Enrollment Dates

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

Class work begins

100% Refund, Nonrestrictive Drop/Add Deadline: Monday, August 16
Partial Refund, Restrictive Drop/Add Deadline: Friday, August 27

University Holiday

Monday, September 6

Deadline to Apply to Graduate

Monday, November 1

(W or F) Drop/Add Deadline:

Friday, November 5

Assigned W or F Drop/Add Deadline:

Friday, November 19

Students’ Fall Break

(NO CLASSES)

Monday-Wednesday, November 22-24

University Holiday

Thursday-Friday, November 25-26

Pre-finals

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
• 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 for classes. This site will notify you of factors that may prevent you from being enrolled, such as registration 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

- Registration.
- For details concerning Self-Service OSU Registration System for detailed instructions of Registration to change credit hours in a variable credit class. Visit Schedule and Options to register for classes (on the Plans tab).

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 education records is 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 campus, telephone number; year of initial enrollment; field of study; year of graduation; sex; marital status; the name and address of parents or spouse of a student participating in officially recognized sports; dates of attendance at Oklahoma State University; degrees, honors, and awards; and, where approved or received, and dates granted or received; academic classification such as freshman, sophomore, junior, senior, etc.; institutional email 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).

- “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 campus, telephone number; year of initial enrollment; field of study; year of graduation; sex; marital status; the name and address of parents or spouse of a student participating in officially recognized sports; dates of attendance at Oklahoma State University; degrees, honors, and awards; and, where approved or received, and dates granted or received; academic classification such as freshman, sophomore, junior, senior, etc.; institutional email 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 University, the 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 educational 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 conduct disciplinary records;
- c) the Office of the Bursar for billing and payment;
- 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 direct mail information.

Campus Contacts

College of Life Sciences (CAS)
114 Life Sciences East 405-744-5658
cas.okstate.edu

College of Education and Health Sciences (EHSS)
120 Education Center 405-744-9805
education.okstate.edu

College of Engineering, Architecture, and Technology (CEAT)
110 Engineering North 405-744-5276
cet.okstate.edu

College of Agriculture
136 Agriculture Hall 405-744-5355
agriculture.okstate.edu

School of Global Studies and Partnerships (SGSP)
190 University Center 405-744-6606
global.okstate.edu

Spear’s School of Business (SSB)
195 Business Building 405-744-2772
business.okstate.edu

College of Veterinary Medicine (CVM)
110 McElroy Hall 405-744-6651
vetmed.okstate.edu

Graduate College
200 Whitmore 405-744-6368
gradcollege.okstate.edu

Honors College
191 Student Union 405-744-6799
honors.okstate.edu

University College Advising
314 Student Union 405-744-5333
ucca.okstate.edu

University College
150 Athletics Center 405-744-5762
ucc.okstate.edu

Athletic Ticket Office
120 Football Ave. 877-255-4678
tickets.okstate.com

Bursar
150 Student Union 405-744-5993
bursar.okstate.edu

Career Services
160 Student Union 405-744-5253
www.hireOSUGrad.com

Individual Study
317 PIG Bldg. 405-744-6390

Department of Wellness
102 Calvin Center 405-744-5330
wellness.okstate.edu

Edmon Low Library
102 Library 405-744-9775
library.okstate.edu

Fraternity & Sorority Affairs
213 Student Union 405-744-5490
fraternity.okstate.edu

Housing and Residential Life
100 Hall A 405-744-5592
housing.okstate.edu

International Students and Scholars
120 Student Union 405-744-5459
iss.okstate.edu

Office of Multicultural Affairs
140 Student Union 405-744-5481
multicultural.okstate.edu

University Assessment & Testing
100 UAT Building 405-744-5958
testing.okstate.edu

Parking and Transit Services
1010 W. Hall of Fame 405-744-6625
parking.okstate.edu

Registrar
120 Old Central 405-744-6876
registrar.okstate.edu

Student Financial Aid
120 Student Union 405-744-6604
financialaid.okstate.edu

Student Health Services
102 W. Farm Road, 155 UHS 405-744-7116
uhs.okstate.edu

Student Wellness
120 Student Union 405-744-5472
safety.okstate.edu/police/

University Store at the Student Union
1st floor 405-744-9237
universitystore.okstate.edu