Spring Final Examination Schedule

<table>
<thead>
<tr>
<th>TIME OF THE EXAMINATION</th>
<th>DAY OF EXAM</th>
<th>CLASS</th>
<th>DATE</th>
<th>EXAMINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00-11:50am</td>
<td>Monday</td>
<td>TR</td>
<td>May 3</td>
<td>CHEM 1414</td>
</tr>
<tr>
<td>11:30-1:20pm</td>
<td>Monday</td>
<td>MWF</td>
<td>May 4</td>
<td>MATH 1483</td>
</tr>
<tr>
<td>1:30-3:20pm</td>
<td>Tuesday</td>
<td>TR</td>
<td>May 5</td>
<td>CHEM 1515</td>
</tr>
<tr>
<td>1:30-3:20pm</td>
<td>Tuesday</td>
<td>MWF</td>
<td>May 5</td>
<td>MATH 1813</td>
</tr>
<tr>
<td>3:30-5:20pm</td>
<td>Wednesday</td>
<td>MWF</td>
<td>May 6</td>
<td>CHEM 1215</td>
</tr>
<tr>
<td>4:30-6:20pm</td>
<td>Wednesday</td>
<td>MWF</td>
<td>May 6</td>
<td>MATH 2144</td>
</tr>
<tr>
<td>7:00-8:50pm</td>
<td>Thursday</td>
<td>MWF</td>
<td>May 7</td>
<td>CHEM 1314</td>
</tr>
<tr>
<td>8:00-9:50pm</td>
<td>Thursday</td>
<td>MWF</td>
<td>May 7</td>
<td>MATH 1513</td>
</tr>
<tr>
<td>10:00-11:50am</td>
<td>Friday</td>
<td>MWF</td>
<td>May 7</td>
<td>PHYS 2014</td>
</tr>
<tr>
<td>11:30-1:20pm</td>
<td>Friday</td>
<td>MWF</td>
<td>May 7</td>
<td>MATH 2003</td>
</tr>
</tbody>
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Spring 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.

Spring Dates to Remember

- **University holiday:** Monday, January 18
- **Class work begins:** Tuesday, January 19
- **100% Refund, Nonrestrictive Drop/Add Deadline:** Tuesday, January 26
- **Partial Refund, Restrictive Drop/Add Deadline:** Friday, January 29
- **Deadline to Apply to Graduate:** Thursday, April 1
- **W Drop/Withdrawal Deadline:** Friday, April 9
- **Assigned W or F Drop/Withdrawal Deadline:** Friday, April 23
- **Pre-finals week:** Monday-Friday, April 26-30
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- **Graduate Commencement:** Friday, May 7
- **Undergraduate Commencement:** Saturday, May 8

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)
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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 Guide Spring 2021

Last day to enroll without late fee..............January 15

Class work begins......................................January 19

Last Day to Enroll (nonrestrictive).............January 26

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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 up 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 enrolled, such as registration status, academic standing and holds.
4. Accessing Prepare for Registration (under Registration) will allow you to view registration permits/overides 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.

Short Class Schedules
Students who wish to enroll in a short course must enroll before the course begins. The 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.

Evening Common Examination Schedule
MWF 5:30 pm - 6:30 pm
TR 6:00 pm - 7:00 pm

Course Dates
ACCT 203 Feb 25, Apr 13
CHEM 125 Feb 11, Mar 11, Apr 8
CHEM 1314 Feb 10, Mar 10, Apr 7
CHEM 144 Feb 16, Mar 16, Apr 13
CHEM 1515 Feb 11, Mar 11, Apr 8
ENSC 2113 Feb 24, Mar 24, Apr 21
ENSC 2143 Feb 2, Mar 2, Mar 30, Apr 20
MATH 113 Feb 17, Mar 17, Apr 21
MATH 1183 Feb 17, Mar 17, Apr 21
MATH 2144 Feb 18, Mar 23, Apr 20
MCR 2123 Feb 8, Mar 1, Mar 29, Apr 19
PHYS 114 Feb 17, Mar 17, Apr 20
PHYS 1214 Feb 17, Mar 17, Apr 5
PHYS 214 Feb 18, Mar 16, Apr 6
PHYS 214 Feb 18, Mar 16, Apr 15

Examining schedules in this guide are subject to change. Check registrar.okstate.edu/class_schedule_short_courses/exams.html for the most current Evening Common Exam and Final Exam Schedule information.

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. As OSU student you have the right to:
1. Impact and review information contained in or her educational records within 45 days of the day that the University receives a written request from you.
2. Challenge the contents of the educational record.
3. Appel 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.

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 by the student’s academic department or office within one week.

OSU Registration System allows you to control directory information and make directory information requests. 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’s records.

Parental Access to Records. Parents may inspect educational records of their sons or daughter’s educational records if representing the records 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 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 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 maintained by an educational institution.

“Directory Information” includes: student’s name; local and permanent address; home telephone number; dates of attendance at the University; degrees, honors, and awards 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 committee; membership in officially recognized student 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 Clearance Board and contractors; volunteers and other non-employees performing institutional functions as school official with legitimate educational interest.

“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 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.

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