



Registration Process for Credit Overlay Students

Term: Fall 2023

CRN 30925, ED 510 OSTA Fall Conference on Science Education

1 Cr @ 200/cr. = \$200.00

Dear Student,

Thank you for your interest in Eastern Oregon University's continuing education program. Please take the following steps to ensure that you are registered correctly.

In order to register you must first complete the Non-Admitted Non-Degree Seeking Student Form, if you have not enrolled in a course through EOU within the last three terms. (If you have enrolled in an EOU course go to step 2).

Step 1 – Non-Admitted Non-Degree Seeking Student Electronic Form:

Please note the following when completing your application:

Select level of courses being sought:

- Students who have completed a Bachelor's degree, please select "Non-Degree Graduate".
- Students who have NOT completed a Bachelor's degree, please select "Non-Degree Undergraduate".

Campus Location:

- Online

Start Term and Year:

- Indicate the term of the course you want to register for

Educational Intent:

- Credit Overlay, Educational Workshop, CTE

Name and remaining informational items

Link to form: [Non-Degree Seeking Student Form](#)

You will receive email notification from the EOU Admissions Office when your application has been processed. It will contain your new EOU student ID number and login information for your new Mountie Hub portal. If you do not receive this email please contact the Admissions Office at admissions@eou.edu or (541)-962-3393. Once this has been completed move to step 2.

Step 2 – Self-Register through your Mountie Hub Account: Fall term begins Sept 25th.
Registration must be completed within the first 3 weeks of the term, no later than October 13, 2023.

Once you have received notification that your Non-Degree Seeking application has been processed and you have the 5-digit CRN, please visit the EOU home page at eou.edu and log in to your **MY.EOU Portal**. Inside the Portal, please select the **Mountie Hub** application. If this

is your first time self-registering for classes with EOU, you will be prompted to complete a Financial Responsibility Form on the next screen. Once this form is complete you may use the 5-digit CRN to register for your course. This tutorial will walk you through the registration process: [How to Register for CTE or Credit Overlay Classes](#)

*Registration for Credit Overlay courses will open on the date listed in the EOU [Academic Calendar](#) as “**All Other College Students**” and will close at 5:00 PM on the first Friday of each term.

Step 3 – Remit Payment through your Mountie Hub Account:

To view your student account balance, please log in to your **MY.EOU Portal** and select the **Mountie Hub** application. Click on the Student Accounts option. From here you can view your Account Summary, make a payment, or generate a statement with payment history for employer/school district reimbursement. Please check the EOU [Academic Calendar](#) for payment due dates and deadlines. **Credit Vouchers may not be used in any form of payment for Credit overlay courses.**

*Please note that the Non-Admitted, Non-Degree Seeking student application fee of \$25 is waived for individuals enrolling in Credit Overlay courses. Please review your student account and if you believe you have been assessed this fee in error, please contact the EOU Admissions Office at admissions@eou.edu.

Step 4 – Once you have completed your course:

After you have completed your class and your final grades have been posted you may use your Mountie Hub account to view your grades and/or order official transcripts by clicking on **Student Services** followed by **Student Information**.

FAQ

What do I do if I miss the registration deadline?

Contact the College of Education at 541-962-3772.

What do I do if I run into registration errors or need to make adjustments to my registration?

Email add.drop@eou.edu and a Registrar's Office staff member will assist you.

What do I need to do if I need to withdraw from a course? “Do not” adjust your registration once you are enrolled in your credit overlay course. Please contact the Registrar's Office at add.drop@eou.edu, with your 5 digit course reference number and let them know you are in a credit overlay class, as self-drops through your Mountie Hub account may result in tuition fees and penalties.”

What do I do if I have questions about the Financial Responsibility Form?

Contact the EOU Student Accounts Office at cashier@eou.edu.