

## Fall Final Examination Schedule

DAY OF EXAM	8:00-9:50am	10:00-11:50am	12:00-1:50pm	2:00-3:50pm	4:00-5:50pm	6:00-7:50pm	8:00-9:50pm
Monday December 6	MWF 8:30 am	MWF 11:30 am	COMMON FINALS ACCT 2003	MWF 2:30 pm MW 2:30 pm	COMMON FINALS CHEM 1215 or MATH 2144	Monday Early Evening Classes or MWF 4:30 pm, MW 4:00 pm	Monday Night Classes
Tuesday December 7	TR 7:30 am	TR 10:30 am	COMMON FINALS CHEM 1414, or MATH 1483	TR 1:30 pm	COMMON FINALS CHEM 1314, or ENSC 2143	Tuesday Early Evening Classes or TR 4:30 pm	Tuesday Night Classes
Wednesday December 8	MWF 9:30 am	MWF 12:30 pm	COMMON FINALS PHYS 2014, or ENSC 2113	MWF 3:30 pm	COMMON FINALS PHYS 1214 or MICR 2123 or MATH 1513	Wednesday Early Evening Classes or MWF 5:30 pm	Wednesday Night Classes
Thursday December 9	TR 9:00 am	TR 12:00 pm	COMMON FINALS MATH 1813, or PHYS 2114	TR 3:00 pm	COMMON FINALS CHEM 1515	Thursday Early Evening Classes or TR 6:00 pm	Thursday Night Classes
Friday December 10	MWF 7:30 am MW 8:00 am	MWF 10:30 am	COMMON FINALS PHYS 1114 or PLNT 1213	MWF 1:30 pm	Make-up Exams	Friday Early Evening Classes	Friday Night Classes

**Final Exam Schedule subject to change, always check with your instructor.** In the event that a student has three or more final exams scheduled for a single day, the student can request rescheduling. See [University Academic Regulation 3.13 Final Exam Overload](#) in the University Catalog.



# Enrollment Guide Fall 2021

**Late enrollment fee assessed if initial enrollment occurs after.....August 13**  
**Class work begins.....August 16**  
**Last Day to Enroll (nonrestrictive).....August 23**

## 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 Self-Service: select Degree Works from the Student Records Menu.



## Enrollment Dates

Date to Enroll	Overall Earned Hours
March 22	Priority + Graduate
March 23	SENIORS
March 24	115 or more
March 25	110 or more
March 26	105 or more
March 29	100 or more
March 30	90 or more
March 31	JUNIORS
April 1	85 or more
April 2	80 or more
April 5	75 or more
April 6	70 or more
April 6	65 or more
April 6	60 or more
April 7	SOPHOMORES
April 8	50 or more
April 12	Tulsa Transfer Enrollment Day 50+ hours*
April 13	Transfer Enrollment Day 50+ hours*
April 14	40 or more
April 14	30 or more
April 15	FRESHMEN
April 16	20 or more
April 19	Transfer Enrollment Day 20+ hours*
April 20	15 or more
April 21	10 or more
April 21	Open for All Continuing Students

Transfer enrollment dates are April 23 and May 6. Make-up enrollment dates are also available for transfers on June 6 (in-person), June 9 (online), June 23 (online), July 7 (in-person), and August 5 (all). International enrollment day is August 11.

\*New freshmen and new transfer students will begin the enrollment process with the [Office of First Year Success](#), 321 Student Union, 405-744-3636.

**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.

**Graduating in December?** You must submit a graduation application by **Monday, November 1st** to have your name appear in the fall commencement program. Log in to [my.okstate.edu](http://my.okstate.edu), **Self-Service**, and select '**Apply to Graduate**' from the Student Records menu.

## Fall 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 [Short Courses with Unique Drop/Add Deadlines](#). Additional deadlines apply to graduate students. See the [Graduate College Academic Calendar](#).

Class work begins	Monday, August 16
100% Refund, Nonrestrictive Drop/Add Deadline*	Monday, August 23
Partial Refund, Restrictive Drop/Add Deadline*	Friday, August 27
University Holiday	Monday, September 6
Deadline to Apply to Graduate (for name to appear in fall commencement program)	Monday, November 1
W Drop/Withdrawal Deadline*	Friday, November 5
Assigned W or F Drop/Withdrawal Deadline*	Friday, November 19
Students' Fall Break (NO CLASSES)	Monday-Wednesday, November 22-24
University Holiday	Thursday-Friday, November 25-26
Pre-finals week	Monday-Friday, November 29-December 3
Class work ends	Friday, December 3
Final exams	Monday-Friday, December 6-10
Graduate Commencement	Friday, December 10
Undergraduate Commencement	Saturday, December 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.

## 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 [Drop/Add Card](#) with instructor and advisor signatures)
- drop a course with partial refund and no grade

### W Drop/Withdrawal Deadline:

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

### Assigned W or F Drop/Withdrawal Deadline:

- drop a course with an assigned grade of W or F by the instructor (requires completed [Request to Drop a Course During the Assigned W or F Period form](#))
- withdraw from all classes with assigned grades of "W" or "F" by the instructor (requires completed [Withdrawal Form](#))

## 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 advisor to plan your class schedule. You won't be able to enroll until your advisor clears you for registration. Contact your advisor 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. Visit [OSU Registration System](#) for detailed instructions.
7. Visit the [OSU Registration System](#) for details concerning Self-Service Registration.
8. [View My Class Schedule](#) provides instructions for reviewing your class schedule in various ways.

## Final and Common Exams

Final and Common exams may take place outside the published class schedule. For the latest information on common exams and final exams, please visit [Final and Common Exams](#).

## 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 [Short Courses with Unique Drop/Add Deadlines](#) for these deadlines or scan the QR code below.



## 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 an uncoercive 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; 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) the Office of Student Conduct Education and Administration 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.

## Campus Contacts

<b>College of Arts and Sciences (CAS)</b> 213 Life Sciences East 405-744-5658	<a href="http://cas.okstate.edu">cas.okstate.edu</a>
<b>Education and Human Sciences (EHS)</b> 101 Human Sciences 405-744-9805	<a href="http://education.okstate.edu">education.okstate.edu</a>
<b>College of Engineering, Architecture and Technology (CEAT)</b> 110 Engineering North 405-744-5276	<a href="http://ceat.okstate.edu">ceat.okstate.edu</a>
<b>Ferguson College of Agriculture</b> 136 Agriculture Hall 405-744-5395	<a href="http://agriculture.okstate.edu">agriculture.okstate.edu</a>
<b>School of Global Studies and Partnerships (SGSP)</b> 107 Wes Watkins Center 405-744-6606	<a href="http://global.okstate.edu">global.okstate.edu</a>
<b>Spears School of Business (SSB)</b> 155 Business Building 405-744-2772	<a href="http://business.okstate.edu">business.okstate.edu</a>
<b>College of Veterinary Medicine (CVM)</b> 110 McElroy Hall 405-744-6651	<a href="http://vetmed.okstate.edu">vetmed.okstate.edu</a>
<b>Graduate College</b> 202 Whitehurst 405-744-6368	<a href="http://gradcollege.okstate.edu">gradcollege.okstate.edu</a>
<b>Honors College</b> 101 Old Central 405-744-6799	<a href="http://honors.okstate.edu">honors.okstate.edu</a>
<b>University College Advising</b> 214 Student Union 405-744-5333	<a href="http://uca.okstate.edu">uca.okstate.edu</a>
<b>Academic Services for Student Athletes</b> 150 Athletics Center 405-744-5762	<a href="http://aec.okstate.edu">aec.okstate.edu</a>
<b>Athletic Ticket Office</b> 398 W. Hall of Fame Ave. 877-255-4678	<a href="http://tickets.okstate.com">tickets.okstate.com</a>
<b>Bursar</b> 113 Student Union 405-744-5993	<a href="http://bursar.okstate.edu">bursar.okstate.edu</a>
<b>Career Services</b> 360 Student Union 405-744-5253	<a href="http://www.hireOSUgrads.com">www.hireOSUgrads.com</a>
<b>Individual Study</b> 317 PIO Bldg. 405-744-6390	<a href="http://is.okstate.edu">is.okstate.edu</a>
<b>Department of Wellness</b> 101 Colvin Center 405-744-5510	<a href="http://wellness.okstate.edu">wellness.okstate.edu</a>
<b>Edmon Low Library</b> 216 Library 405-744-9775	<a href="http://library.okstate.edu">library.okstate.edu</a>
<b>Fraternity &amp; Sorority Affairs</b> 211J Student Union 405-744-5490	<a href="http://gogreek.okstate.edu">gogreek.okstate.edu</a>
<b>Housing and Residential Life</b> 100 Iba Hall 405-744-5592	<a href="http://reslife.okstate.edu">reslife.okstate.edu</a>
<b>International Students and Scholars</b> 309 Wes Watkins Center 405-744-5459	<a href="http://iss.okstate.edu">iss.okstate.edu</a>
<b>Office of Multicultural Affairs</b> 240 Student Union 405-744-5481	<a href="http://oma.okstate.edu">oma.okstate.edu</a>
<b>University Assessment &amp; Testing</b> 100 UAT Building 405-744-5958	<a href="http://testing.okstate.edu">testing.okstate.edu</a>
<b>Parking and Transit Services</b> 1006 W. Hall of Fame 405-744-6525	<a href="http://parking.okstate.edu">parking.okstate.edu</a>
<b>Registrar</b> 322/324 Student Union 405-744-6876	<a href="http://registrar.okstate.edu">registrar.okstate.edu</a>
<b>Scholarships and Financial Aid</b> 119 Student Union 405-744-6604	<a href="http://financialaid.okstate.edu">financialaid.okstate.edu</a>
<b>Student Accessibility Services</b> 1202 W. Farm Road, 155 UHS 405-744-7116	<a href="http://sds.okstate.edu">sds.okstate.edu</a>
<b>Study Abroad</b> 242 Student Union 405-744-8569	<a href="http://global.okstate.edu">global.okstate.edu</a>
<b>University Counseling Services</b> 320 Student Union 405-744-5472	<a href="http://ucs.okstate.edu">ucs.okstate.edu</a>
<b>University Health Services</b> 1202 W. Farm Road 405-744-7665	<a href="http://uhs.okstate.edu">uhs.okstate.edu</a>
<b>University Police Services</b> 104 USDA Bldg. 405-744-6523	<a href="http://safety.okstate.edu/police/">safety.okstate.edu/police/</a>
<b>University Store at the Student Union</b> 1st floor 405-744-5237	<a href="http://universitystore.okstate.edu">universitystore.okstate.edu</a>