

## Campus Contacts

<b>CASNR</b> (College of Agricultural Sciences and Natural Resources) 136 Agriculture Hall 405-744-5395	<a href="http://casnr.okstate.edu">casnr.okstate.edu</a>
<b>A&amp;S</b> (College of Arts and Sciences) 213 Life Sciences East 405-744-5658	<a href="http://cas.okstate.edu">cas.okstate.edu</a>
<b>COE</b> (College of Education) 106 Willard 405-744-6350	<a href="http://education.okstate.edu">education.okstate.edu</a>
<b>CEAT</b> (College of Engineering, Architecture and Technology) 101 Engineering North 405-744-5276	<a href="http://ceat.okstate.edu">ceat.okstate.edu</a>
<b>COHS</b> (College of Human Sciences) 101 Human Sciences 405-744-5053	<a href="http://humansciences.okstate.edu">humansciences.okstate.edu</a>
<b>SSB</b> (Spears School of Business) 103 Business Building 405-744-2772	<a href="http://spears.okstate.edu">spears.okstate.edu</a>
<b>CVHS</b> (Center for Veterinary Health Sciences) 205 McElroy Hall 405-744-6651	<a href="http://cvhs.okstate.edu">cvhs.okstate.edu</a>
<b>Graduate College</b> 202 Whitehurst 405-744-6368	<a href="http://gradcollege.okstate.edu">gradcollege.okstate.edu</a>
<b>Honors College</b> 101 Old Central 405-744-6799	<a href="http://honors.okstate.edu">honors.okstate.edu</a>
<b>University College Advising</b> 214 Student Union 405-744-5333	<a href="http://uca.okstate.edu">uca.okstate.edu</a>
<b>Academic Services for Student Athletes</b> 150 Athletics Center 405-744-5762	<a href="http://acc.okstate.edu">acc.okstate.edu</a>
<b>Athletic Ticket Office</b> 136 Athletics Center 405-744-5745	<a href="http://www.okstate.com">www.okstate.com</a>
<b>Bursar</b> 113 Student Union 405-744-5993	<a href="http://bursar.okstate.edu">bursar.okstate.edu</a>
<b>Career Services</b> 360 Student Union 405-744-5253	<a href="http://www.hireOSUgrads.com">www.hireOSUgrads.com</a>
<b>Independent Studies</b> 317 PIO Bldg. 405-744-6390	<a href="http://is.okstate.edu">is.okstate.edu</a>
<b>Department of Wellness</b> Colvin Center 405-744-5510	<a href="http://wellness.okstate.edu">wellness.okstate.edu</a>
<b>Edmon Low Library</b> 216 Library 405-744-9775	<a href="http://library.okstate.edu">library.okstate.edu</a>
<b>Fraternity &amp; Sorority Affairs</b> 211J Student Union 405-744-5490	<a href="http://gogreek.okstate.edu">gogreek.okstate.edu</a>
<b>Housing and Residential Life</b> 100 Iba Hall 405-744-5592	<a href="http://reslife.okstate.edu">reslife.okstate.edu</a>
<b>International Students and Scholars</b> 250 Student Union 405-744-5459	<a href="http://iss.okstate.edu">iss.okstate.edu</a>
<b>Office of Multicultural Affairs</b> 240 Student Union 405-744-5481	<a href="http://oma.okstate.edu">oma.okstate.edu</a>
<b>OSU Testing Center</b> 100 UAT Building 405-744-5958	<a href="http://testing.okstate.edu">testing.okstate.edu</a>
<b>Parking and Transit Services</b> 1006 W. Hall of Fame 405-744-6525	<a href="http://parking.okstate.edu">parking.okstate.edu</a>
<b>Scholarships and Financial Aid</b> 119 Student Union 405-744-6604	<a href="http://financialaid.okstate.edu">financialaid.okstate.edu</a>
<b>Student Disability Services</b> 315 Student Union 405-744-7116	<a href="http://sds.okstate.edu">sds.okstate.edu</a>
<b>Study Abroad</b> 242 Student Union 405-744-8569	<a href="http://ieo.okstate.edu">ieo.okstate.edu</a>
<b>University Counseling Services</b> 320 Student Union 405-744-5472	<a href="http://ucs.okstate.edu">ucs.okstate.edu</a>
<b>University Health Services</b> 1202 W. Farm Road 405-744-7665	<a href="http://uhs.okstate.edu">uhs.okstate.edu</a>
<b>University Police Services</b> 104 USDA Bldg. 405-744-6523	<a href="http://police.okstate.edu">police.okstate.edu</a>
<b>University Store at the Student Union</b> 1st floor 405-744-5237	<a href="http://universitystore.okstate.edu">universitystore.okstate.edu</a>



# Enrollment Guide Summer 2018

## Term Dates

Pre-Session (Part of Term 4)	May 21-June 8
Full 8-Week Term (Part of Term 1)	June 11-August 3
First 4 Weeks (Part of Term A05)	June 11-July 6
Second 4 Weeks (Part of Term A06)	July 9-August 3

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

[registrar.okstate.edu](http://registrar.okstate.edu)

## Enrollment Dates

	Date to Enroll	Overall Earned Hours
March	26	Priority + Graduate Students
		<b>SENIORS</b>
March	27	115 or more
	28	110 or more
	29	105 or more
	30	100 or more
		<b>JUNIORS</b>
April	2	90 or more
	3	85 or more
	4	80 or more
	5	75 or more
	6	70 or more
	9	65 or more
	10	60 or more
		<b>SOPHOMORES</b>
	11	50 or more
	12	Tulsa Transfer Enrollment Day 50+
	16	Transfer Enrollment Day 50+hours*
	17	40 or more
	18	30 or more
		<b>FRESHMEN</b>
	19	20 or more
	20	Transfer Enrollment Day 20+hours*
	23	15 or more
	24	10 or more
	25	Open for all continuing students
	27	All Transfer Enrollment Day*
May	10	All Transfer Enrollment Day*
	24	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](http://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 **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 ticket details here (once it's been assigned in early March) and registration permits/overrides 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 **Plan Ahead** under the Registration menu. Plans created here will be available 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/XE-Registration#change](http://registrar.okstate.edu/XE-Registration#change).

7. Find more details on Self Service Registration at [registrar.okstate.edu/XE-Registration](http://registrar.okstate.edu/XE-Registration).

8. Find instructions for viewing your class schedule in various ways at [registrar.okstate.edu/content/viewing-my-class-schedule](http://registrar.okstate.edu/content/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](http://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 2nd** to have your name appear in the spring commencement program. Log in to [my.okstate.edu](http://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 short courses. Go to [registrar.okstate.edu](http://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](#).

### Full 8-Week Term (Part of Term 1)

Date Classes Begin.....	June 11
Final Enrollment Date without late fee.....	June 8
Date Classes End.....	August 3

100% Refund, Nonrestrictive Drop/Add Deadline*	Wednesday, June 13
Partial Refund, Restrictive Drop/Add Deadline*	Friday, June 15
University Holiday	Wednesday, July 4
W Drop/Withdraw Deadline*	Friday, July 20
W/F Withdraw Deadline*	Friday, July 27
Class work ends	Friday, August 3

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

### First 4 Weeks (Part of Term A05)

Date Classes Begin.....	June 11
Final Enrollment Date without late fee.....	June 8
Date Classes End.....	July 6

100% Refund, Nonrestrictive Drop/Add Deadline*	Tuesday, June 12
Partial Refund, Restrictive Drop/Add Deadline*	Wednesday, June 13
W Drop/Withdraw Deadline	Friday, June 29
University Holiday	Wednesday, July 4
W/F Withdraw Deadline*	Thursday, July 5
Class work ends	Friday, July 6

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)

### Pre-Session (Part of Term 4)

Date Classes Begin.....	May 21
Final Enrollment Date without late fee.....	May 18
Date Classes End.....	June 8

100% Refund, Nonrestrictive Drop/Add Deadline*	Monday, May 21
Partial Refund, Restrictive Drop/Add Deadline*	Tuesday, May 22
University Holiday	Monday, May 28
W Drop/Withdraw Deadline	Monday, June 4
W/F Withdraw Deadline*	Wednesday, June 6
Class work ends	Friday, June 8

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

### Second 4 Weeks (Part of Term A06)

Date Classes Begin.....	July 9
Final Enrollment Date without late fee.....	July 6
Date Classes End.....	August 3

100% Refund, Nonrestrictive Drop/Add Deadline*	Tuesday, July 10
Partial Refund, Restrictive Drop/Add Deadline*	Wednesday, July 11
W Drop/Withdraw Deadline*	Friday, July 27
W/F Withdraw Deadline*	Wednesday, August 1
Class work ends	Friday, August 3

## 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
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)
BU	Business
CBM	Cowboy Mall
CLB	Classroom Building
CLBN	North Classroom Building
CONL	Construction Technology Laboratory #2
CPAC	Conoco-Phillips Alumni Center
CRC	Colvin Recreation Center
CRCA	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
END	CEAT Endeavor Lab
ES	Engineering South
FAPC	Robert M. Kerr Food & Agricultural Products Center
4HYD	4-H Youth Development Building (Poultry)
FSL	Fire Protection & Safety Lab
GU	Gundersen Hall
HBRC	Henry Bellmon Research Center
HNSY	Nursery Barn
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
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
SCA	Stillwater Center for the Arts
SCPA	Seretean Center for the Performing Arts
SCOT	Scott Hall
STOUT	Stout Hall
SU	Student Union
TELC	Telecommunications Center
TGH	Teaching Greenhouse
THR	Thatcher Hall
TRB	K.B. Droke Track and Field Center
T-HRC	Helmerich Advanced Technology Research Center (Tulsa)
T-MCB	Main Classroom Bldg (Tulsa)
T-NCB	North Classroom Bldg (Tulsa)
UHS	University Health Services
VAA	Visual Arts Annex
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