



Enrollment Guide Fall 2015

Last day to enroll without late fee	Friday, August 14
Class work begins	Monday, August 17
Last day to enroll (nonrestrictive)	Monday, August 24

Fall Enrollment Dates and Dates to Remember

Like us on Facebook www.facebook.com/registrar.okstate
for important updates and deadline reminders!

Enrollment dates based on graduation/retention credit hours earned.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March 1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 <u>STUDENTS' SPRING BREAK WEEK</u>	17	18	19	20	21
22	23-FALL ENROLLMENT OPENS Priority + Graduate students	24 115+ hours	25 110+ hours	26 105+ hours	27 100+ hours	28
29	30 90+ hours	31 85+ hours	APRIL 1 80+ hours	2 75+ hours	3 70+ hours	4
5	6 65+ hours	7 60+ hours	8 55+ hours	9 50+ hours	10 Spring W/Drop Withdraw Deadline	11
12	13 Transfer Enrollment Day* 50+ hours	14 45+ hours	15 40+ hours	16 30+ hours	17 20+ hours	18
19	20 Transfer Enrollment Day* 20+ hours	21 15+ hours	22 10+ hours	23 Fall Enrollment open for all continuing students	24 Transfer Enrollment Day* All students	25
26	27	28	29	30		
						AUGUST 1
2	3 Fall Pre-session begins	4	5	6	7	8
9	10	11	12	13	14 Fall Pre-session ends Last day to enroll in fall classes without late enrollment fee.	15
16	17 Fall classes begin	18	19	20	21	22
23	24 Fall Term 100% Refund, Nonrestrictive Drop/Add Deadline** SIS Web Enrollment closes at midnight	25	26	27	28 Fall Term Partial Refund, Restrictive Drop/Add Deadline**	29
30	31					

Fall Enrollment Dates and Dates to Remember (continued)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		SEPTEMBER 1	2	3	4	5
6	7 University Holiday	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29 Six week grades due from faculty	30	OCTOBER 1	2	3
4	5	6	7	8	9 Students' Fall Break (NO CLASSES)	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
NOV 1	2 Deadline to file fall 2015 diploma application (for name to appear in the fall commencement program)	3	4	5	6 Fall Term W Drop/Withdraw Deadline**	7
8	9	10	11	12	13	14
15	16	17	18	19	20 Fall Term W/F Withdraw Deadline**	21
22	23	24	25 First day of students' Thanksgiving break (NO CLASSES)	26 University Holiday	27 University Holiday	28
29	30 PRE-FINALS WEEK	DECEMBER 1	2	3	4 Class work ends	5
6	7 FINAL WEEK	8	9	10	11 Commencement Weekend	12
13	14	15 Final grades due electronically from faculty	16	17	18	19
20	21	22	23	24 University Holiday	25 University Holiday	26

-- Student holidays fall within the semester. If the scheduled classes do not meet, additional class time or assignments may make up the difference.

*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

**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" (requires adviser signature)

W Drop/Withdraw Deadline:

- drop a course with automatic grade of "W" (requires adviser signature)
- 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)

Notice to first-semester students: Although credits earned by exam (such as AP or CLEP) do not appear on the official transcript until after a student has earned 12 OSU credit hours, exam credits are treated as earned credit hours when a student's enrollment date is determined, provided they have been reported to OSU. See the "Drop and Add Classes" section of SIS to view your specific enrollment date.

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.

Graduating in December? You must file a diploma application online by **Monday, November 2nd** to have your name appear in the fall commencement program. Log in to SIS and select 'Diploma Application' from the Student Records menu.

Avoid the Line - Enroll On-Line

Step 1. Plan Your Schedule

1. Go to prodosu.okstate.edu/
Click "Search for Classes".
2. Select "Course Search or Search by Subject".
3. Highlight a term from the drop-down menu.
Click "Select".
4. Highlight a Subject Name from the drop-down list. Choose
a specific day or choose "All".
5. Select "Campus" - Main-Stillwater, OSU Tulsa or All.
Click "Submit".
6. Write down the Section Title & Call Number for the
section that you want to take.
7. Click "Adjust Your Search Criteria".
Repeat steps 4-6 as necessary.
8. Click "Exit" when you are finished.

Step 2. Meet With Your Adviser

New Student Orientation required for new OSU-Stillwater students prior to advisement - see newstudents.okstate.edu.

For continuing students, please make an appointment with your adviser before your enrollment date. Advisement appointments fill up quickly, so schedule early.

Step 3. Enroll

1. Log in to Student Self-Services with hours listed on the login
screen as early as 7:00 a.m. prodosu.okstate.edu
2. Check the term and change it if necessary.
Click "Select Term" on the navigation bar or on the Site Map;
Click the link for the term you want.
3. Highlight "Registration" on the navigation bar;
click "Drop and Add Classes" from the drop-down menu.
4. Enter the call numbers (from step 1) in the "Add Class" boxes.
Click "Submit".
5. Verify the information.

Note: If the class you originally selected is closed, you may use
the search-and-enroll functions to find alternate classes.

Step 4. Print Your Schedule

1. Highlight "Registration" on the navigation bar.
2. Click "Detailed Schedule" from the down-down menu.
3. Click "Print Schedule."
4. Using building designation codes, review where your classes
are located before the semester begins.

Evening Common Examination Schedule

5:30 pm - 6:30 pm

Course	Dates
BIOL 1114	Sep 14, Oct 12, Nov 16
CHEM 1215	Sep 10, Oct 8, Nov 5
CHEM 1314	Sep 9, Oct 7, Nov 4
CHEM 1414	Sep 8, Oct 6, Nov 3
CHEM 1515	Sep 10, Oct 8, Nov 5
ENSC 2113	Sep 23, Oct 21, Nov 18
FIN 3113	Sep 24, Oct 29
GEOG 1114	Oct 1, Nov 19
MATH 2144	Sep 17, Oct 15, Nov 19
MICR 2123	Sep 2, Sep 21, Oct 12, Nov 2, Nov 23
MSIS 3223	Sep 21, Oct 26
PHYS 1114	Sep 15, Oct 13, Nov 10
PHYS 1214	Sep 17, Oct 15, Nov 12
PHYS 2014	Sep 14, Oct 12, Nov 9
PHYS 2114	Sep 16, Oct 14, Nov 11

NOTE: If a common exam is cancelled due to the university closing for inclement weather or other unforeseen events, the exam may be rescheduled at the instructor's and department's request. Fridays from 5:30 – 6:30 pm are likely time slots for rescheduled common exams.

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



Fall Final Examination Schedule

TIME OF THE EXAMINATION

DAY OF EXAM	8:00-9:50am	10:00-11:50am	12:00-1:50pm	2:00-3:50pm	4:00-5:50pm	6:00-7:50pm	8:00-9:50pm
Monday December 7	MWF 8:30	MWF 11:30	COMMON FINALS CHEM 1414 MATH 1513	MWF 2:30 MW 2:30	COMMON FINALS MSIS 3223 PHYS 2014	Monday Early Evening Classes and MWF 4:30, MW 4:00	Monday Night Classes
Tuesday December 8	TR 7:30	TR 10:30	COMMON FINALS MICR 2123 NSCI 2114 PHYS 1214	TR 2:00	COMMON FINALS FIN 3113 PHYS 1114	Tuesday Early Evening Classes	Tuesday Night Classes
Wednesday December 9	MWF 9:30	MWF 12:30	COMMON FINALS ENSC 2113 MATH 1613	MWF 3:30	COMMON FINALS BIOL 1114 PHYS 2114	Wednesday Early Evening Classes	Wednesday Night Classes
Thursday December 10	TR 9:00	TR 12:30	COMMON FINALS CHEM 1314	TR 3:30	COMMON FINALS CHEM 1215 MATH 2144	Thursday Early Evening Classes	Thursday Night Classes
Friday December 11	MWF 7:30 MW 8:00	MWF 10:30	COMMON FINALS CHEM 1515 PLNT 1213	MWF 1:30	Make-up Exams	Friday Early Evening Classes	Friday Night Classes

Final Exam Schedule subject to change, always check with your instructor. In the event that a student has three or more final exams scheduled for a single day, the student can request rescheduling. See University Academic Regulation 3.13 Final Exam Overload in the University Catalog.

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
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
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	Helmerich 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

*classes identified with an asterick denotes the mode of delivery.

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 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 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 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" 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.