Enrollment Guide
Summer 2020

Term Dates
Pre-Session (Part of Term 4) May 18-June 5
Full 8-Week Term (Part of Term 1) June 8-July 31
First 4 Weeks (Part of Term A05) June 8-July 2
Second 4 Weeks (Part of Term A06) July 6-31

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*

*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.

Contact us:
Office of the Registrar
322/324 Student Union
Oklahoma State University
Stillwater, OK 74078
Phone: 405-744-6876
Email: registrar@okstate.edu
Office hours: M-F 9am-5pm

Grading in July? Summer graduates are encouraged to attend the spring commencement ceremony.
You must submit a graduation application online by Wednesday, April 1 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.

Registrar

Campus Contacts
College of Arts and Sciences (CAS)
215 Life Sciences East 405-744-9658
cas.okstate.edu
Education and Human Sciences (EHS)
education.okstate.edu
105 Human Sciences 405-744-5033
humanities.okstate.edu
College of Engineering, Architecture and Technology (CEAT)
101 Engineering North 405-744-5276
ceat.okstate.edu
Ferguson College of Agriculture
136 Agriculture Hall 405-744-5395
agriculture.okstate.edu
School of Global Studies and Partnerships (SGSP)
107 Weg Watkins Center 405-744-6606
global.okstate.edu
Spears School of Business (SSB)
165 Business Building 405-744-2772
business.okstate.edu
College of Veterinary Medicine (CVM)
205 McKelvey Hall 405-744-6651
vetmed.okstate.edu
Graduate College
202 Whithurst 405-744-6368
gnocollege.okstate.edu
Honors College
107 Old Central 405-744-6789
honors.okstate.edu
University College Advising
214 Student Union 405-744-5333
uc.okstate.edu
Academic Services for Student Athletes
150 Athletics Center 405-744-5762
auc.okstate.edu
Athletic Ticket Office
156 Athletics Center 405-744-5745
tickets.okstate.com
Bursar
131 Student Union 405-744-5993
bursar.okstate.edu
Career Services
360 Student Union 405-744-5253
careerservices.okstate.edu
Individual Study
317 Plo Bldg. 405-744-6190
plo.okstate.edu
Department of Wellness
101 Colvin Center 405-744-5110
wellness.okstate.edu
Edmon Low Library
236 Library 405-744-9775
library.okstate.edu
Fraternity & Sorority Affairs
216 Library 405-744-9775
library.okstate.edu
Housing and Residential Life
100 Iba Hall 405-744-5952
reslife.okstate.edu
International Students and Scholars
309 West Campus Center 405-744-5459
iss.okstate.edu
Office of Multicultural Affairs
240 Student Union 405-744-5484
oma.okstate.edu
University Assessment & Testing
100 UAT Building 405-744-5958
testing.okstate.edu
Parking and Transit Services
1006 W. Hall of Fame 405-744-6625
parking.okstate.edu
Registrar
322/324 Student Union 405-744-6876
registrarservices.okstate.edu
Scholarships and Financial Aid
119 Student Union 405-744-6604
financialaid.okstate.edu
Student Accessibility Services
1202 W. Farm Road, 155 UHS 405-744-7116
sds.okstate.edu
Study Abroad
242 Student Union 405-744-8569
global.okstate.edu
University Counseling Services
320 Student Union 405-744-5472
ucs.okstate.edu
University Health Services
1202 W. Farm Road 405-744-7665
uhs.okstate.edu
University Police Services
104 USDA Bldg. 405-744-6623
police.okstate.edu
University Store at the Student Union
1st floor 405-744-9237
universitystore.okstate.edu
universitystore.okstate.edu
### 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 have access to, and review, their educational records in institutions which receive federal funds, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

An OU 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. 20202-5600.

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 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 student educational records is best obtained through communication between the parent and the student. The student 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: student's name; local and permanent address or hometown; telephone number; year of birth; major field of study; weight and height of student; participation in officially recognized sports; dates of attendance at Oklahoma State University; degrees, honors, and awards granted or received; dates of birth; academic classification such as freshman, sophomore, junior, senior, etc.; institutional electronic mail address; most recent educational institution previously attended; dissertation or thesis title, writer or dissertation adviser; participation in officially recognized organizations, activities, and sports; parents' names and addresses (city and state only).

School officials are 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 educational 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 Registrar 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 Office for directory information.

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### Summer 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. Scan the QR code below for details. Access is available from my.okstate.edu. Additional information is available at registrar.okstate.edu/degree_works.

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<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 8</td>
<td>Date Classes Begin</td>
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<tr>
<td>June 8</td>
<td>Final Enrollment Date without late fee</td>
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<tr>
<td>July 3</td>
<td>Date Classes End</td>
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<tr>
<td>July 8</td>
<td>Pre-Session (Part of Term 1)</td>
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<tr>
<td>June 10</td>
<td>Partial Refund, Nonrestrictive Drop/Add Deadline*</td>
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<tr>
<td>June 12</td>
<td>University Holiday</td>
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<tr>
<td>June 17</td>
<td>W Drop/Withdraw Deadline*</td>
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<tr>
<td>June 24</td>
<td>Assigned W or F Withdrawal Deadline*</td>
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<td>July 31</td>
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### Drop/Add and Withdraw Deadline Details

Scan the QR Code for details concerning non-restrictive/restrictive add/drop deadlines and 100%/partial refund details.