Spring Final Examination Schedule

<table>
<thead>
<tr>
<th>TIME OF THE EXAMINATION</th>
<th>DAY OF EXAM</th>
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**Enrollment Dates**

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<thead>
<tr>
<th>Date to Enroll</th>
<th>Overall Earned Hours</th>
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<tbody>
<tr>
<td>November 9</td>
<td>Priority + Graduate Students (midnight) Honors with 60+ hours (midnight) Honors with 0-59 hours (9 am)</td>
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<tr>
<td>November 10</td>
<td>SENIORS 115 or more (midnight) 105 or more (midnight) 100 or more (noon)</td>
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<tr>
<td>November 11</td>
<td>95 or more (midnight) 90 or more (noon)</td>
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<tr>
<td>November 12</td>
<td>JUNIORS 85 or more (midnight) 80 or more (noon)</td>
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<tr>
<td>November 13</td>
<td>Tulsa Transfer Enrollment Day 50+ hours (Tulsa only)</td>
</tr>
<tr>
<td>November 16</td>
<td>70 or more (midnight) 65 or more (noon)</td>
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<tr>
<td>November 17</td>
<td>60 or more (midnight)</td>
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<tr>
<td>November 17</td>
<td>SOPHOMORES 50 or more (noon) 45 or more (midnight) 35 or more (noon)</td>
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<tr>
<td>November 19</td>
<td>FRESHMEN 25 or more (midnight) 20 or more (noon)</td>
</tr>
<tr>
<td>November 20</td>
<td>0 or more hours *(midnight) All Continuing Students (noon)</td>
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<td>December 1</td>
<td>Transfer Enrollment Day*</td>
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<td>December 10</td>
<td>Transfer Enrollment Day*</td>
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<tr>
<td>December 15</td>
<td>Enrollment Day - New Freshmen*</td>
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<td>January 5</td>
<td>Transfer Enrollment Day*</td>
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<tr>
<td>January 7</td>
<td>Freshmen Make-Up Day*</td>
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<tr>
<td>January 14</td>
<td>International Enrollment Day</td>
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</table>

**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.

**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.

- University holiday
- Class work begins
- 100% Refund, Nonrestrictive Drop/Add Deadline*
- Partial Refund, Restrictive Drop/Add Deadline*
- Deadline to Apply to Graduate
- W Drop/Withdrawal Deadline*
- Assigned W or F Drop/Withdrawal Deadline*
- Pre-finals week
- Class work ends
- Final exams
- Graduation Commencement
- Undergraduate Commencement

**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)

**Graduating in May or July?** You must submit a graduation application by Thursday, April 1st to have your name appear in the spring commencement program. Log in to my.okstate.edu, Self-Service, and select ‘Apply to Graduate’ from the Student Records menu.
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/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 online.

6. You can plan your schedule in Self-Service using Plan Ahead under the Registration menu. Plans created here will be available when you register online.

7. Visit the OSU Registration System for detailed instructions.

8. Visit the OSU Registration System for details concerning Self-Service Registration.

9. View My Class Schedule provides instructions for reviewing your class schedule in various ways.

### Short Class Schedules

For short courses, please note the following:

- **Preparation for Registration** is required for all students.
- A minimum of 10 students is required for the course to meet.
- Course schedules are subject to change and are available on the OSU Registration System website.
- Students must register for short courses online through the OSU Registration System.
- Short courses are offered in multiple locations.
- Grades are recorded on a Pass/Fail basis.
- Tuition and fees are due at the time of registration.
- Short courses do not count toward degree requirements.
- Short courses are not available to students on academic probation.

### Examination Schedule

- **Evening Common Examination Schedule**
  - MWF 5:30 pm - 6:30 pm
  - TR 6:00 pm - 7:00 pm
  
- **Examination Schedule**
  
### Students' Rights to Privacy

- **The Family Educational Rights and Privacy Act (FERPA)** is 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 an 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. Appeal if a challenge of an outcome is unsatisfactory.
  4. Submit an “equality of instruction” claim to the University, which will be heard by the Office of Student Conduct Education and Administration.
  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 Ave., Washington, D.C. 20220-5000.

### Withholding of Disclosure

- Students may withhold directory information for the following purposes:
  - Employment/Placement records
  - Financial aid information
  - Academic records
  - Crime victim records
  - duPont/ Dixie State

- If you wish to withhold directory information, you must do so in writing. Your written request to withhold directory information should be submitted to the Office of the Registrar.

### Parental Access to Records

- You may inspect, copy, or request a list of the following information in your educational records:
  - Your name
  - Dates of attendance
  - Grades
  - Academic classification
  - Date of degrees granted or received
  - Date of enrollment or transfer
  - Institution from which degree was received
  - Dates of attendance at any institution
  - Dates of attendance at any institution
  - Campus Contacts

- **College of Arts and Sciences (CAS)**
  - 211 Student Union, Room 405
  - 405-744-5658
  - cas.okstate.edu

- **College of Engineering and Human Sciences (EHS)**
  - 105 Hicks Hall, Room 405
  - 405-744-5406
  - ehs.okstate.edu

- **College of Engineering, Architecture and Technology (CEAT)**
  - 101 Engineering North, Room 405
  - 405-744-5276
  - ceat.okstate.edu

- **Ferguson College of Agriculture (AGRI)**
  - 156 Agriculture Hall, Room 405
  - 405-744-5395
  - agric.okstate.edu

- **School of Global Studies and Partnerships (SGSP)**
  - 107 Wes Watkins Center, Room 405
  - 405-744-6606
  - sgsp.okstate.edu

- **Sears School of Business (SSB)**
  - 105 Business Building, Room 405
  - 405-744-5064
  - bsb.okstate.edu

- **College of Veterinary Medicine (CVM)**
  - 305 McClure Hall, Room 405
  - vetmed.okstate.edu

- **Graduate College**
  - 202 Whitehurst, Room 405
  - 405-744-6388
  - gradcollege.okstate.edu

- **Honors College**
  - 101 Old Central, Room 405
  - 405-744-6799
  - honors.okstate.edu

- **University College Advising**
  - 214 Student Union, Room 405
  - 405-744-5333
  - uca.okstate.edu

- **Academic Services for Student Athletes**
  - 120 Student Union, Room 405
  - 405-744-5762
  - acs.okstate.edu

- **Athletic Ticket Office**
  - 156 Athletics Center, Room 405
  - 405-744-5745
  - www.okstate.com

- **Bursar**
  - 113 Student Union, Room 405
  - 405-744-5993
  - bursar.okstate.edu

- **Career Services**
  - 360 Student Union, Room 405
  - 405-744-5253
  - career.okstate.edu

- **Individual Study**
  - 317 FSS, Room 405
  - 405-744-6390
  - individualstudy.okstate.edu

- **Department of Wellness**
  - 1115 Center, Room 405
  - 405-744-5510
  - wellness.okstate.edu

- **Edmond Library**
  - 216 Library, Room 405
  - 405-744-9775
  - library.okstate.edu

- **Fraternal & Sorority Affairs**
  - 217 Student Union, Room 405
  - 405-744-5490
  - gogreek.okstate.edu

- **Housing and Residential Life**
  - 100 Ira Hall, Room 405
  - 405-744-5392
  - relofa.okstate.edu

- **International Students and Scholars**
  - 309 Wes Watkins Center, Room 405
  - 405-744-5495
  - isss.okstate.edu

- **Office of Multicultural Affairs**
  - 240 Student Union, Room 405
  - 405-744-5841
  - oma.okstate.edu

- **University Police Testing**
  - 100 UAT Building, Room 405
  - 405-744-5995
  - testing.okstate.edu

- **Parking and Transit Services**
  - 1006 W. Hall of Fame, Room 405
  - 405-744-6525
  - parking.okstate.edu

- **Registrar**
  - 322 Student Union, Room 405
  - 405-744-8676
  - registrar.okstate.edu

- **Scholarships and Financial Aid**
  - 113 Student Union, Room 405
  - 405-744-6604
  - financialaid.okstate.edu

- **Student Accessibility Services**
  - 1202 W Farm Road, Room 405
  - 405-744-7116
  - accessibility.okstate.edu

- **University Counseling Services**
  - 310 Student Union, Room 405
  - 405-744-5458
  - ucs.okstate.edu

- **University Health Services**
  - 1202 W Farm Road, Room 405
  - 405-744-6765
  - uhokstate.edu

- **University Police Services**
  - 104 USDA Building, Room 405
  - 405-744-6523
  - police.okstate.edu

- **University Repository and Student Union**
  - 120 Student Union, Room 405
  - 405-744-5237
  - universityrepository.okstate.edu