



Enrollment Guide Spring 2015

Last day to enroll without late fee
Class work begins
Last day to enroll (nonrestrictive)

Friday, January 9
Monday, January 12
Tuesday, January 20

Spring Enrollment Dates and Dates to Remember

Enrollment dates based on graduation/retention credit hours earned.

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
19	OCTOBER 20 <u>SPRING ENROLLMENT</u> <u>OPENS</u> Priority + Graduate students	21 115+ hours	22 110+ hours	23 100+ hours	24 Fall Break	25
26	27 95+ hours	28 90+ hours	29 80+ hours	30 75+ hours	31 70+ hours	NOVEMBER 1
2	3 65+ hours	4 60+ hours	5 50+ hours	6 Transfer Enrollment Day* 50+ hours	7 Fall W Drop/Withdraw Deadline**	8
9	10 40+ hours	11 35+ hours	12 30+ hours	13 20+ hours	14 Transfer Enrollment Day* 20+ hours	15
16	17 15+ hours	18 1+ hours	19 0 hours and last digit CWID 0 through 2	20 0 hours and last digit CWID 3 through 6	21 0 hours and last digit CWID 7 through 9	22
23	24 Transfer Enrollment Day* Spring enrollment open for all continuing students	25	26 First Day of Student's Thanksgiving Break	27 University Holiday†	28 University Holiday†	29
30	DECEMBER 1 <u>PRE-FINALS WEEK</u>	2	3	4	5 Enrollment Day-New Freshmen*	6
7	8 <u>FINALs WEEK</u>	9	10	11	12	13
14	15 Winter Intersession begins	16 Final grades due electronically from faculty	17	18	19	20
21	22	23	24 University Holiday†	25 University Holiday†	26 University Holiday†	27
28	29 University Holiday†	30 University Holiday†	31 University Holiday†	JANUARY 1 University Holiday†	2 University Holiday†	3
4	5	6	7	8	9 Winter Intersession ends Last day to enroll in spring classes without late enrollment fee.	10
11	12 Spring classes begin	13	14	15	16	17
18	19 University Holiday†	20 Spring Term 100% Refund, Nonrestrictive Drop/Add Deadline** SIS student web enrollment closes at midnight	21	22	23 Spring Term Partial Refund, Restrictive Drop/Add Deadline**	24
25	26	27	28	29	30	31

Spring Enrollment Dates and Dates to Remember (continued)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
FEB 1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24 Six week (mid-term) grades due from faculty	25	26	27	28
MARCH 1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 <u>STUDENTS' SPRING BREAK</u> No Classes	17 <u>STUDENTS' SPRING BREAK</u> No Classes	18 <u>STUDENTS' SPRING BREAK</u> No Classes	19 <u>STUDENTS' SPRING BREAK</u> No Classes	20 <u>STUDENTS' SPRING BREAK</u> No Classes	21
22	23	24	25	26	27	28
29	30	31	APRIL 1 Deadline to file spring 2015 diploma application (for name to appear in the spring commencement program)	2	3	4
5	6	7	8	9	10 Spring Term W Drop/Withdraw Deadline**	11
12	13	14	15	16	17	18
19	20	21	22	23	24 Spring Term W/F Withdraw Deadline**	25
26	27 <u>PRE-FINALS WEEK</u>	28	29	30	MAY 1 Class work ends	2
3	4 <u>FINAL WEEK</u>	5	6	7	8 Graduate Commencement	9 Undergraduate Commencement
10	11	12 Final grades due electronically from faculty	13	14	15	16

†A University holiday falls 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, <http://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. Consult the [Class Schedule/Course Information](#) page of the Registrar's website for these deadlines.

Graduating in May or July? You must file a diploma application online by **Wednesday, April 1st** to have your name appear in the spring commencement program. Login 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 <http://prodosu.okstate.edu/>
Click "Available courses."
2. Select "Lists ALL open and closed sections".
3. Highlight a Term from the drop-down menu.
Click "Select."
4. Highlight a Department Name from the drop-down list.
Click "Select."
5. Highlight a Course Name & Number from the drop-down list.
Click "Select."
6. Write down the Course Name & Call Number for the section that you want to take.
7. Click "Select Another Course" or "Select Another Subject."
Repeat steps 4-6 as necessary.
8. Click "Exit" when you are finished.

You may login to SIS to use the search-and-enroll functions to help you find classes, but you may not enroll until your adviser clears your advising hold and your date to enroll is reached.

Step 2. Meet With Your Adviser

New Student Orientation required for new OSU-Stillwater students prior to advisement - see <http://newstudents.okstate.edu>.

Step 3. Enroll

1. Login to Student Services <http://prodosu.okstate.edu>
2. Check the term and change it if necessary.
Highlight "Term" on the navigation bar; click "Select Term" from the pull-down menu. Click the link for the term you want.
3. Highlight "Registration" on the navigation bar;
click "Drop and Add Classes" from the pull-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 pull-down menu.
3. Click "Print Schedule."

Evening Common Examination Schedule

5:30 pm - 6:30 pm

Course	Dates
ACCT 2103	Feb 4, Mar 11, Apr 22
ACCT 2203	Feb 24, Apr 9
BIOL 1114	Feb 9, Mar 9, Apr 13
CHEM 1215	Feb 5, Mar 5, Apr 9
CHEM 1314	Feb 5, Mar 5, Apr 9
CHEM 1414	Feb 3, Mar 3, Apr 7
CHEM 1515	Feb 4, Mar 4, Apr 8
ENSC 2113	Feb 18, Mar 25, Apr 22
FIN 3113	Feb 19, Apr 2
GEOG 1114	Feb 26, Apr 23
MATH 2144	Feb 11, Mar 11, Apr 22
MSIS 3223	Feb 12, Mar 26
PHYS 1114	Feb 10, Mar 10, Apr 14
PHYS 1214	Feb 11, Mar 11, Apr 15
PHYS 2014	Feb 12, Mar 12, Apr 16
PHYS 2114	Feb 9, Mar 9, Apr 13

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 schedule subject to change.

Please check <http://registrar.okstate.edu> for the most current information.

Spring 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 May 4	MWF 8:30	MWF 11:30	<u>COMMON FINALS</u> ACCT 2203 BIOL 1114	MWF 2:30 MW 2:30	<u>COMMON FINALS</u> ACCT 2103 PHYS 1214	Monday Early Evening Classes and MWF 4:30 and MW 4:00	Monday Night Classes
Tuesday May 5	TR 7:30	TR 10:30	<u>COMMON FINALS</u> ENSC 2113 PHYS 1114	TR 3:30	<u>COMMON FINALS</u> MATH 1613 MATH 2144	Tuesday Early Evening Classes	Tuesday Night Classes
Wednesday May 6	MWF 9:30	MWF 12:30	<u>COMMON FINALS</u> MATH 1513 PHYS 2014	MWF 3:30	<u>COMMON FINALS</u> CHEM 1414 NSCI 2114	Wednesday Early Evening Classes	Wednesday Night Classes
Thursday May 7	TR 9:00	TR 12:30	<u>COMMON FINALS</u> CHEM 1314 MSIS 3223	TR 2:00	<u>COMMON FINALS</u> FIN 3113 PHYS 2114	Thursday Early Evening Classes	Thursday Night Classes
Friday May 8	MWF 7:30 MW 8:00	MWF 10:30	<u>COMMON FINALS</u> CHEM 1215 CHEM 1515	MWF 1:30	Make-up Exams	Friday Early Evening Classes	Friday Night Classes

Final Exam Schedule subject to change, always check with your instructor. If a student has three or more final exams in one day, the student can request rescheduling. See **University Academic Regulation 3:13: Final Exam Overload** in the current *OSU 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 W. 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
CLBN	North Classroom
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 Technology 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)
ITLE	Institute for Teaching and Learning Excellence
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
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

*Contact the department for additional information regarding this class.

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