Enrollment Dates

<table>
<thead>
<tr>
<th>Date to Enroll / Overall Earned Hours</th>
<th>November</th>
</tr>
</thead>
<tbody>
<tr>
<td>23 Priority + Graduate Students</td>
<td>23</td>
</tr>
<tr>
<td>SENIORS</td>
<td>23</td>
</tr>
<tr>
<td>October 24</td>
<td>24</td>
</tr>
<tr>
<td>115 or more</td>
<td>25</td>
</tr>
<tr>
<td>110 or more</td>
<td>26</td>
</tr>
<tr>
<td>105 or more</td>
<td>27</td>
</tr>
<tr>
<td>100 or more</td>
<td>30</td>
</tr>
<tr>
<td>95 or more</td>
<td></td>
</tr>
<tr>
<td>JUNIORS</td>
<td>31</td>
</tr>
<tr>
<td>90 or more</td>
<td>1</td>
</tr>
<tr>
<td>85 or more</td>
<td>2</td>
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<tr>
<td>80 or more</td>
<td>3</td>
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<tr>
<td>75 or more</td>
<td>4</td>
</tr>
<tr>
<td>70 or more</td>
<td>5</td>
</tr>
<tr>
<td>60 or more</td>
<td>6</td>
</tr>
<tr>
<td>SOPHOMORES</td>
<td>8</td>
</tr>
<tr>
<td>50 or more</td>
<td>9</td>
</tr>
<tr>
<td>40 or more</td>
<td>10</td>
</tr>
<tr>
<td>30 or more</td>
<td>11</td>
</tr>
<tr>
<td>FRESHMEN</td>
<td>16</td>
</tr>
<tr>
<td>20 or more hours</td>
<td>17</td>
</tr>
<tr>
<td>Transfer Enrollment Day</td>
<td>20</td>
</tr>
<tr>
<td>20+ hours (Tulsa only)</td>
<td>21</td>
</tr>
<tr>
<td>15 or more</td>
<td>22</td>
</tr>
<tr>
<td>10 or more</td>
<td>23</td>
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<tr>
<td>5 or more</td>
<td>24</td>
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<td>27</td>
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<tr>
<td>1 or more</td>
<td>28</td>
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<tr>
<td>0 or more</td>
<td>29</td>
</tr>
<tr>
<td>27 or more</td>
<td>30</td>
</tr>
<tr>
<td>Transfers</td>
<td>31</td>
</tr>
</tbody>
</table>
| *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.\n
\*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.*

Students who wish to enroll in a short course must enroll before the start of the course. Propositionate 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.

University holiday Monday, January 15
Class work begins Tuesday, January 16
100% Refund, Nonrestrictive Drop/Add Deadline* Tuesday, January 23
Partial Refund, Restrictive Drop/Add Deadline* Friday, January 26
Students' Spring Break Monday - Friday, March 19 - 23
Deadline to Apply to Graduate Monday, April 2 (for name to appear in spring commencement program)
W Drop/Withdraw Deadline* Friday, April 13
W/F Withdraw Deadline* Friday, April 27
Pre-finals week Monday – Friday, April 30-May 4
Class work ends Friday, May 4
Final exams Monday - Friday, May 7 - 11
Graduate Commencement Friday, May 11
Undergraduate Commencement Saturday, May 12

*Drop/Add and Withdraw Deadline Details:
100% Refund, Nonrestrictive Drop/Add Deadline:
• add a course (nonrestrictive)
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• drop a course with automatic grade of "W"
• withdraw from all classes with automatic grades of "W" (requires completed Withdrawal Form)
W/F Withdraw Deadline:
• withdraw from all courses with assigned grades of "W" or "F" (requires completed Withdrawal Form)

Spring Dates to Remember

Graduating in May or July? You must apply to graduate online by Monday, April 2nd, to have your name appear in the spring commencement program. Log in to my.okstate.edu and select ‘Apply to Graduate’ from the Student Records menu.

Final Exam Schedule information.

Examination schedules in this guide are subject to change. Check registrar.okstate.edu/Exams or scan the QR code below for the most current Evening Common Exam and Final Exam Schedule information.

Last day to enroll without late fee........January 12
Class work begins........................................January 16
Last Day to Enroll (nonrestrictive).........January 23

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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 enrollment. Contact your adviser early, as advising appointments fill quickly.

3. From Student Self Service, check Prepare for Registration (under Registration) 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 holds. You can also view your registration time details here (once it’s been assigned in early October) and registration/overrides/permissions that have been granted to you.

4. As you browse for classes, be sure to click the class title to access important class details, such as enforced prerequisites and other class restrictions that may prevent you from registering.

5. You can plan your schedule in Self Service using registrar.okstate.edu/Prepare for Registration.

6. If you register in a class with variable credit hours, it will default to the lowest number of credit hours. Use the Schedules and Options tab of Registration to change credit hours to a variable credit class. Detailed instructions can be found at registrar.okstate.edu/XE-Registration/change.

7. If you have any questions, you may contact your academic adviser by telephone, email, or online form.

Course Schedule

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1114</td>
<td>Feb 12, Mar 12, Apr 16</td>
</tr>
<tr>
<td>CHEM 1215</td>
<td>Feb 8, Mar 15, Apr 19</td>
</tr>
<tr>
<td>CHEM 1314</td>
<td>Feb 8, Mar 15, Apr 19</td>
</tr>
<tr>
<td>CHEM 1414</td>
<td>Feb 6, Mar 13, Apr 17</td>
</tr>
<tr>
<td>CHEM 1515</td>
<td>Feb 7, Mar 14, Apr 18</td>
</tr>
<tr>
<td>ECON 2003</td>
<td>Feb 13, Mar 22, Apr 26</td>
</tr>
<tr>
<td>ENVS 2131</td>
<td>Feb 21, Mar 28, Apr 25</td>
</tr>
<tr>
<td>FIN 3131*</td>
<td>Feb 22, Apr 5</td>
</tr>
<tr>
<td>GEOG 1114</td>
<td>Mar 6, Apr 3, Apr 24</td>
</tr>
<tr>
<td>MATH 1513</td>
<td>Mar 13, Apr 3, Apr 24</td>
</tr>
<tr>
<td>MATH 1613</td>
<td>Mar 14, Apr 18, Apr 24</td>
</tr>
<tr>
<td>MATH 2144</td>
<td>Mar 15, Apr 26</td>
</tr>
<tr>
<td>MCR 2123</td>
<td>May 5, 26, Apr 2, Apr 23</td>
</tr>
<tr>
<td>MISS 3223</td>
<td>Mar 15, Mar 29</td>
</tr>
<tr>
<td>PHYS 1114</td>
<td>Mar 13, Mar 6, Apr 10</td>
</tr>
<tr>
<td>PHYS 1214</td>
<td>Mar 5, 12, Apr 8</td>
</tr>
<tr>
<td>PHYS 1214</td>
<td>Mar 12, Mar 5, Apr 9</td>
</tr>
<tr>
<td>PHYS 2114</td>
<td>Mar 14, Mar 7, Apr 11</td>
</tr>
</tbody>
</table>

*An interest link for these deadlines or scan the QR code below:

https://registrar.okstate.edu/XE-Registration

Webpage: https://registrar.okstate.edu/xeregistration/change

Note: If a common exam is cancelled due to the university closure for inclement weather or other unforeseen events, the exam may be rescheduled at the instructor’s discretion and departmental approval. Rerun dates are 5:30 – 6:30 p.m. for likely time date for all rescheduled exams.

Examination schedules in this guide are subject to change. Check registrar.okstate.edu/Exams or scan the QR code on the front for the most current Evening Common Exam and Final Exam Schedule information.

Creating a Short Class Schedule 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

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 records in all offices, and to provide guidelines for the correction of inaccurate or misleading data through informed and fair 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 explanation or inclusion in the educational record, if the outcome of the hearing is unsatisfactory.
5. Secure a copy of the College 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 enforces 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 request in writing a request with the Office of the Registrar to not release personally identifiable information, including directory information, to anyone other than those individuals normally authorized to have access to the student’s educational records. The University assumes that failure of the student to assert properly on any form to specifically request not to have directory information released constitutes the student’s consent to release not releasing directory information. This consent applies only to the records identified on the request.

Access to Records. Students may inspect and review their educational records by making a written request to the office that has 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 permitted purposes as authorized by federal law, such as to “school officials” who have a “legitimate educational interest” in the student, as that term relates to access to another information to which a student seeks or intends to enroll or is already enrolled if the disclosure is related to the student’s enrollment or transcript, and in response to a lawsuit that involved court order or subpoena.

Parental Access to Records. At the postsecondary level, parents have no inherent rights to inspect or receive a student’s educational records. Information regarding educational records is best obtained directly 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 an informed manner. Part 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 and received; dates granted or received; class standing; classification such as freshman, sophomore, junior, senior; etc.; institutional electronic mail address; most recent educational institution previously attended; residence or hometown; advisor or main academic advisor; participation in officially recognized organizations, activities, and sports; parents’ current 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 Board of Trustees or other similarly constituted body, faculty, staff, or other individual or organization to which a student seeks or intends to enroll or is already enrolled if the disclosure is related to the student’s enrollment or transcript, and in response to a lawsuit that involved court order or subpoena.

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