

## Spring Final Examination Schedule

DAY OF EXAM	8:00-9:50am	10:00-11:50am	12:00-1:50pm	2:00-3:50pm	4:00-5:50pm	6:00-7:50pm	8:00-9:50pm
Monday May 7	MWF 8:30	MWF 11:30	COMMON FINALS CHEM 1414 or NSCI 2114	MWF 2:30 MW 2:30	COMMON FINALS PHYS 1114 or ENSC 2115	Monday Early Evening Classes or MWF 4:30 or MW 4:00	Monday Night Classes
Tuesday May 8	TR 9:00	TR 12:30	COMMON FINALS MATH 1613 or MATH 2144	TR 2:00	COMMON FINALS BIOL 1114 or ECON 2003 or NSCI 3543	Tuesday Evening Classes	Tuesday Night Classes
Wednesday May 9	MWF 9:30	MWF 12:30	COMMON FINALS PHYS 1214 or MICR 2123	MWF 3:30	COMMON FINALS CHEM 1215 or CHEM 1515	Wednesday Early Evening Classes	Wednesday Night Classes
Thursday May 10	TR 7:30	TR 10:30	COMMON FINALS CHEM 1314 or MSIS 3223	TR 3:30	COMMON FINALS PHYS 2114 or FIN 3113	Thursday Early Evening Classes	Thursday Night Classes
Friday May 11	MWF 7:30 MW 8:00	MWF 10:30	COMMON FINALS MATH 1513 or PHYS 2014	MWF 1:30	Make-up Exams	Friday Early Evening Classes	Friday Night Classes

**Final Exam Schedule subject to change, always check with your instructor.** If a student has three or more final exams in one day, the student can request rescheduling. See University Academic Regulation 3.13: Final Exam/Overload in the current OSU Catalog.



# Enrollment Guide Spring 2018

**Last day to enroll without late fee.....January 12**  
**Class work begins.....January 16**  
**Last Day to Enroll (nonrestrictive).....January 23**

Examination schedules in this guide are subject to change. Check [registrar.okstate.edu/Exams](http://registrar.okstate.edu/Exams) or scan the QR code below for the most current Evening Common Exam and Final Exam Schedule information.



[registrar.okstate.edu](http://registrar.okstate.edu)

## Enrollment Dates

Date to Enroll	Overall Earned Hours
October 23	Priority + Graduate Students
<b>SENIORS</b>	
October 24	115 or more
25	110 or more
26	105 or more
27	100 or more
30	95 or more
<b>JUNIORS</b>	
October 31	90 or more
November 1	85 or more
2	80 or more
3	75 or more
6	70 or more
7	60 or more
<b>SOPHOMORES</b>	
November 8	50 or more
9	Tulsa Transfer Enrollment Day 50+ hours (Tulsa only)
13	Transfer Enrollment Day 50+ hours*
14	40 or more
15	30 or more
<b>FRESHMEN</b>	
November 16	20 or more hours
17	Transfer Enrollment Day 20+ hours*
20	15 or more
21	10 or more
27	5 or more
28	All continuing students
29	All Transfers*
December 8	Enrollment Day - New freshmen*
13	Transfer/Freshmen Make-up Day*
19	Transfer/Freshmen Make-up Day*
January 10	International NSO&E
11	Transfer/Freshmen Make-up Day*

\*New freshmen and new transfer students will begin the enrollment process with the New Student Orientation and Enrollment Office, 321 Student Union, 405-744-3636, [newstudents.okstate.edu](http://newstudents.okstate.edu).

**Notice to first-semester students:** Credit earned by examination (such as AP or CLEP) will be recorded on a student's OSU transcript with a neutral grade of "CBE-P" (Pass) if the student earns the equivalent of a "C" or better on the examination. No grade is recorded if the student fails the exam.

## 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 [registrar.okstate.edu](http://registrar.okstate.edu) and click on "Short Courses with Unique Drop/Add Deadlines" link for these deadlines. Additional deadlines apply to graduate students. See the [Graduate College Academic Calendar](#).

University holiday	Monday, January 15
Class work begins	Tuesday, January 16
100% Refund, Nonrestrictive Drop/Add Deadline*	Tuesday, January 23
Partial Refund, Restrictive Drop/Add Deadline*	Friday, January 26
Students' Spring Break	Monday - Friday, March 19 - 23
Deadline to Apply to Graduate (for name to appear in spring commencement program)	Monday, April 2
W Drop/Withdraw Deadline*	Friday, April 13
W/F Withdraw Deadline*	Friday, April 27
Pre-finals week	Monday - Friday, April 30-May 4
Class work ends	Friday, May 4
Final exams	Monday - Friday, May 7 - 11
Graduate Commencement	Friday, May 11
Undergraduate Commencement	Saturday, May 12

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 instructor and adviser signatures)
- drop a course with partial refund and grade of "W"

**W Drop/Withdraw Deadline:**

- drop a course with automatic grade of "W"
- withdraw from all classes with automatic grades of "W" (requires completed Withdrawal Form)

**W/F Withdraw Deadline:**

- withdraw from all courses with assigned grades of "W" or "F" (requires completed Withdrawal Form)

**Graduating in May or July?** You must apply to graduate online by **Monday, April 2nd**, to have your name appear in the spring commencement program. Log in to [my.okstate.edu](http://my.okstate.edu) and select 'Apply to Graduate' from the Student Records menu.

## 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 adviser to plan your class schedule. You won't be able to enroll until your adviser clears you for registration. Contact your adviser early, as advising appointments fill quickly.
3. From Student Self Service, check **Prepare for Registration** (under Registration) to see if you are eligible to register for classes. This site will notify you of factors that may prevent you from being eligible to register, such as holds. You can also view your registration time ticket details here (once it's been assigned in early October) and registration permits/overrides that have been granted to you.
4. As you browse for classes, be sure to [click the class title](#) to access important class details, such as enforced prerequisites and other class restrictions that may prevent you from registering.
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. Detailed instructions can be found at [registrar.okstate.edu/XE-Registration#change](http://registrar.okstate.edu/XE-Registration#change).
7. Find more details on Self Service Registration at [registrar.okstate.edu/XE-Registration](http://registrar.okstate.edu/XE-Registration).
8. Find instructions for viewing your class schedule in various ways at [registrar.okstate.edu/content/viewing-my-class-schedule](http://registrar.okstate.edu/content/viewing-my-class-schedule).

### 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 [registrar.okstate.edu](http://registrar.okstate.edu) and click on "**Short Courses with Unique Drop/Add Deadlines**" link for these deadlines or scan the QR code below:



**Examination schedules in this guide are subject to change. Check [registrar.okstate.edu/Exams](http://registrar.okstate.edu/Exams) or scan the QR code on the front for the most current Evening Common Exam and Final Exam Schedule information.**

## Evening Common Examination Schedule 5:30 pm - 6:30 pm

Course	Dates
BIOL 1114	Feb 12, Mar 12, Apr 16
CHEM 1215	Feb 8, Mar 15, Apr 19
CHEM 1314	Feb 8, Mar 15, Apr 19
CHEM 1414	Feb 6, Mar 13, Apr 17
CHEM 1515	Feb 7, Mar 14, Apr 18
ECON 2003	Feb 13, Mar 22, Apr 26
ENSC 2113	Feb 21, Mar 28, Apr 25
FIN 3113*	Feb 22, Apr 5
GEOG 1114	Mar 1, Apr 26
MATH 1513	Feb 13, Mar 6, Apr 3, Apr 24
MATH 1613	Feb 14, Mar 14, Apr 18
MATH 2144	Feb 15, Mar 15, Apr 26
MICR 2123	Feb 5, Feb 26, Apr 2, Apr 23
MSIS 3223	Feb 15, Mar 29
PHYS 1114	Feb 13, Mar 6, Apr 10
PHYS 1214	Feb 15, Mar 8, Apr 12
PHYS 2014	Feb 12, Mar 5, Apr 9
PHYS 2114	Feb 14, Mar 7, Apr 11

\*Tulsa-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.

Note: If a common exam is cancelled due to the university closing for inclement weather or other unforeseen events, the exam may be rescheduled at the instructor's and department's request. Fridays from 5:30 – 6:30 pm are likely time slots for rescheduled common exams.

## 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.

### An OSU student has 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 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. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901.

**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 until revoked 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 a "legitimate educational interest" in the student, upon request to another institution 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 lawfully issued 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 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 hometown; telephone number; year of birth; major field of study; weight and height of student participating in officially recognized sports; dates of attendance at Oklahoma State University; degrees, honors, and awards granted or 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 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 Alumni Association and 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 education 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 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.

## Building Designations

### Campus Map

AC	Athletic Center (Gallagher-Iba Arena)
AGH	Agricultural Hall
AGHN	Agriculture Hall North
AIRP	Airport
ANSI	Animal Science
AR	Animal Science Arena
ARCH	Donald P. Reynolds School of Architecture
ATRC	Advanced Technology Research Center
BAEL	Biosystems & Agricultural Engineering Labs
BC	Bartlett Center for the Visual Arts (Gardiner)
BU	Business
CBM	Cowboy Mall
CLB	Classroom Building
CLBN	North Classroom Building
CONL	Construction Technology Laboratory #2
CPAC	Conoco-Phillips Alumni Center
CRC	Colvin Recreation Center
CRCA	Colvin Center Annex
DF	Drill Field
DML	Design and Manufacture Lab
EA	Civil Engineering Laboratory
EC	Equine Stall Barn
ECDU	Energy Conservation Demonstration Unit
EN	Engineering North
END	CEAT Endeavor Lab
ES	Engineering South
FAPC	Robert M. Kerr Food & Agricultural Products Center
4HYD	4-H Youth Development Building (Poultry)
FSL	Fire Protection & Safety Lab
GU	Gundersen Hall
HBRC	Henry Bellmon Research Center
HNSY	Nursery Barn
JB	Paul Miller Journalism & Broadcasting
LIB	Edmon Low Library
LSE	Life Science East
LSW	Life Science West
M	Morrill Hall
MCEL	McElroy Hall
MERL	Mechanical & Aerospace Engineering Research Laboratory
MSCS	Mathematics, Statistics & Computer Science
MUR	Murray Hall
NH	North Murray Hall
NRC	Noble Research Center
OADD	Oklahoma Animal Disease Diagnostic Laboratory
OFF	Class meets at an off campus location
OLDC	Old Central
PARH	Parker Hall
PI	Public Information
PS	Physical Science
PTC	Petroleum Technology Classroom Building
SCA	Stillwater Center for the Arts
SCPA	Seretean Center for the Performing Arts
SCOT	Scott Hall
STOUT	Stout Hall
SU	Student Union
TELC	Telecommunications Center
TGH	Teaching Greenhouse
THR	Thatcher Hall
TRB	K.B. Droke Track and Field Center
T-HRC	Helmerich Advanced Technology Research Center (Tulsa)
T-MCB	Main Classroom Bldg (Tulsa)
T-NCB	North Classroom Bldg (Tulsa)
UHS	University Health Services
VAA	Visual Arts Annex
VMTH	David L. Boren Veterinary Medicine Teaching Hospital
WC	Seretean Wellness Center
WEB	Class meets online
WH	Whitehurst Hall
WLLD	Willard Hall
WNTZ	Wentz Hall
WWC	Wes Watkins Center for International Trade Development