Enrollment Guide Fall 2022

Late enrollment fee assessed if initial enrollment occurs after..................August 19
Class work begins...............................August 22
Last Day to Enroll (nonrestrictive)......... August 29

Fall Dates to Remember
Students who wish to enroll in a short course must enroll before the start of the course. Proportionate drop and withdrawal 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.

Toy W Drop/Withdrawal Deadline* Friday, December 2
Pre-finals week Monday-Friday, December 5-9
Class work ends Friday, December 9
Final exams Monday-Friday, December 12-16
Graduate Commencement Friday, December 16
Undergraduate Commencement Saturday, December 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.

*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 a 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)
Submit forms to registrar@okstate.edu from your OSU email account.

Enrollment Dates

Date to Enroll Overall Earned Hours
March 21 Priority + Graduate Students

SENIORS
March 22 115 or more
March 23 110 or more
March 24 105 or more
March 25 100 or more
March 28 90 or more

JUNIORS
March 29 85 or more
March 30 80 or more
March 31 75 or more
April 1 70 or more
April 4 65 or more
April 5 60 or more

SOPHOMORES
April 6 50 or more
April 7 Tulsa Transfer Enrollment Day 50+ hours* Transfer Enrollment Day 50+ hours (Virtual)*
April 11 40 or more
April 12 35 or more

FRESHMEN
April 14 20 or more
April 15 Transfer Enrollment Day 20+ hours (Virtual)* 15 or more
April 16 10 or more
April 19 Open for All Continuing Students
April 20

April 22 Transfer Enrollment (Virtual)*
May 5 Transfer Enrollment (Virtual)*
May 18 Tulsa Transfer Enrollment Day*
May 23 Transfer Enrollment (Virtual)*
June 1 Transfer Make-Up (Virtual)*
June 10 Transfer Make-Up (In-Person)*
June 21 Freshman Enrollment (Virtual)*
June 28 Transfer Make-Up (Virtual)*
July 5 Freshman Enrollment (Virtual)*
July 12 Transfer Make-Up (In-Person)*
August 1 Transfer Make-Up (Virtual)*
August 2 Freshman Enrollment (In-Person)*
August 11 Freshman/Transfer Enrollment (Virtual)*
August 17 International 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 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 plan. 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.

**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. Visit Chopin Drop/Add Deadlines for these deadlines or scan the QR code below.

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**Registration and Enrollment**

**Evening Common Examination Schedule**

*Examinations are subject to change. Check Common and Final Exam webpages for the most current Evening Common Exam and Final Exam Schedule information.*

**Course Dates**

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>ACCT 2003</td>
<td>Sep 29, Nov 15</td>
</tr>
<tr>
<td>CHEM 125</td>
<td>Sep 15, Oct 13, Nov 10</td>
</tr>
<tr>
<td>CHEM 131A</td>
<td>Sep 14, Oct 12, Nov 9</td>
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<tr>
<td>CHEM 144A</td>
<td>Sep 13, Oct 11, Nov 8</td>
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<tr>
<td>CHEM 151B</td>
<td>Sep 15, Oct 13, Nov 10</td>
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<td>MATH 1489</td>
<td>Sep 13, Oct 11, Nov 15</td>
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<td>MATH 1513</td>
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<td>MATH 1813</td>
<td>Sep 19, Oct 17, Nov 14</td>
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<tr>
<td>MATH 2144</td>
<td>Sep 21, Nov 16</td>
</tr>
<tr>
<td>MATH 2123</td>
<td>Sep 7, Sep 28, Oct 12, Nov 7</td>
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<tr>
<td>PHYS 1114</td>
<td>Sep 20, Oct 18, Nov 15</td>
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<td>PHYS 1214</td>
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<tr>
<td>PHYS 2024</td>
<td>Sep 22, Oct 20, Nov 17</td>
</tr>
<tr>
<td>PHYS 2184</td>
<td>Sep 21, Oct 19, Nov 16</td>
</tr>
</tbody>
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- Tuula-based sections have a different common evening exam schedule.
- Please consult your instructor and syllabus for more information on your common evening exam date and time.

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**Graduating in December** You must submit a graduation application by Tuesday, November 1st to have your name appear in the fall commencements. Log in to my.osu.edu, choose Self-Service, and select ‘Graduation Application (Apply)’ from the Student Records menu.

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**Students’ Rights to Privacy**

The Family Educational Rights and Privacy Act of 1974 (Title IV) 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.

As OSU student you have 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 an appeal if the 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, Washington, D.C. 20220-0090.

**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 upon written request 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 "legitimate educational interest" in the student, or to such individual or institution to which the student seeks or is entitled to enroll or is already enrolled if the disclosure is related to the student’s enrollment or transfer, and in response to a lawsuit or in a legal 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 supervised by the student in the Family Policy Compliance Office. The student may also provide a "proxy" (parent, guardian, other supervising individual), who may be provided access to the student’s information in the same manner as the student.

**Student Conduct Education and Administration for disciplinary records, c) 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.**

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**Campus Contacts**

- **College of Arts and Sciences (CAS)** 233 Student Services East 405-744-5654 cas.okstate.edu
- **College of Education and Human Sciences (EHS)** 106 College of Education 405-744-6525 education.okstate.edu
- **College of Engineering, Architecture and Technology (CEAT)** 201 Adv. Tech. Research Ctr. 405-744-5240 ceat.okstate.edu
- **Ferguson College of Agriculture (ASGR)** 156 Agriculture Hall 405-744-3595 agr.okstate.edu
- **School of Global Students and Partnerships (SGSP)** 107 Wes Ward Center 405-744-6600 sgsp.okstate.edu
- **Sears School of Business (SSB)** 101 Business Hall 405-744-2772 business.okstate.edu
- **College of Veterinary Medicine (CVM)** 110 McNell Hall 405-744-6651 vmsc.okstate.edu
- **Graduate College** 202 Whitewater 405-744-6368 gradcollege.okstate.edu
- **Honors College** 101 Old Central 405-744-6799 honors.okstate.edu
- **University College Advising** 214 Student Services West 405-744-5333 uca.okstate.edu
- **Academic Student Services** 157 Student Services 405-744-5762 acc.okstate.edu
- **Athletic Ticket Office** 398 W. Hall of Fame 877-255-4678 tickets.okstate.com
- **Bursar** 113 Student Union 405-744-5993 bursar.okstate.edu
- **Careers Services** 360 Student Union 405-744-5253 jobs.okstate.edu
- **Student Counseling Services** 061 Student Union 405-744-9737 ucs.okstate.edu
- **University Counseling Services** 061 Student Union 405-744-9737 ucs.okstate.edu
- **Library** 061 Student Union 405-744-9737 library.okstate.edu
- **Registrar** 317 PIO Bldg. 405-744-6390 registrar.okstate.edu
- **University Police Services** 100 Ida Hall 405-744-5392 police.okstate.edu
- **University Store at the Student Union** 101 Old Central 405-744-6799 bookstore.okstate.edu
- **University College Advising** 214 Student Services West 405-744-5333 uca.okstate.edu
- **University Counseling Services** 061 Student Union 405-744-9737 ucs.okstate.edu