

Campus Contacts

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| CASNR (College of Agricultural Sciences and Natural Resources) 136 Agriculture Hall 405-744-5395 | casnr.okstate.edu |
| A&S (College of Arts and Sciences) 213 Life Sciences East 405-744-5658 | cas.okstate.edu |
| COE (College of Education) 106 Willard 405-744-6350 | education.okstate.edu |
| CEAT (College of Engineering, Architecture and Technology) 110 Engineering North 405-744-5276 | ceat.okstate.edu |
| COHS (College of Human Sciences) 101 HES 405-744-5053 | humansciences.okstate.edu |
| SSB (Spears School of Business) 103 Business Building 405-744-2772 | spears.okstate.edu |
| CVHS (Center for Veterinary Health Sciences) 205 McElroy Hall 405-744-6595 | cvhs.okstate.edu |
| Graduate College 202 Whitehurst 405-744-6368 | gradcollege.okstate.edu |
| Honors College 101 Old Central 405-744-6799 | honors.okstate.edu |
| University College Advising 214 Student Union 405-744-5333 | uca.okstate.edu |
| Academic Services for Student Athletes 150 Athletic Center 405-744-5762 | aec.okstate.edu |
| Athletic Ticket Office 136 Athletics Center 405-744-5745 | www.okstate.com |
| Bursar 113 Student Union 405-744-5992 | bursar.okstate.edu |
| Career Services 360 Student Union 405-744-5253 | www.hireOSUgrads.com |
| Correspondence Education 309 Wes Watkins Center 405-744-6390 | is.okstate.edu |
| Department of Wellness Colvin Center 405-744-5510 | wellness.okstate.edu |
| Edmon Low Library 405-744-9775 or 744-9161 | library.okstate.edu |
| Fraternity & Sorority Affairs 211J Student Union 405-744-5490 | gogreek.okstate.edu/ |
| Housing and Residential Life Iba Hall 405-744-5592 | reslife.okstate.edu |
| International Students and Scholars 250 Student Union 405-744-5459 | iss.okstate.edu |
| Office of Multicultural Affairs 240 Student Union 405-744-5481 | icae.okstate.edu |
| OSU Testing Center 100 UAT Building 405-744-5958 | testing.okstate.edu |
| Parking and Transit Services 1006 W. Hall of Fame 405-744-6525 | parking.okstate.edu |
| Scholarships and Financial Aid 119 Student Union 405-744-6604 | financialaid.okstate.edu |
| Seretean Wellness Center 1514 W. Hall of Fame 405-744-9355 | wellness.okstate.edu |
| Student Disability Services 315 Student Union 405-744-7541 | sds.okstate.edu |
| Study Abroad 242 Student Union 405-744-8569 | ieo.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 1st floor USDA 405-744-6523 | police.okstate.edu |
| University Store at the Student Union 1st floor 405-744-5237 | universitystore.okstate.edu |



Enrollment Guide Summer 2017

Session Dates

| | |
|-----------|--------------------|
| Session 1 | May 22 - June 9 |
| Session 2 | June 12 - August 4 |
| Session 3 | June 12 - July 7 |
| Session 4 | July 10 - August 4 |

Contact us:
Office of the Registrar
322 Student Union
Oklahoma State University
Stillwater, OK 74078
Phone: 405-744-6876
Email: registrar@okstate.edu
Office hours: M-F 8am-5pm

registrar.okstate.edu

Enrollment Dates

| | Date to Enroll | Overall Earned Hours |
|-------|----------------|-----------------------------------|
| March | 27 | Priority + Graduate Students |
| | | SENIORS |
| March | 28 | 115 or more |
| | 29 | 110 or more |
| | 30 | 105 or more |
| | 31 | 100 or more |
| | | JUNIORS |
| April | 3 | 90 or more |
| | 4 | 85 or more |
| | 5 | 80 or more |
| | 6 | 75 or more |
| | 7 | 70 or more |
| | 10 | 65 or more |
| | 11 | 60 or more |
| | | SOPHOMORES |
| | 12 | 55 or more |
| | 13 | 50 or more |
| | 17 | Transfer Enrollment Day 50+hours* |
| | 18 | 40 or more |
| | 19 | 30 or more |
| | | FRESHMEN |
| | 20 | 20 or more |
| | 21 | Transfer Enrollment Day 20+hours* |
| | 24 | 15 or more |
| | 25 | 10 or more |
| | 26 | Open for all continuing students |
| | 28 | 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.

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 registration. Contact your adviser early, as advising appointments fill quickly.
3. From Student Self Service, check Registration Status or Prepare for Registration (under the Registration menu) to see if you are eligible to register for classes. This page will notify you of factors that may prevent you from being eligible to register, such as holds. You can also view your registration time ticket details here (once it's been assigned) and registration permits/overrides that have been granted to you.
4. After meeting with your academic adviser to plan your upcoming semester class schedule, your adviser will clear you for registration. As you browse for classes, be sure to click into the class details to check for prerequisites and other class restrictions that may prevent you from registering.
5. You can view the semester schedule of classes and plan your schedule in Self Service using the Look Up Classes or Browse Classes link under the Registration menu.
6. Find instructions for viewing your class schedule in various ways at registrar.okstate.edu/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 withdraw dates apply to block and short courses. Go to registrar.okstate.edu and click on "Short Courses with Unique Drop/Add Deadlines" link for these deadlines or scan the QR code below:



Graduating in July? Summer graduates are encouraged to attend the spring commencement ceremony. You must file a graduation application online by Monday, **April 3rd** 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.



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 block and short courses. Go to registrar.okstate.edu and click on "Short Courses with Unique Drop/Add Deadlines" link for these deadlines.

Session 1

Date Classes Begin.....May 22
Final Enrollment Date without late fee.....May 19
Date Classes End.....June 9

100% Refund, Nonrestrictive Drop/Add Deadline* Monday, May 22

Partial Refund, Restrictive Drop/Add Deadline* Tuesday, May 23

University Holiday Monday, May 29

W Drop/Withdraw Deadline* Tuesday, June 6

W/F Withdraw Deadline* Wednesday, June 7

Class work ends Friday, June 9

A University holiday falls within this session. If the scheduled classes do not meet, additional class time or assignments may make up the difference.

Session 2

Date Classes Begin.....June 12
Final Enrollment Date without late fee.....June 9
Date Classes End.....August 4

100% Refund, Nonrestrictive Drop/Add Deadline* Wednesday, June 14

Partial Refund, Restrictive Drop/Add Deadline* Friday, June 16

University Holiday Tuesday, July 4

W Drop/Withdraw Deadline* Friday, July 21

W/F Withdraw Deadline* Friday, July 28

Class work ends Friday, August 4

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:

100% Refund, Nonrestrictive Drop/Add Deadline:

- add a course (nonrestrictive)
- drop a course with 100% refund and no grade

Partial Refund, Restrictive Drop/Add Deadline:

- add a course (requires instructor and adviser signatures)
- drop a course with partial refund and grade of "W"

W Drop/Withdraw Deadline:

- 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)

Session 3

Date Classes Begin.....June 12
Final Enrollment Date without late fee.....June 9
Date Classes End.....July 7

100% Refund, Nonrestrictive Drop/Add Deadline* Tuesday, June 13

Partial Refund, Restrictive Drop/Add Deadline* Wednesday, June 14

W Drop/Withdraw Deadline* Friday, June 30

University Holiday Tuesday, July 4

W/F Withdraw Deadline* Wednesday, July 5

Class work ends Friday, July 7

A University holiday falls within the semester. If the scheduled classes do not meet, additional class time or assignments may make up the difference.

Session 4

Date Classes Begin.....July 10
Final Enrollment Date without late fee.....July 7
Date Classes End.....August 4

100% Refund, Nonrestrictive Drop/Add Deadline* Tuesday, July 11

Partial Refund, Restrictive Drop/Add Deadline* Wednesday, July 12

W Drop/Withdraw Deadline* Friday, July 28

W/F Withdraw Deadline* Wednesday, August 2

Class work ends Friday, August 4

A University holiday falls within the semester. If the scheduled classes do not meet, additional class time or assignments may make up the difference.

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:

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. 20202-5901.

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 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 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 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; advisor or thesis/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, 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 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 or Career Services office for employment/placement records, and f) the Communications Service office for directory information.

Building Designations

Campus Map

| | |
|-------|--|
| AC | Athletic Center (Gallagher-Iba Arena) |
| AGH | Agricultural Hall |
| AGHN | Agriculture Hall North |
| AIRP | Airport |
| ANSI | Animal Science |
| APRS | Allie P. Reynolds Stadium |
| AR | Animal Science Arena |
| ARCH | Donald P. Reynolds School of Architecture |
| ATRC | Advanced Technology Research Center |
| BAEL | Biosystems & Agricultural Engineering Labs |
| BC | Bartlett Center for the Visual Arts (Gardiner) |
| BUS | Business |
| CBM | Cowboy Mall |
| CDROM | Class delivered via CD Rom |
| CLB | Classroom Building |
| CLBN | North Classroom Building |
| CONL | Construction Technology Laboratory #2 |
| COR | Cordell |
| CPAC | Conoco-Phillips Alumni Center |
| CRC | Colvin Recreation Center |
| CRCAC | Colvin Center Annex |
| DF | Drill Field |
| DML | Design and Manufacture Lab |
| EA | Civil Engineering Laboratory |
| EC | Equine Stall Barn |
| ECDU | Energy Conservation Demonstration Unit |
| EN | Engineering North |
| ERDL | Electronics Research & Development Laboratory |
| ES | Engineering South |
| FAPC | Robert M. Kerr Food & Agricultural Products Center |
| 4HYD | 4-H Youth Development Building (Poultry) |
| FSL | Fire Protection & Safety Lab |
| FS | Campus Fire Station |
| GCC | Griffith Community Center |
| GU | Gundersen Hall |
| HAN | Hanner Hall |
| HBRC | Henry Bellmon Research Center |
| HNSY | Nursery Barn |
| HSCI | Human Sciences (formerly HES) |
| HSCIW | Human Sciences West (formerly HESW) |
| JB | Paul Miller Journalism & Broadcasting |
| LIB | Edmon Low Library |
| LSE | Life Science East |
| LSW | Life Science West |
| M | Morrill Hall |
| MCEL | McElroy Hall |
| MERL | Mechanical & Aerospace Engineering Research Laboratory |
| MSCS | Mathematics, Statistics & Computer Science |
| MUR | Murray Hall |
| NH | North Murray Hall |
| NRC | Noble Research Center |
| OADD | Oklahoma Animal Disease Diagnostic Laboratory |
| OBGA | OBGA Educational Center |
| OCOM | OSU College of Osteopathic Medicine, Tulsa |
| OFF | Class meets at an off campus location |
| OLDC | Old Central |
| PARH | Parker Hall |
| PI | Public Information |
| PS | Physical Science |
| PTC | Petroleum Technology Classroom Building |
| SCPA | Seretean Center for the Performing Arts |
| SCOT | Scott Hall |
| SPR | Stillwater Parks & Recreation |
| STOUT | Stout Hall |
| SU | Student Union |
| TELC | Telecommunications Center |
| TGH | Teaching Greenhouse |
| THR | Thatcher Hall |
| TRB | K.B. Droke Track and Field Center |
| TURF | Turf Research Center |
| T-AUD | Auditorium (Tulsa) |
| T-HRC | Helmreich Advanced Technology Research Center (Tulsa) |
| T-MCB | Main Classroom Bldg (Tulsa) |
| T-NCB | North Classroom Bldg (Tulsa) |
| UHS | University Health Services |
| USDA | United States Department of Agriculture |
| VAA | Visual Arts Annex |
| VIDEO | Class delivered via Video |
| VMTH | David L. Boren Veterinary Medicine Teaching Hospital |
| WC | Seretean Wellness Center |
| WEB | Class meets online |
| WH | Whitehurst Hall |
| WLLD | Willard Hall |
| WNTZ | Wentz Hall |
| WWC | Wes Watkins Center for International Trade Development |