Enrollment Guide Fall 2020

Late enrollment fee assessed after............... August 14
Class work begins.....................................August 17
Last date to enroll (nonrestrictive)...............August 24

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 my.okstate.edu. Additional information is available at registrar.okstate.edu/degree_works.

Make-up enrollment dates are also available for transfers on May 29, June 9, June 26, July 14 and August 6. *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.

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.

*Drop/Add and Withdraw Deadline Details:
Scan the QR Code for details concerning non-restrictive/restrictive add/drop deadlines and 100%/partial refund details.

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Enrollment Dates

Date to Enroll -- Overall Earned Hours

March 23 Priority + Graduate Students

SENIORS
March 24 115 or more
25 110 or more
26 105 or more
27 100 or more
30 90 or more

JUNIORS
March 31 85 or more
April 1 80 or more
2 75 or more
3 70 or more
6 65 or more
7 60 or more

SOPHOMORES
April 8 50 or more
9 Tulsa Transfer Enrollment Day 50+
13 Transfer Enrollment Day 50+hours*
14 40 or more
15 30 or more

FRESHMEN
April 16 20 or more
17 Transfer Enrollment Day 20+hours*
20 15 or more
21 10 or more
22 Open for all continuing students
24 All Transfer Enrollment Day*
May 7 All Transfer Enrollment Day*
21 All Transfer Enrollment Day*

Fall 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/class_schedule_short_courses and select the “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, August 17
100% Refund, Nonrestrictive Drop/Add Deadline* Monday, August 24
Partial Refund, Restrictive Drop/Add Deadline* Friday, August 28
University holiday Monday, September 7
Six week (mid-term) grades due at noon from faculty Wednesday, September 30
Deadline to file graduation application Monday, November 2
(for name to appear in final commencement program)
W Drop/Withdraw Deadline* Friday, November 6
Assigned W or F Withdrawal Deadline* Friday, November 20
Students' Fall Break Monday-Wednesday, November 23-25
University holiday Thursday-Friday, November 26-27
Pre-finals week Monday-Friday, November 30 - December 4
Class work ends Friday, December 4
Final exams Monday-Friday, December 7-11
Commencement Friday-Saturday, December 11-12
Final grades due electronically at noon from faculty Wednesday, December 16
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:
Scan the QR Code for details concerning non-restrictive/restrictive add/drop deadlines and 100%/partial refund details.

Graduating in December? You must submit a graduation application by Monday, November 2 to have your name appear in the fall commencement program. Log in to my.okstate.edu, Self-Service, and select ‘Apply to Graduate’ from the Student Records menu.
**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, 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 the 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 failure 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. 20202-5590.

**Parental Access to Records.** At the postsecondary level, parents have no inherent right 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. Parents 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 a non-coercive 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 a student’s name, local and permanent address or hometown; telephone number; year of birth; major 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; dates entered or dismissed; classification such as freshman, sophomore, junior, senior, etc.; institutional electronic mail address; most recent educational institution previously attended; dissertation or thesis title; advisor or advisor’s 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, administrator, 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) Student Conduct Education and Administration office 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 on Services Office for employment/placement records, and f) the Communications Service office for directory information.

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**Examination schedule**

Examination schedules in this guide are subject to change. Check registrar.okstate.edu/class_schedule_short_courses/exams.html.

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**Registration and Enrollment**

1. Find your expected enrollment/registration date for the upcoming semester.
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 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.

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**Plan Ahead**

You can plan your schedule in Self-Service using Plan Ahead under the Registration menu. Plans created here will be visible when you register for classes (on the Plans tab).

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**Prepare for Registration**

5. You can plan your schedule in Self-Service using Plan Ahead under the Registration menu. Plans created here will be visible 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/registration/enrollment/osu_registration_system.html#change.
7. Find more details on Self-Service Registration at registrar.okstate.edu/registration/enrollment/osu_registration_system.html.
8. Find instructions for viewing your class schedule in various ways at registrar.okstate.edu/banner_students/banner_view_my_class_schedule_students.html.

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**Short Class Schedules**

Students who wish to enroll in a short course must enroll before the course starts. The course proposition will be withdrawn and the course section will be closed if the student withdraws and does not meet the requirements for enrollment.

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**Evening Common Examination Schedule**

**No common evening exams will be held during the fall 2020 semester.**