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
- Monday, January 18
- Monday, January 25

Class work begins
- Tuesday, January 19
- Tuesday, January 26

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-February, April 26-30

Class work ends
- Friday, April 30

Final exams
- Monday-Friday, May 3-7

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)
- withdraw from all classes with assigned grades of "W" or "F" by the instructor (requires completed Withdrawal Form)

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### 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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### 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.

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### 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.
Short Class Schedules

Students who wish to enroll in a short course must enroll before the course begins. The proportionate drop and withdrawal 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 203</td>
<td>Feb 25, Apr 13</td>
</tr>
<tr>
<td>CHEM 125</td>
<td>Feb 11, Mar 11, Apr 8</td>
</tr>
<tr>
<td>CHEM 1314</td>
<td>Feb 10, Mar 10, Apr 7</td>
</tr>
<tr>
<td>CHEM 144</td>
<td>Feb 16, Mar 16, Apr 13</td>
</tr>
<tr>
<td>CHEM 1515</td>
<td>Feb 11, Mar 11, Apr 8</td>
</tr>
<tr>
<td>ENSC 2113</td>
<td>Feb 24, Mar 24, Apr 21</td>
</tr>
<tr>
<td>ENSC 2143</td>
<td>Feb 2, Mar 2, Mar 30, Apr 20</td>
</tr>
<tr>
<td>MATH 1213</td>
<td>Feb 17, Mar 17, Apr 21</td>
</tr>
<tr>
<td>MATH 1813</td>
<td>Feb 17, Mar 24, Apr 21</td>
</tr>
<tr>
<td>MATH 2144</td>
<td>Feb 18, Mar 23, Apr 20</td>
</tr>
<tr>
<td>MIRC 2123</td>
<td>Feb 8, Mar 1, Mar 29, Apr 19</td>
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<tr>
<td>PHYS 1114</td>
<td>Feb 17, Mar 17, Apr 7</td>
</tr>
<tr>
<td>PHYS 1214</td>
<td>Feb 17, Mar 17, Apr 5</td>
</tr>
<tr>
<td>PHYS 2014</td>
<td>Feb 17, Mar 18, Apr 6</td>
</tr>
<tr>
<td>PHYS 214</td>
<td>Feb 18, Mar 18, Apr 15</td>
</tr>
</tbody>
</table>

### 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 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 the student.
2. Challenge the contents of the educational record.
3. Appeal a hearing if the outcome of a challenge is unsatisfactory.
4. Submit an exploratory 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. 20202-5300.

### 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 reviewed individually by the student. The University assumes that failure to list the part on any of the student specifically to request the withholding of directory information indicates individual approval for disclosure of directory information.

### Access to Records

Students may inspect and review their educational records by making a request to the appropriate office that maintains the records (see Locations 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 record. "School record" is the student’s record 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 demand 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 specified individuals by completing the appropriate forms in the Office of the Registrar. Such consent should be given an unencumbered 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; dates of attendance; location of graduation; degrees and honors; awards granted or received; dates granted or received; academic classification of freshmen, sophomores, juniors, seniors, etc.; institutional electronic mail address; most recent educational institution previously attended; dissertation or thesis title; advisor; current employment; enrollment 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 an employee 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, and 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 for both students who are currently enrolled and in those no longer enrolled.

### Location of Records

- Student’s Office shares responsibility for maintaining and releasing information pertaining to student educational records. These include, but are not restricted to: a) the Registrar’s office for academic records, to the Office of Student Conduct Education and Administration for disciplinary records, b) the Office of the Bureau of Financial Aid for scholarship and financial aid records, c) the Office of the Bursar for tuition 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.

### Examination Schedules in this Guide are Subject to Change

Register.okstate.edu/class/classification_short_courses/exams.html for the most current Evening Common Exam and Final Exam Schedule Information.

### Campus Contacts

- **College of Arts and Sciences (CAS)**
  215 Country Club Dr East 405-744-5658 cas.okstate.edu
- **College of Education and Human Sciences (EHS)**
  106 Newton Hall 405-744-5650 education.okstate.edu
- **College of Engineering, Architecture and Technology (CEAT)**
  101 Engineering North 405-744-5276 ceat.okstate.edu
- **Ferguson College of Agriculture (AGRS)**
  156 Agriculture Hall 405-744-5395 agriculture.okstate.edu
- **School of Business and Partnerships (SSB)**
  107 Wes Watkins Center 405-744-6600 ssp.okstate.edu
- **Sparks School of Business (SBS)**
  150 Business Building 405-744-5064 business.okstate.edu
- **College of Veterinary Medicine (CVm)**
  205 McElroy Hall 405-744-6631 cvm.okstate.edu
- **Graduate College**
  202 Whitewater Hall 405-744-6388 gradcollege.okstate.edu
- **Honors College**
  101 Old Central 405-744-6799 honors.okstate.edu
- **University College Advising**
  214 of Education 405-744-5333 uca.okstate.edu
- **Academic Services for Student Athletes**
  102 Student Union 405-744-5762 acc.okstate.edu
- **Athletic Ticket Office**
  156 Athletics Center 405-744-5745 www.okstate.com/tickets
- **Bursar**
  113 Student Union 405-744-5993 bursar.okstate.edu
- **Career Services**
  360 Student Union 405-744-5235 www.okstate.edu/careers
- **Individual Student**
  371 PRO Hall 405-744-6390 is.okstate.edu
- **Department of Wellness**
  101 Covell Center 405-744-5510 wellness.okstate.edu
- **Edmon Low Library**
  216 Library 405-744-9775 library.okstate.edu
- **Fraternity & Sorority Affairs**
  211 Student Union 405-744-5490 gogreek.okstate.edu
- **Housing and Residential Life**
  100 Ida Hall 405-744-5932 reslife.okstate.edu
- **International Students and Scholars**
  309 Wes Watkins Center 405-744-5459 iss.okstate.edu
- **Office of Multicultural Affairs**
  240 Student Union 405-744-5481 omaha.okstate.edu
- **University Testing Center**
  100 UAT Building 405-744-5958 testing.okstate.edu
- **Parking and Transit Services**
  1006 W. Hall of Fame 405-744-6545 parking.okstate.edu
- **Registrar**
  525 Student Union 405-744-6876 registrar.okstate.edu
- **Scholarships and Financial Aid**
  119 Student Union 405-744-6604 financialaid.okstate.edu
- **Student Accessibility Services**
  1202 W Farm Road 405-744-7116 accessibility.okstate.edu
- **Study Abroad**
  242 Student Union 405-744-8569 global.okstate.edu
- **University Counseling Services**
  320 Student Union 405-744-5458 ucs.okstate.edu
- **University Health Services**
  1202 W Farm Road 405-744-7665 uhs.okstate.edu
- **Veterinary Medicine**
  104 USDA Building 405-744-6523 veterinarymedicine.okstate.edu
- **University Store at the Student Union**
  120 Student Union 405-744-5237 universitystore.okstate.edu

### 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 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.