account/email and issue a new account/email.*
- *Stillwater IT will transfer ownership of the original former student's network/email account to OSU-CHS IT security team.*
- *If former student desires a copy of specific email(s) from his/her original network/email account (emails that don't contain sensitive/classified information) this can be requested at the time former student requests a new email account, OSU-CHS IT security will undergo a process of reviewing email content and will coordinate with former student to deliver a copy of requested email(s).*
- *OSU-CHS IT security will work with Stillwater IT to provide a reviewed mailbox file to former student.*

When can I expect my degree to be posted?

The Registrar's Office cannot post your degree until all rotation grades have been submitted and requirements are complete. Grades from some rural sites may not be immediately available. Please note that we track all missing grades and work closely

with the departments in question to obtain them as quickly as possible. We will contact you if we need anything from you regarding a missing grade. Starting the day of graduation, we generally post degrees within one business day of receiving the final requirement.

Are there other things that might hold up my degree?

Students who received financial aid must complete their Financial Aid Exit Interview or we cannot release their final transcript or diploma. The Office of Financial Aid will send information about this process, or students can email chsfinaid@okstate.edu. Students with Bursar balances will also have holds on their accounts. This includes payments for any large diplomas students may have ordered. Bursar questions should be directed to the CHS Bursar at 918-561-1563, or visit the Bursar Office in the Bookstore during posted business hours. Students with FA Exit or Bursar holds will not be approved for COMLEX Level 3 until the holds are cleared.

How can I see which grades are missing?

You can view your unofficial transcript at my.okstate.edu (be sure your campus is Osu-CHS). Missing grades will be at the bottom listed under "Courses in Progress." It can sometimes take several weeks after graduation to obtain all of the last rotation grades, so if something is missing, don't panic. Again, we monitor this and work with the appropriate departments closely and will let you know if there is anything you need to do.

How can I submit credentialing or licensing paperwork for my residency program?

Students can begin submitting paperwork or records requests at any time. We will hold all paperwork or requests that need to be completed after graduation until your degree has been posted. Please use our records request form to request final transcripts and let us know that you would like us to hold the request for graduation. If you need a document showing your degree type with inclusive dates of enrollment and anticipated graduation date, simply request a proof of enrollment, which contains that information. <https://medicine.okstate.edu/com/registrar/record-request.html>

What If I need a .PDF copy of my final transcript?

.PDF electronic transcripts are available via Parchment at <https://www.parchment.com/u/regISTRATION/33133292/account>. You can request the order be held until your degree is posted if prior to graduation. Expedited/overnight paper transcripts are also available via Parchment.

Mailed paper transcripts will continue to be available free of charge from the Registrar's Office using the records request form linked above. You can continue to use this form to request records after graduation and beyond.

How can I get a photocopy of my diploma?

Students will receive an official digital copy of their diploma which they can access via their Parchment account. If a program or another credentialing body requires a copy be e-mailed or mailed directly by the school, use the records request form above to request a copy.

How do I apply for my Oklahoma License?

Class of 2023 students who practice in Oklahoma will apply for their full license beginning around March of 2024. There is a 2 page form to be completed by your medical school in the license packet. You will submit this form to us at that time, and we will complete it and forward it to the board along with a copy of your transcript and diploma. The form can be e-mailed to us as a .PDF attachment; just make sure that your portion at the top of the first page of the form is completed and signed. We will do the rest!

When can I register for COMLEX Level 3?

Level 3 approvals are generally processed around the end of May. Approval also serves as a verification of graduation; therefore, approvals can't happen until after your degree is posted. If you have Bursar or other holds on your account, Level 3 approval won't be processed until holds are cleared.

I'm a Dual Degree student – what about my Graduate degree?

Degree posting and most other services for CHS Graduate programs are handled through the main campus in Stillwater. Dual Degree students who appeared in past Commencement Programs or who will appear in the Graduate section of the current Program will not have those degrees relisted in the D.O. section. You will be contacted separately for diploma applications, ceremony information (if you plan to walk in the Graduate ceremony), degree information, etc. Please contact your graduate advisor or chsgradprograms@okstate.edu.