

# Registrar

## Office of the Registrar

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## Student Enrollment

Students must be admitted to the university before they can enroll for classes. Enrollment initiates the creation of an academic record and incurs a financial obligation. (see the "Bursar" section of this *Catalog*).

The registration process is introduced to new freshmen and transfer students during new student orientation.

After meeting with their academic adviser to select courses appropriate to their degree plan, students enroll online via Self Service at <http://my.okstate.edu>. An overdue account with the University or other registration holds will prevent completion of the enrollment process until these holds have been cleared.

Continuing students register for summer and fall classes during the latter part of the preceding spring semester and for spring classes during the latter part of the preceding fall semester.

**Continuous Enrollment.** An undergraduate student who is enrolled for every fall and spring semester is considered continuously enrolled. A fall or spring semester with no enrollment is considered a break in enrollment. A graduate student with no break in enrollment or with a break in enrollment of less than one year is considered continuously enrolled. Readmission to the university is required if a student does not maintain continuous enrollment.

**Priority Enrollment.** In order to facilitate access to courses required for timely degree completion, a student's priority for enrollment generally follows academic class level with graduate students and seniors having the highest priority. Some exceptions to this basic priority may be necessary to accommodate bona fide student needs, such as students with physical disabilities, for those committed (by a scholarship or full-time employment at the University) to perform a service for the University on a schedule specified by the University, for graduate students and students in the Honors College. Academic Affairs determines enrollment priorities, and enrollment schedules are published in the Enrollment Guide which can be found on the Office of the Registrar's website [registrar.okstate.edu](http://registrar.okstate.edu) each semester.

Full-time OSU staff may utilize priority enrollment to help ensure they are given an opportunity to identify classes at a time that is least disruptive to their work schedule. This benefit of priority enrollment is extended to full-time (100% FTE), regular staff members. Staff members who are employed less than full-time are not eligible for priority enrollment.

**Late Enrollment.** Students are allowed and encouraged to enroll well before the beginning of a given term (fall, spring, summer). Students whose initial enrollment for the term occurs on or after the first day of the term will be charged a late enrollment fee. A student is permitted to add classes after initial enrollment without a late enrollment fee during the first two weeks of a 16-week semester or through the fifth day of an eight-week summer session or during proportionate periods for block or short courses (see additional restrictions for Adding Courses below). See the "Tuition, Fees and Cost Estimates" section of the *Catalog* for the current late enrollment fee amount.

## Adding or Dropping Courses

**Adding Courses.** Approval from the student's academic adviser is required for adding a course. The sixth day of a regular semester, or the third class day of an eight-week summer session, or proportionate periods for short courses is the last day a course may be added (nonrestrictive). With instructor approval, a course may be added during the second week of classes of a regular semester, or the fourth or fifth day of an eight-week summer session (restrictive).

During the restrictive period, students must obtain their instructor's and adviser's signatures on a drop/add card and submit it to the Office of the Registrar in 322 Student Union to add a new course to their schedule.

**Dropping Courses.** Dropping refers to the dropping of one or more courses while remaining enrolled in at least one other OSU course for a given semester. Academic advisor approval may be required to drop courses. Enrollment changes, such as dropping courses, are the responsibility of the student. Failure to attend classes or nonpayment of tuition and fees does not constitute dropping a course.

General drop periods are provided in the table below. The Academic Calendar provides specific dates for each term. Exceptions to these deadlines may be considered by petition due to documented extraordinary circumstances and committee approval. The Retroactive Drop/Withdrawal Petition and the Petition for a Refund of Tuition and Fees are available on the Registrar's website ([registrar.okstate.edu](http://registrar.okstate.edu)).

### Periods for Dropping Full-Semester (16-week) Courses

Semester Time Period*	Course Grade	Course-Related Tuition/Fee Refund
Before term begins	No transcript record	100% refund
First 6 days	No transcript record	100% refund
Days 7-10	"W"	Partial refund
Weeks 3-12	"W"	No refund
Weeks 13-16	No drop option - Final grade as assigned by instructor	No refund

\*Summer courses, intersession courses, and other courses that do not follow the standard 16-week semester follow proportionate drop/refund periods.

A student may not drop any course in which a violation of academic integrity is pending against the student. If the student admits responsibility for a violation meriting a grade of "F" for an assignment or examination, the instructor or Academic Integrity Panel may permit the student to drop the course with a grade of "W." If the student is found not responsible for the violation, he or she may drop the course with either a "W" or "F," (according to the drop grade policy) appearing on the academic record. If the student is found responsible for the violation, the instructor may assign an appropriate sanction, including assigning the grade "F" for the assignment/examination or "F!" for the course. (See Policy and Procedures Letter 02-0822).

International students need to consult with International Students and Scholars (ISS) before dropping courses or withdrawing for the semester. Under reporting regulations required by the Student and Exchange Visitor Information System (SEVIS), dropping below full-time can put a student's visa status in jeopardy.

**Cancelling Enrollment and Withdrawing from the University.** Enrollment cancellation occurs when a student drops all classes before classes begin, that is, before the applicable semester or session begins. Student requests to cancel enrollment must be received by the Office of the Registrar before the first day of classes for the term. Enrollment changes, such as cancelling enrollment or withdrawing from the University are the responsibility of the student. Failure to attend classes or nonpayment of tuition and fees does not constitute notice of cancellation.

Withdrawing from the University occurs when a student drops all classes after classes begin, that is, after the applicable semester or session begins. The withdrawal process is initiated with the student's academic adviser or in the student's academic student services office. International students must also consult with International Students and Scholars (ISS) before dropping courses or withdrawing for the semester. Under reporting regulations required by the Student and Exchange Visitor Information System (SEVIS), dropping below full-time can put a student's visa status in jeopardy.

General cancellation and withdrawal periods are provided in the table below. The Academic Calendar provides specific dates for each term. Exceptions to these deadlines may be considered by petition due to documented extraordinary circumstances and committee approval. The Retroactive Drop/Withdrawal Petition and the Petition for a Refund of Tuition and Fees forms are available on the Registrar's website ([registrar.okstate.edu](http://registrar.okstate.edu)).

### Cancellation/Withdrawal Periods for Full-Semester (16-week) Courses

Semester Time Period*	Course Grade	Course-Related Tuition/ Fee Refund
Before term begins (cancellation)	No transcript record	100% refund
First 6 days	No transcript record	100% refund
Days 7-10	"W"	Partial refund
Weeks 3-12	"W"	No refund
Weeks 13-14	"W" or "F" as assigned by instructor	No refund
Weeks 15-16	Final grade as assigned by instructor	No refund

\*Summer courses, intersession courses, and other courses that do not follow the standard 16-week semester follow proportionate cancellation/withdrawal/refund periods.

### Leave of Absence for Active Military Duty

Per Oklahoma State law (SB 1830), OSU offers a military leave of absence (MLOA) to students who are members of the active uniformed military services of the United States who are called to active duty. An MLOA allows a student to be absent from the University for active duty without penalty to admission status or grade point average and without loss of institutional financial aid. It also allows the student to be eligible for withdrawal from all or some classes with a full refund of tuition and fees or to be eligible for incomplete grades in classes for which he/she has successfully completed at least 50% of the coursework at the time of leave, if the student intends to complete the classes upon return from active duty. MLOAs shall not exceed a cumulative five years. Graduate student LOAs are for a period of one year with annual extensions possible up to the five-year cumulative limit. Students apply for MLOA by submitting the appropriate form and supporting documentation. See OSU Military Leave of Absence FAQs on the Registrar website ([registrar.okstate.edu](http://registrar.okstate.edu)) for more information.

### Veteran Benefit Services

Oklahoma State University maintains a full-time office of veteran benefit services for the convenience of veterans and their dependents. OSU offers courses which are approved for students to receive education benefits by the Department of Veteran Affairs (DVA). Information and assistance is available for completion of appropriate forms necessary to apply for education benefits. The DVA has specific requirements regarding course work and attendance; contact a veteran's representative in the Office of the Registrar, 322 Student Union, for more information.

### Faculty and Staff Enrollment in University Courses

**Faculty.** Permanent (tenure track), full-time (100%) members of the faculty are eligible to enroll for credit in one course per semester or a maximum of five hours during normally scheduled working hours and receive discounted tuition and fees as indicated below. To be eligible for the faculty/staff fee waiver, an employee must submit a completed Faculty - Staff Tuition and Fee Waiver Request form to the Office of the Registrar prior to the beginning of classes. If enrollment does not exceed one course or five credit hours, only the department head's approval is needed to receive the fee waiver. If the employee is enrolled in more than one course or five credit hours, the employee's dean and vice president must also give approval for the waiver.

For full-time 100% faculty enrolled in University courses, the following fees will be waived:

- Student activity fees
- Student activity fee - Athletic fee
- Health Services fee
- Transit/Parking Services fee
- Student Development fee
- Daily O'Collegian* fee

Faculty members must pay 50% of the general tuition, 100% of any additional fees not listed above, as well as 100% of any special course charges. Some courses taught through extension, outreach and year-long independent study are excluded. For faculty members who enroll in NOC-Stillwater courses, the fees listed above may be waived, but no tuition is waived. For more information contact the department offering the course to determine whether the tuition waiver applies. For more information, refer to the *Policy and Procedures Letter 2-0108*.

**Administrative/Professional and Classified Staff.** Permanent, full-time (100%) active status staff members who meet the academic requirements of the University are eligible to enroll for credit and receive discounted tuition and fees as indicated below. To be eligible for the faculty/staff fee waiver, an employee must submit a completed Faculty-Staff Tuition and Fee Waiver Request form to the Office of the Registrar prior to the beginning of classes. Enrollment in University courses which meet during the staff member's normal working hours will be limited to one course or a maximum of five hours. There is no limit on the number of courses a staff member may enroll in after normal working hours. If enrollment does not exceed one course or five credit hours, only the department head's approval is needed to receive a fee waiver. If the staff member is enrolled in more than one course or five credit hours, his or her dean and vice president must also give approval for a fee waiver.

For active status 100% FTE, continuous regular staff enrolled in University courses, the following fees will be waived:

- Student Activity fees
- Student Activity fee - Athletic fee
- Health Services fee
- Transit/Parking Services fee
- Student Development fee
- Daily O'Collegian* fee

Staff members must pay 50% of the general tuition, 100% of any additional fees not listed above, as well as 100% of any special course charges. Some courses taught through extension, outreach and year-long independent study are excluded. For staff members who enroll in NOC-Stillwater courses, the fees listed above may be waived, but no tuition is waived. For more information contact the department offering the course to determine whether the tuition waiver applies. For more information, refer to the *Policy and Procedures Letter 3-0744*.

### Official Records

#### Six Week Progress Reports

Faculty report six week progress grades for all students (regardless of classification) enrolled in 1000- and 2000-level classes. This will normally occur during the seventh week of classes. Student athletes will have all six week grades reported, not just 1000- and 2000-level. Progress reports are made available to students and to the students' advisers through Self Service.

#### Grade Reports

Final grades for all students are compiled and released shortly after the end of each semester by the Office of the Registrar. Final grades are made available electronically to students, students' advisers and students' deans through Self Service.

#### Official Transcripts

All official transcripts of student academic records at OSU are prepared and released by the Office of the Registrar. The official transcript includes the complete academic record (undergraduate, graduate and professional) as well as the signature of the University Registrar and the official seal of the University.

Transcripts of academic records at OSU may be ordered in the following ways:

- Online via Self Service.
- Mail or fax a completed, signed Transcript Request form to the Office of the Registrar (forms can be downloaded from [registrar.okstate.edu](http://registrar.okstate.edu)).
- In person at the Office of the Registrar, 322 Student Union; with a photo ID.

Students with transcript holds (such as holds due to outstanding financial obligations to the University) will not be granted an official transcript until the hold has been cleared with the appropriate University officials. Copies of transcripts from other institutions cannot be furnished.

#### 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:

- 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.
- Challenge the contents of the educational record.
- Have a hearing if the outcome of a challenge is unsatisfactory.
- 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:

1. To "school officials" who have a "legitimate educational interest" in the student.
2. 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.
3. In response to a lawfully issued court order or subpoena.
4. In connection with financial aid if the information is necessary to determine aid eligibility or to enforce the conditions of the aid.
5. To accrediting organizations to carry out their accrediting functions.
6. To organizations conducting studies for or on behalf of the school in order to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction.
7. To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, and to State and local educational authorities in connection with an audit or evaluation of an education program or for compliance with Federal legal requirements related to those programs.
8. To appropriate officials in connection with a health or safety emergency.
9. Final results of certain disciplinary proceedings related to an alleged perpetrator of a crime of violence or a non-forcible sex offense.
10. To parents of a student regarding the student's violation of any Federal, State, or local law or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

**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 providing access using the Proxy feature in Self Service or 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 adviser; 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 the 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" A school official has a "legitimate educational interest" if a review of a student's record is necessary to fulfill the official's professional responsibilities to the University. 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 Judicial Affairs 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 and Career Services office for employment/placement records, and f) the Communications Service office for directory information.