The school admits and registers students participating in OSU’s Expanded Options Program (XOP), not the student. A special password is given to each district to use in admitting XOP students. Admission is done through the OSU website, as follows:

1. Go to OSU’s Home Page (http://oregonstate.edu/)

2. Click on Admissions (left side menu)

3. Click on Apply Now (upper right button)
4. Click on *First time user account creation* (purple text)

   a. Enter a made-up *Login ID* name
   b. Enter a made-up *PIN* (password, 6 digits)

5. Click on *Application for Secondary School students and home school students in grades 6-12*
6. Click on *OSU Expanded Options Program for School Districts*

7. Enter the Expanded Options *Password* (contact Dave Moore for this word)

8. Enter *Application Type*
   a. Select *Admission Term* (ex. Fall 2006)
   b. Enter *First Name*
   c. Enter *Middle Name* or initial
   d. Enter *Last (family) Name*
   e. Click on the *Fill Out Application* button
9. Fill out the Application Checklist with the following required elements:
   a. Name (last, first)
   b. Current Address and Phone (street, city, state, zip), phone highly recommended
   c. Personal Information (gender, citizenship status, birth date, e-mail)
   d. Planned Course of Study (undeclared/university exploratory studies)
   e. High School (click Look Up High School Code and follow directions)
   f. Additional School Information (grade level, advisor name & phone), e-mail recommended
   g. Emergency Contact Information (relationship, name, address)

10. Click the Finish Later button if you wish to finish later

11. When finished, click the “Do NOT check this box until …” box (near the bottom)
12. Click on the Application is Complete button
13. A welcome letter will be displayed with the student ID number and GAP listed. WRITE THIS INFORMATION DOWN! Then print a copy of the letter. Keep the GAP secure.

14. You have completed OSU Admissions!

You can now move on to register students for classes. Go to the Search Class Listings page (http://catalog.oregonstate.edu/Default.aspx?section=ClassListing) to locate your students’ classes and CRNs. Follow the Registration Process document on the XOP School & District Information webpage to complete registration 3 or more weeks before the term starts.

Need help? Contact Dave Moore at OSU (dave.moore@oregonstate.edu, 541-737-9685) or go to the Expanded Options Program website at http://p12.ecampus.oregonstate.edu/xop/.