

## 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 4	MWF 9:30	MWF 12:30	COMMON FINALS CHEM 1414 or NSCI 2114	MWF 3:30	COMMON FINALS PHYS 1114 or ENSC 2113	Monday Early Evening Classes or MWF 4:30 or MW 4:00	Monday Night Classes or MW 6:45 or MW 8:15
Tuesday May 5	TR 9:00	TR 12:30	COMMON FINALS MATH 1813 or MATH 2144	TR 2:00	COMMON FINALS ACCT 2003 or NSCI 3543	Tuesday Early Evening Classes	Tuesday Night Classes or TR 6:45 or TR 8:15
Wednesday May 6	MWF 7:30 MW 8:00	MWF 10:30	COMMON FINALS PHYS 1214 or MICR 2123	MWF 1:30	COMMON FINALS CHEM 1515 or MATH 1483	Wednesday Early Evening Classes	Wednesday Night Classes
Thursday May 7	TR 7:30	TR 10:30	COMMON FINALS CHEM 1215 or CHEM 1314	TR 3:30	COMMON FINALS PHYS 2114 or ECON 2003	Thursday Early Evening Classes	Thursday Night Classes
Friday May 8	MWF 8:30	MWF 11:30	COMMON FINALS MATH 1513 or PHYS 2014	MWF 2:30 MW 2:30	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 University Catalog.



# Enrollment Guide Spring 2020

**Last day to enroll without late fee.....January 10**  
**Class work begins.....January 13**  
**Last Day to Enroll (nonrestrictive).....January 21**

## 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 your Student Profile (under Additional Links). Additional information is available at [registrar.okstate.edu/degreeworks](http://registrar.okstate.edu/degreeworks).



## Enrollment Dates

Date to Enroll	Overall Earned Hours
October	21 Priority + Graduate Students
	<b>SENIORS</b>
October	22 115 or more
	23 110 or more
	24 105 or more
	28 100 or more
	29 95 or more
	30 90 or more
	<b>JUNIORS</b>
	31 85 or more
November	1 80 or more
	4 70 or more
	5 60 or more
	<b>SOPHOMORES</b>
November	6 50 or more
	7 Tulsa Transfer Enrollment Day 50+ hours (Tulsa only)
	11 Transfer Enrollment Day 50+ hours*
	12 40 or more
	13 30 or more
	<b>FRESHMEN</b>
November	14 20 or more hours
	15 Transfer Enrollment Day 20+ hours*
	18 15 or more
	19 10+ hours
	20 0 and last digit of ID 0-5
	21 0 and last digit of ID 6-9
	22 Transfer Enrollment Day
	25 All Continuing Students/ Transfers*
December	6 Enrollment Day - New freshmen*
	11 Transfer/Freshmen Make-up Day*
	17 Transfer/Freshmen Make-up Day*
January	8 International NSO&E
	9 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](#).

Class work begins	Monday, January 13
University holiday	Monday, January 20
100% Refund, Nonrestrictive Drop/Add Deadline*	Tuesday, January 21
Partial Refund, Restrictive Drop/Add Deadline*	Friday, January 24
Students' Spring Break	Monday-Friday, March 16-20
Deadline to Apply to Graduate (for name to appear in spring commencement program)	Wednesday, April 1
W Drop/Withdraw Deadline*	Friday, April 10
W/F Full Withdrawal Deadline*	Friday, April 24
Pre-finals week	Monday-Friday, April 27-May 1
Class work ends	Friday, May 1
Final exams	Monday-Friday, May 4-8
Graduate Commencement	Friday, May 8
Undergraduate Commencement	Saturday, May 9

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 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 Full Withdrawal Deadline:

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

**Graduating in May or July?** You must submit a graduation application by **Wednesday, April 1st** to have your name appear in the spring commencement program. Log in to [my.okstate.edu](http://my.okstate.edu), **Self-Service**, and select '**Apply to Graduate**' from the Student Profile (in the Additional Links).

## 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 **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 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 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.



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

Course	Dates
ACCT 2003	Feb 20, Apr 16
CHEM 1215	Feb 6, Mar 5, Apr 9
CHEM 1314	Feb 5, Mar 4, Apr 8
CHEM 1414	Feb 11, Mar 10, Apr 14
CHEM 1515	Feb 6, Mar 5, Apr 9
ENSC 2113	Feb 19, Mar 25, Apr 22
GEOG 1114	Feb 27, Apr 30
MATH 1483	Feb 13, Mar 12, Apr 16
MATH 1513	Feb 13, Mar 5, Apr 2, Apr 23
MATH 1813	Feb 12, Mar 25, Apr 22
MATH 2144	Feb 13, Mar 26, Apr 23
MICR 2123	Feb 3, Feb 24, Mar 30, Apr 20
PHYS 1114	Feb 11, Mar 10, Apr 14
PHYS 1214	Feb 13, Mar 12, Apr 16
PHYS 2014	Feb 10, Mar 9, Apr 13
PHYS 2114	Feb 12, Mar 11, Apr 15

\*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.

Examination schedules in this guide are subject to change. Check [registrar.okstate.edu/Exams](http://registrar.okstate.edu/Exams) 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.

### 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; adviser 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.

## Campus Contacts

<b>CASNR</b> (College of Agricultural Sciences and Natural Resources) 136 Agriculture Hall 405-744-5395	<a href="http://casnr.okstate.edu">casnr.okstate.edu</a>
<b>CAS</b> (College of Arts and Sciences) 213 Life Sciences East 405-744-5658	<a href="http://cas.okstate.edu">cas.okstate.edu</a>
<b>EHA</b> (College of Education, Health and Aviation) 106 Willard 405-744-6350	<a href="http://education.okstate.edu">education.okstate.edu</a>
<b>CEAT</b> (College of Engineering, Architecture and Technology) 101 Engineering North 405-744-5276	<a href="http://ceat.okstate.edu">ceat.okstate.edu</a>
<b>COHS</b> (College of Human Sciences) 101 Human Sciences 405-744-5053	<a href="http://humansciences.okstate.edu">humansciences.okstate.edu</a>
<b>SGSP</b> (School of Global Studies and Partnerships) 107 Wes Watkins Center 405-744-6606	<a href="http://sgsp.okstate.edu">sgsp.okstate.edu</a>
<b>SSB</b> (Spears School of Business) 155 Business Building 405-744-2772	<a href="http://business.okstate.edu">business.okstate.edu</a>
<b>CVHS</b> (Center for Veterinary Health Sciences) 205 McElroy Hall 405-744-6651	<a href="http://cvhs.okstate.edu">cvhs.okstate.edu</a>
<b>Graduate College</b> 202 Whitehurst 405-744-6368	<a href="http://gradcollege.okstate.edu">gradcollege.okstate.edu</a>
<b>Honors College</b> 101 Old Central 405-744-6799	<a href="http://honors.okstate.edu">honors.okstate.edu</a>
<b>University College Advising</b> 214 Student Union 405-744-5333	<a href="http://uca.okstate.edu">uca.okstate.edu</a>
<b>Academic Services for Student Athletes</b> 150 Athletics Center 405-744-5762	<a href="http://aec.okstate.edu">aec.okstate.edu</a>
<b>Athletic Ticket Office</b> 136 Athletics Center 405-744-5745	<a href="http://www.okstate.com">www.okstate.com</a>
<b>Bursar</b> 113 Student Union 405-744-5993	<a href="http://bursar.okstate.edu">bursar.okstate.edu</a>
<b>Career Services</b> 360 Student Union 405-744-5253	<a href="http://www.hireOSUgrads.com">www.hireOSUgrads.com</a>
<b>Independent Studies</b> 317 PIO Bldg. 405-744-6390	<a href="http://is.okstate.edu">is.okstate.edu</a>
<b>Department of Wellness</b> Colvin Center 405-744-5510	<a href="http://wellness.okstate.edu">wellness.okstate.edu</a>
<b>Edmon Low Library</b> 216 Library 405-744-9775	<a href="http://library.okstate.edu">library.okstate.edu</a>
<b>Fraternity &amp; Sorority Affairs</b> 211J Student Union 405-744-5490	<a href="http://gogreek.okstate.edu">gogreek.okstate.edu</a>
<b>Housing and Residential Life</b> 100 Iba Hall 405-744-5592	<a href="http://reslife.okstate.edu">reslife.okstate.edu</a>
<b>International Students and Scholars</b> 250 Student Union 405-744-5459	<a href="http://iss.okstate.edu">iss.okstate.edu</a>
<b>Office of Multicultural Affairs</b> 240 Student Union 405-744-5481	<a href="http://oma.okstate.edu">oma.okstate.edu</a>
<b>OSU Testing Center</b> 100 UAT Building 405-744-5958	<a href="http://testing.okstate.edu">testing.okstate.edu</a>
<b>Parking and Transit Services</b> 1006 W. Hall of Fame 405-744-6525	<a href="http://parking.okstate.edu">parking.okstate.edu</a>
<b>Registrar</b> 322 Student Union 405-744-6576	<a href="http://registrar.okstate.edu">registrar.okstate.edu</a>
<b>Scholarships and Financial Aid</b> 119 Student Union 405-744-6604	<a href="http://financialaid.okstate.edu">financialaid.okstate.edu</a>
<b>Student Disability Services</b> 315 Student Union 405-744-7116	<a href="http://sds.okstate.edu">sds.okstate.edu</a>
<b>Study Abroad</b> 242 Student Union 405-744-8569	<a href="http://ieo.okstate.edu">ieo.okstate.edu</a>
<b>University Counseling Services</b> 320 Student Union 405-744-5472	<a href="http://ucs.okstate.edu">ucs.okstate.edu</a>
<b>University Health Services</b> 1202 W. Farm Road 405-744-7665	<a href="http://uhs.okstate.edu">uhs.okstate.edu</a>
<b>University Police Services</b> 104 USDA Bldg. 405-744-6523	<a href="http://police.okstate.edu">police.okstate.edu</a>
<b>University Store at the Student Union</b> 1st floor 405-744-5237	<a href="http://universitystore.okstate.edu">universitystore.okstate.edu</a>