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/degere works.

Enrollment Dates

<table>
<thead>
<tr>
<th>Date to Enroll</th>
<th>Detail Earned Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 21</td>
<td>Priority + Graduate Students</td>
</tr>
<tr>
<td>October 22</td>
<td>15 or more</td>
</tr>
<tr>
<td>October 23</td>
<td>105 or more</td>
</tr>
<tr>
<td>October 24</td>
<td>15 or more</td>
</tr>
<tr>
<td>October 25</td>
<td>105 or more</td>
</tr>
<tr>
<td>October 28</td>
<td>100 or more</td>
</tr>
<tr>
<td>October 29</td>
<td>95 or more</td>
</tr>
<tr>
<td>October 30</td>
<td>90 or more</td>
</tr>
<tr>
<td>November 1</td>
<td>85 or more</td>
</tr>
<tr>
<td>November 4</td>
<td>80 or more</td>
</tr>
<tr>
<td>November 7</td>
<td>75 or more</td>
</tr>
<tr>
<td>November 8</td>
<td>60 or more</td>
</tr>
<tr>
<td>November 14</td>
<td>30 or more</td>
</tr>
<tr>
<td>November 15</td>
<td>Transfer Enrollment Day 10+ hours (Tulsa only)</td>
</tr>
<tr>
<td>November 17</td>
<td>Transfer Enrollment Day 10+ hours*</td>
</tr>
<tr>
<td>November 18</td>
<td>15 or more</td>
</tr>
<tr>
<td>November 19</td>
<td>10+ hours</td>
</tr>
<tr>
<td>November 20</td>
<td>0 and last digit of ID 0-5</td>
</tr>
<tr>
<td>November 21</td>
<td>0 and last digit of ID 6-9</td>
</tr>
<tr>
<td>November 22</td>
<td>Transfer Enrollment Day</td>
</tr>
<tr>
<td>December 5</td>
<td>All Continuing Students/ Transfers*</td>
</tr>
<tr>
<td>December 6</td>
<td>Enrollment Day - New freshmen*</td>
</tr>
<tr>
<td>December 11</td>
<td>Transfer/Freshmen Make-up Day*</td>
</tr>
<tr>
<td>January 8</td>
<td>International NSD&amp;E</td>
</tr>
<tr>
<td>January 9</td>
<td>Transfer/Freshmen Make-up Day*</td>
</tr>
</tbody>
</table>

*New freshmen and transfer students will begin the enrollment process with the New Student Orientation and Enrollment Office, 321 Student Union, 405-744-3636, 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 process with the New Student Orientation and Enrollment Office, 321 Student Union, 405-744-3636, newstudents.okstate.edu

*Drop/Add and Withdraw Deadline Details:

• 100% Refund, Nonrestrictive Drop/Add Deadline: add a course (nonrestrictive);
• 100% Refund, Nonrestrictive Drop/Add Deadline: 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);
• Partial Refund, Restrictive Drop/Add Deadline: drop a course with partial refund and grade of “W”;
• W Drop/Withdraw Deadline: drop a course with automatic grade of “W”;
• W/F Full Withdrawal Deadline: withdraw from all classes with automatic grades of “W” (requires completed Withdrawal Form)

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 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 Wednesday, April 1 (for name to appear in spring commencement program)
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.

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, 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 advisers clear 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/orverides 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.
7. Find more details for your Service Registration at 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.

Short Class Schedules
Students who wish to enroll in a short course must enroll before the start of the course. Proportionate drop and date applies when drop up and dates apply to short courses. Go to registrar.okstate.edu and select “Short Courses with Unique Drop/Add Deadlines” link for these deadlines or scan the QR code below.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2003</td>
<td>Feb 20, Apr 16</td>
</tr>
<tr>
<td>CHEM 125</td>
<td>Feb 6, Mar 5, Apr 9</td>
</tr>
<tr>
<td>CHEM 134</td>
<td>Feb 5, Mar 4, Apr 8</td>
</tr>
<tr>
<td>CHEM 141</td>
<td>Feb 11, Mar 10, Apr 14</td>
</tr>
<tr>
<td>CHEM 1515</td>
<td>Feb 6, Mar 5, Apr 9</td>
</tr>
<tr>
<td>ENSC 211</td>
<td>Feb 19, Mar 25, Apr 22</td>
</tr>
<tr>
<td>GEOG 1104</td>
<td>Feb 27, Apr 30</td>
</tr>
<tr>
<td>MATH 1483</td>
<td>Feb 13, Mar 12, Apr 16</td>
</tr>
<tr>
<td>MATH 1533</td>
<td>Feb 13, Mar 5, Apr 2, Apr 23</td>
</tr>
<tr>
<td>MATH 1833</td>
<td>Feb 12, Mar 25, Apr 22</td>
</tr>
<tr>
<td>MATH 2144</td>
<td>Feb 13, Mar 26, Apr 23</td>
</tr>
<tr>
<td>MICR 213</td>
<td>Feb 24, Mar 30, Apr 20</td>
</tr>
<tr>
<td>PHYS 114</td>
<td>Feb 11, Mar 10, Apr 14</td>
</tr>
<tr>
<td>PHYS 1214</td>
<td>Feb 13, Mar 12, Apr 16</td>
</tr>
<tr>
<td>PHYS 2014</td>
<td>Feb 10, Mar 9, Apr 13</td>
</tr>
<tr>
<td>PHYS 2104</td>
<td>Feb 12, Mar 11, Apr 15</td>
</tr>
</tbody>
</table>

"Tula-based sections have a 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 (Education Amendment) was designed to protect the privacy of educational records, to establish the right of students to inspect and to release information contained in their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal appeals. As an OSU student you have 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 a student or parent has a legitimate educational interest in the student’s educational record.
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, Washington, D.C. 20202-5600.

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 upon request 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 of 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 list 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 “school officials” who have a legitimate educational interest in the student, upon request, such as a member of the student’s particular school or department. School officials are defined as those individuals working in the student’s school, or those individuals working in a school to which a student seeks or intends to enroll or is already enrolled if the disclosure is related to the student’s attendance 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. In order to consent to release their educational records, 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 the school officials and are part of the student’s education records such as:
- Grade reports and permanent records
- Financial aid or scholarship records
- Attendance records
- Health records
- Testing records
- Counseling records
- Social security number
- Identification cards
- Religious beliefs
- Home address
- Out-of-school suspensions
- Record of honors, awards or activities related to the student
- Financial aid information
- Military records
- Employment records

An OSU student has the right to:
1. Have access to and review educational records.
2. Challenge the contents of the educational record.
3. Have a hearing if the outcome of a challenge is unsatisfactory.
4. Submit a complaint to the U.S. Department of Education regarding the institution’s compliance with FERPA.
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 to the U.S. Department of Education or your state education agency if you believe there is a violation of FERPA.


Students who wish to enroll in a short course must enroll before the start of the course. Proportionate drop and date applies when drop up and dates apply to short courses. Go to registrar.okstate.edu and select “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 for the most current Evening Common Exam and Final Exam Schedule Information.

Campus Contacts
CASNR (College of Agricultural Sciences and Natural Resources)
1150 North Farm Road 405-744-5391
1111 Life Sciences East 405-744-5588
www.caesnr.okstate.edu
CAS (College of Arts and Sciences)
211 Life Sciences East 405-744-5391
education.okstate.edu
CEAT (College of Engineering, Architecture and Technology)
101 Engineering North 405-744-5276
ceat.okstate.edu
CUMB (Center for Undergraduate Multicultural Advancement)
101 Human Sciences 405-744-5053
cumb.okstate.edu
CSGSP (School of Global Studies and Partnerships)
207 West Hall of Fame 405-744-6606
csgsp.okstate.edu
SSB (Sears School of Business)
55 Business Building 405-744-2772
business.okstate.edu
CVMH (Center for Veterinary Health Sciences)
205 McKelvey Hall 405-744-6651
vhs.okstate.edu
Graduate College
202 Whitehurst 405-744-6368
gradcollege.okstate.edu
Honors College
214 Study Hall 405-744-6789
honors.okstate.edu
University College Advising
195 Business Center 405-744-3333
coa.okstate.edu
Academic Services for Student Athletes
500 Athletics Center 405-744-5762
athletics.okstate.edu
Bursar
113 Student Union 405-744-5959
bursar.okstate.edu
Career Services
405 University Center 405-744-5253
www.hireOSUgrads.com
Institutional Research
111 Baldwin 405-744-6390
ori.okstate.edu
Office of the Registrar
Department of Parking
400 Maryland Avenue, SW, 405-744-5237
University Health Services
405 Human Sciences 405-744-5053
umhs.okstate.edu
Study Abroad
405 University Center 405-744-8569
soe.okstate.edu
University Counseling Services
210 Student Union 405-744-5472
ucounseling.okstate.edu
University Health Services
202 W. Farm Road 405-744-7665
uhw.okstate.edu
University Police Services
104 USDA Bldg. 405-744-6523
police.okstate.edu
University Store
101 Old Central 405-744-6799
www.okstate.com