

Campus Contacts

CASNR (College of Agricultural Sciences and Natural Resources) 136 Agriculture Hall 405-744-5395	casnr.okstate.edu
CAS (College of Arts and Sciences) 213 Life Sciences East 405-744-5658	cas.okstate.edu
EHA (College of Education, Health and Aviation) 106 Willard 405-744-6350	education.okstate.edu
CEAT (College of Engineering, Architecture and Technology) 101 Engineering North 405-744-5276	tech.okstate.edu
COHS (College of Human Sciences) 101 Human Sciences 405-744-5053	humansciences.okstate.edu
SGSP (School of Global Studies and Partnerships) 107 Wes Watkins Center 405-744-6606	sgsp.okstate.edu
SSB (Spears School of Business) 155 Business Building 405-744-2772	business.okstate.edu
CVHS (Center for Veterinary Health Sciences) 205 McElroy Hall 405-744-6651	cvhs.okstate.edu
Graduate College 202 Whitehurst 405-744-6368	gradcollege.okstate.edu
Honors College 101 Old Central 405-744-6799	honors.okstate.edu
University College Advising 214 Student Union 405-744-5333	uca.okstate.edu
Academic Services for Student Athletes 150 Athletics Center 405-744-5762	aec.okstate.edu
Athletic Ticket Office 136 Athletics Center 405-744-5745	www.okstate.com
Bursar 113 Student Union 405-744-5993	bursar.okstate.edu
Career Services 360 Student Union 405-744-5253	www.hireOSUgrads.com
Independent Studies 317 PIO Bldg. 405-744-6390	is.okstate.edu
Department of Wellness Colvin Center 405-744-5510	wellness.okstate.edu
Edmon Low Library 216 Library 405-744-9775	library.okstate.edu
Fraternity & Sorority Affairs 211J Student Union 405-744-5490	gogreek.okstate.edu
Housing and Residential Life 100 Iba Hall 405-744-5592	reslife.okstate.edu
International Students and Scholars 250 Student Union 405-744-5459	iss.okstate.edu
Office of Multicultural Affairs 240 Student Union 405-744-5481	oma.okstate.edu
OSU Testing Center 100 UAT Building 405-744-5958	testing.okstate.edu
Parking and Transit Services 1006 W. Hall of Fame 405-744-6525	parking.okstate.edu
Scholarships and Financial Aid 119 Student Union 405-744-6604	financialaid.okstate.edu
Student Disability Services 315 Student Union 405-744-7116	sds.okstate.edu
Study Abroad 242 Student Union 405-744-8569	ieo.okstate.edu
University Counseling Services 320 Student Union 405-744-5472	ucs.okstate.edu
University Health Services 1202 W. Farm Road 405-744-7665	uhs.okstate.edu
University Police Services 104 USDA Bldg. 405-744-6523	police.okstate.edu
University Store at the Student Union 1st floor 405-744-5237	universitystore.okstate.edu



Enrollment Guide Summer 2019

Term Dates

Pre-Session (Part of Term 4)	May 20-June 7
Full 8-Week Term (Part of Term 1)	June 10-August 2
First 4 Weeks (Part of Term A05)	June 10-July 5
Second 4 Weeks (Part of Term A06)	July 8-August 2

Contact us:
Office of the Registrar
322 Student Union
Oklahoma State University
Stillwater, OK 74078
Phone: 405-744-6876
Email: registrar@okstate.edu
Office hours: M-F 9am-5pm

registrar.okstate.edu

Enrollment Dates

	<u>Date to Enroll</u>	<u>-- Overall Earned Hours</u>
March	25	Priority + Graduate Students
		SENIORS
March	26	115 or more
	27	110 or more
	28	105 or more
	29	100 or more
		JUNIORS
April	1	90 or more
	2	85 or more
	3	80 or more
	4	75 or more
	5	70 or more
	8	65 or more
	9	60 or more
		SOPHOMORES
	10	50 or more
	11	Tulsa Transfer Enrollment Day 50+
	15	Transfer Enrollment Day 50+hours*
	16	40 or more
	17	30 or more
		FRESHMEN
	18	20 or more
	19	Transfer Enrollment Day 20+hours*
	22	15 or more
	23	10 or more
	24	Open for all continuing students
	26	All Transfer Enrollment Day*
May	9	All Transfer Enrollment Day*
	22	All Transfer Enrollment Day*

*New freshmen and new transfer students will begin the enrollment process with the New Student Orientation and Enrollment Office, 321 Student Union, (405) 744-3636, newstudents.okstate.edu.

Notice to first-semester students: Credit earned by examination (such as AP or CLEP) will be recorded on a student's OSU transcript with a neutral grade of "CBE-P" (Pass) if the student earns the equivalent of a "C" or better on the examination. No grade is recorded if the student fails the exam.

Registration and Enrollment

1. Find your expected enrollment/registration date for the upcoming semester in this enrollment guide.
2. Schedule a meeting with your academic adviser to plan your class schedule. You won't be able to enroll until your adviser clears you for registration. Contact your adviser early, as advising appointments fill quickly.
3. From Student Self Service, check **Student Profile** to see if you are eligible to register for classes. This site will notify you of factors that may prevent you from being eligible to register, such as enrollment status, academic standing and holds.
4. Accessing **Prepare for Registration** (under Registration) will allow you to view registration permits/overrides that have been granted to you.
5. You can plan your schedule in Self Service using **Plan Ahead** under the Registration menu. Plans created here will be available when you register for classes (on the Plans tab).
6. If you register in a class with variable credit hours, it will default to the lowest number of credit hours. Use the **Schedule and Options** tab of Registration to change credit hours in a variable credit class. Detailed instructions can be found at registrar.okstate.edu/XE-Registration#change.
7. Find more details on Self Service Registration at registrar.okstate.edu/XE-Registration.
8. Find instructions for viewing your class schedule in various ways at registrar.okstate.edu/content/viewing-my-class-schedule.

Graduating in July? Summer graduates are encouraged to attend the spring commencement ceremony. You must submit a graduation application online by Monday, **April 1** to have your name appear in the spring commencement program. Log in to my.okstate.edu, Self Service, and select 'Apply to Graduate' from the Student Records menu.



Summer Dates to Remember

Students who wish to enroll in a short course must enroll before the start of the course. Proportionate drop and withdraw dates apply to short courses. Go to registrar.okstate.edu and click on "Short Courses with Unique Drop/Add Deadlines" link for these deadlines. Additional deadlines apply to graduate students. See the [Graduate College Academic Calendar](#).

Full 8-Week Term (Part of Term 1)

Date Classes Begin.....June 10
Final Enrollment Date without late fee.....June 7
Date Classes End.....August 2

100% Refund, Nonrestrictive Drop/Add Deadline* Wednesday, June 12
Partial Refund, Restrictive Drop/Add Deadline* Friday, June 14
University Holiday Thursday, July 4
W Drop/Withdraw Deadline* Friday, July 19
W/F Full Withdrawal Deadline* Friday, July 26
Class work ends Friday, August 2

A University holiday falls within this session. If the scheduled classes do not meet, additional class time or assignments may make up the difference.

First 4 Weeks (Part of Term A05)

Date Classes Begin.....June 10
Final Enrollment Date without late fee.....June 7
Date Classes End.....July 5

100% Refund, Nonrestrictive Drop/Add Deadline* Tuesday, June 11
Partial Refund, Restrictive Drop/Add Deadline* Wednesday, June 12
W Drop/Withdraw Deadline Friday, June 28
W/F Full Withdrawal Deadline* Wednesday, July 3
University Holiday Thursday, July 4
Class work ends Friday, July 5

A University holiday falls within the semester. If the scheduled classes do not meet, additional class time or assignments may make up the difference.

Pre-Session (Part of Term 4)

Date Classes Begin.....May 20
Final Enrollment Date without late fee.....May 17
Date Classes End.....June 7

100% Refund, Nonrestrictive Drop/Add Deadline* Monday, May 20
Partial Refund, Restrictive Drop/Add Deadline* Tuesday, May 21
University Holiday Monday, May 27
W Drop/Withdraw Deadline Monday, June 3
W/F Full Withdrawal Deadline* Wednesday, June 5
Class work ends Friday, June 7

A University holiday falls within the semester. If the scheduled classes do not meet, additional class time or assignments may make up the difference.

Second 4 Weeks (Part of Term A06)

Date Classes Begin.....July 8
Final Enrollment Date without late fee.....July 5
Date Classes End.....August 2

100% Refund, Nonrestrictive Drop/Add Deadline* Tuesday, July 9
Partial Refund, Restrictive Drop/Add Deadline* Wednesday, July 10
W Drop/Withdraw Deadline* Friday, July 26
W/F Full Withdrawal Deadline* Wednesday, July 31
Class work ends Friday, August 2

*Drop/Add and Withdraw Deadline Details:

100% Refund, Nonrestrictive Drop/Add Deadline:

- add a course (nonrestrictive)
- drop a course with 100% refund and no grade

Partial Refund, Restrictive Drop/Add Deadline:

- add a course (requires instructor and adviser signatures)
- drop a course with partial refund and grade of "W"

W Drop/Withdraw Deadline:

- drop a course with automatic grade of "W"
- withdraw from all classes with automatic grades of "W" (requires completed Withdrawal Form)

W/F Full Withdrawal Deadline:

- withdraw from all courses with assigned grades of "W" or "F" (requires completed Withdrawal Form)

Students' Rights to Privacy

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records in all offices, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

An OSU student has the right to:

1. Inspect and review information contained in his or her educational records within 45 days of the day that the University receives a written request from the student.
2. Challenge the contents of the educational record.
3. Have a hearing if the outcome of a challenge is unsatisfactory.
4. Submit an explanatory statement for inclusion in the educational record, if the outcome of the hearing is unsatisfactory.
5. Secure a copy of the institutional policy, which includes the location of all educational records.
6. Prevent disclosure, with certain exceptions, of personally identifiable information from the educational record.
7. File a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901.

Withholding Disclosure of Information. Currently enrolled students may withhold disclosure of directory information. A student may file a written request with the Office of the Registrar to not release personally identifiable information, including directory information. Such requests will be honored until revoked by the student. The University assumes that failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure.

Access to Records. Students may inspect and review their educational records by making a written request to the office that maintains the records (See Location of Records below). No non-directory information regarding students' educational records may be disclosed to anyone without written consent of students, except for selected purposes as authorized by federal law, such as to "school officials" who have a "legitimate educational interest" in the student, upon request to another institution to which a student seeks or intends to enroll or is already enrolled if the disclosure is related to the student's enrollment or transfer, and in response to a lawfully issued court order or subpoena.

Parental Access to Records. At the postsecondary level, parents have no inherent rights to inspect their son's or daughter's educational records. Information regarding educational records is best obtained by direct communication between the parent and the student. Students may consent to release their educational records to parents, legal guardians, or other individuals by completing the appropriate form in the Office of the Registrar. Such consent should be given in a non-coercive environment. Parents of a dependent student may challenge denial of access to educational records by producing the most current copy of Internal Revenue Form 1040.

Definitions.

"Educational Record" refers to those records which are directly related to a student and are maintained by an educational institution.

"Directory Information" includes: student's name; local and permanent address or hometown; telephone number; year of birth; major field of study; weight and height of student participating in officially recognized sports; dates of attendance at Oklahoma State University; degrees, honors, and awards granted or received and dates granted or received; academic classification such as freshman, sophomore, junior, senior, etc.; institutional electronic mail address; most recent educational institution previously attended; dissertation or thesis title; advisor or thesis/dissertation advisor; participation in officially recognized organizations, activities, and sports; parents' names and addresses (city and state only).

"School official" is defined as an individual currently serving as a member of the Oklahoma State University Board of Regents or classified as faculty, administrative or professional, and staff such school officials supervise; the President and CEO of the Alumni Association and President and CEO of the Oklahoma State University Foundation and the staff they supervise; the National Student Clearinghouse; and contractors, volunteers, and other non-employees performing institutional functions as school officials with legitimate educational interests.

"Legitimate educational interest" is defined as an interest which results from the duties officially assigned to a school official and which are related to such a school official's responsibility for facilitating the student's development. School officials may have legitimate educational interests both in students who are currently enrolled and in those no longer enrolled.

Location of Records. Several offices share responsibility for maintaining and releasing information pertaining to student education records. These include, but are not restricted to: a) the Office of the Registrar for academic records, b) Student Conduct Education and Administration office for disciplinary records, c) the Office of the Bursar for billing and payment records, d) the Office of Scholarships and Financial Aid for scholarship and financial aid records, e) the Human Resources office or Career Services office for employment/placement records, and f) the Communications Service office for directory information.

Degree Works

Degree Works is a degree audit tool designed to provide an overview of your degree requirements and an understanding of how your coursework applies to your degree. Access is available from your Student Profile (under Additional Links). Additional information is available at registrar.okstate.edu/degreeworks.



Short Class Schedules

Students who wish to enroll in a short course must enroll before the start of the course. Proportionate drop and withdraw dates apply to short courses. Go to registrar.okstate.edu and click on "Short Courses with Unique Drop/Add Deadlines" link for these deadlines or scan the QR code below.

