Campus Contacts
CASNR (College of Agricultural Sciences and Natural Resources) 136 Agriculture Hall 405-744-5395 casn.okstate.edu
A&S (College of Arts and Sciences) 213 Life Sciences East 405-744-6568 cac.okstate.edu
COE (College of Education) 106 Willard 405-744-6350 eduction.okstate.edu
CEAT (College of Engineering, Architecture and Technology) 101 Engineering North 405-744-5256 ceat.okstate.edu
COHS (College of Human Sciences) 101 EES 405-744-5503 humanciences.okstate.edu
SSR (Spears School of Business) 103 Business Building 405-744-2772 spears.okstate.edu
CVHRS (Center for Veterinary Health Sciences) 205 McElroy Hall 405-744-6959 cvhs.okstate.edu
University Police Services 1202 W. Farm Road 405-744-7665
320 Student Union 405-744-5472
University Counseling Services 242 Student Union 405-744-8569
Study Abroad 315 Student Union 405-744-7541
Student Disability Services 1514 W. Hall of Fame 405-744-9355
Seretean Wellness Center Iba Hall 405-744-5592
Scholarships and Financial Aid 1006 W. Hall of Fame 405-744-6525
Parking and Transit Services 240 Student Union 405-744-5481
Office of Multicultural Affairs 250 Student Union 405-744-5459
Correspondence Education 113 Student Union 405-744-5992
Department of Wellness Colvin Center 405-744-5510
Edmon Low Library 405-744-9775 or 744-9161
Fraternity & Sorority Affairs 211 Student Union 405-744-5490
Housing and Residential Life 2ha Hall 405-744-5592
International Students and Scholars 250 Student Union 405-744-5499
Office of Multicultural Affairs 240 Student Union 405-744-5481
Parking and Transit Services 1096 W. Hall of Fame 405-744-5625
Scholarships and Financial Aid 119 Student Union 405-744-6604
Student Wellness Center 1314 W. Hall of Fame 405-744-9555
Student Disability Services 315 Student Union 405-744-7541
Study Abroad 242 Student Union 405-744-5858
University Counseling Services 320 Student Union 405-744-5472
University Health Services 1302 W. Farm Road 405-744-7665
University Police Services 1st floor U324A 405-744-6123
University Store at the Student Union 1st floor 405-744-5237

Enrollment Guide
Summer 2016

Session Dates
Session 1 May 16 - June 3
Session 2 June 6 - July 9
Session 3 June 6 - July 1
Session 4 July 5 - July 29

Avoid the Line - Enroll Online
Step 1. Plan Your Schedule
1. Go to prodosu.okstate.edu
2. Click 'Search for Classes'.
3. Select 'Course Search or Search by Subject'.
4. Highlight a term from the drop-down menu. Click 'Select'.
5. Select 'Campus' - Main-Stillwater, OSU Tulsa or All.
6. Write down the Section Title & Call Number for the section that you want to take.
7. Click 'Adjust Your Search Criteria'. Repeat steps 4-6 as necessary.
8. Click 'Enroll' when you are finished. You may log in to SIS to use the search-and-enroll functions to help you find classes, but you may not enroll until your adviser clears your advising hold and your date to enroll is reached.

Step 2. Meet With Your Adviser
New Student Orientation required for new OSU-Stillwater students prior to advisement - see newstudents.okstate.edu. For continuing students, please make an appointment with your adviser before your enrollment date. Advisement appointments fill up quickly, so schedule early.

Step 3. Enroll
1. Log in to Student Self-Services with hours listed on the login screen as early as 7:30 a.m. prodosu.okstate.edu
2. Check the term and change it if necessary. Click 'Select Term' on the navigation bar or on the Site Map; Click the link for the term you want.
3. Highlight "Registration" on the navigation bar; Click 'Drop and Add Classes' from the drop-down menu.
4. Enter the call numbers (from step 1) in the "Add Class" boxes. Click 'Submit'.
5. Verify the information.
6. If the class you currently selected is closed, you may use the search-and-enroll functions to find alternate classes.

Step 4. Print Your Schedule
1. Highlight "Registration" on the navigation bar.
2. Click 'Detailed Schedule' from the drop-down menu.
3. Click 'Print Schedule'.
4. Using building designation codes, review where your classes are located before the semester begins.

Graduating in July? Summer graduates are encouraged to attend the spring commencement ceremony. You must file a diploma application online by Friday, April 1 to have your name appear in the spring commencement program. Log in to SIS and select 'Diploma Application' from the Student Records menu.

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 8am-5pm
Summer Dates to Remember

Students who wish to enroll in a short course must enroll before the start of the course. Propositionate drop and withdraw dates apply to block and short courses at W.W. Olin College of Business and the College of Engineering. This information is subject to change at registration.okstate.edu and click on “Short Courses with Unique Drop/Add Deadlines.”

Session 1

Section #’s 21* and 81* (Tulsa) are unique to this session

| Date Classes Begin | June 16
| Date Classes End | June 30
| Partial Refund, Nonrestrictive Drop/Add Deadline** | June 24
| Partial Refund, Restrictive Drop/Add Deadline** | June 24
| University Holiday | June 27
| W/D Withdrawal Deadline** | June 27
| W/F Withdrawal Deadline** | June 30
| Final grades due electronically from faculty | July 6

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

Session 2

Section #’s 00* and 80* (Tulsa) are unique to this session

| Date Classes Begin | June 6
| Date Classes End | June 29
| Partial Refund, Nonrestrictive Drop/Add Deadline** | June 29
| Partial Refund, Restrictive Drop/Add Deadline** | June 29
| University Holiday | July 4
| W/D Withdrawal Deadline** | July 4
| W/F Withdrawal Deadline** | July 4
| Final grades due electronically from faculty | July 11

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

Session 3

Section #’s 23* and 83* (Tulsa) are unique to this session

| Date Classes Begin | June 6
| Date Classes End | July 1
| Partial Refund, Nonrestrictive Drop/Add Deadline** | July 6
| Partial Refund, Restrictive Drop/Add Deadline** | July 6
| University Holiday | July 12
| W/D Withdrawal Deadline** | July 12
| W/F Withdrawal Deadline** | July 12
| Final grades due electronically from faculty | July 17

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

Session 4

Section #’s 24* and 84* (Tulsa) are unique to this session

| Date Classes Begin | July 5
| Date Classes End | July 27
| Partial Refund, Nonrestrictive Drop/Add Deadline** | July 27
| Partial Refund, Restrictive Drop/Add Deadline** | July 27
| University Holiday | July 31
| W/D Withdrawal Deadline** | July 31
| W/F Withdrawal Deadline** | July 31
| Final grades due electronically from faculty | August 9

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

**Drop/Add and Withdraw Deadline Details:

- 100% Refund, Nonrestrictive Drop/Add Deadline: first day of classes and no grade

- Partial Refund, Restrictive Drop/Add Deadline: second day of classes and no grade

- Partial Refund, Restrictive Drop/Add Deadline: third day of classes

- W/D Withdrawal Deadline: one week after the end of the second day of classes

- W/F Withdrawal Deadline: one week after the end of the third day of classes

Students’ Rights to Privacy

The Family Educational Rights and Privacy Act of 1974 (Farbkley Amendment) was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide procedural safeguards 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 provides 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. Secure a copy of the institutional policy that includes the procedures described above.

5. Prevent disclosure, with certain exceptions, of personally identifiable information from the educational record.

6. 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 witheldisclosure of information contained in their educational records. A student may file a written request with the Registrar to have the Office of the Registrar not to release personally identifiable information, including directory information, until the student is graduated and has indicated in writing to the University that the information should be withheld.

Appendix B

Parental Access to Records. At the postsecondary level, parents have no inherent rights to access their children’s educational records. Information regarding individual education records is obtained by direct communication with the student or the student’s legal guardian, or other individuals by complying the appropriate form in the Office of the Registrar. All educational records should be given in an unencumbered environment. Parent(s) of a dependent student may challenge denial of access to educational records by presenting to the University the most current copy of Internal Revenue Form 4523.

Definitions:

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

- Directory Information includes students’ 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 received; academic classification such as freshman, sophomore, junior, senior, etc.; institutional e-mail address; most recent educational institution previously attended; dissertation or thesis advisor or advisor to thesis 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 faculty, administration, or professional, and staff; such staff or 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 and service providers employed 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 duties reasonably necessary for the performance of the school’s functions. School officials may have legitimate educational interests both in students who are currently enrolled and for 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 limited to, the Registrar of the Office for the Registrar for academic records; the Assistant Dean of Students and Enrollment and Administration office for disciplinary records; the Office of the Registrar for legal issues; the Office of the Registrar for financial aid; and the Office of the Registrar for scholarship and financial aid records; the Human Resources office or Career Services office for employment/placement records; and the Communications Service office for directory information.

Students and staff who wish to access information contained in their educational records may access such information through the following offices: