



## Office of the Registrar

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### Student Enrollment

Students must be admitted to the university before they can enroll for classes. Enrollment initiates the creation of an academic record and incurs a financial obligation. See the "Bursar" section of this *Catalog*.

The registration process is introduced to new freshmen and transfer students during new student orientation.

After meeting with their academic adviser to select courses appropriate to their degree plan, students may enroll online via the Student Information System (SIS) at <http://prodosu.okstate.edu> or by visiting the Office of the Registrar in 322 Student Union. An overdue account with the University or other registration holds will prevent completion of the enrollment process until these holds have been cleared.

Continuing students register for summer and fall classes during the latter part of the preceding spring semester and for spring classes during the latter part of the preceding fall semester.

—Continuous Enrollment. An undergraduate student who is enrolled for every fall and spring semester is considered continuously enrolled. A fall or spring semester with no enrollment is considered a break in enrollment. A graduate student with no break in enrollment or with a break in enrollment of less than one year is considered continuously enrolled. Readmission to the university is required if a student does not maintain continuous enrollment.

—Priority Enrollment. In order to facilitate access to courses required for timely degree completion, a student's priority for enrollment generally follows academic class level with graduate students and seniors having the highest priority. Some exceptions to this basic priority may be necessary to accommodate bona fide student needs, such as students with physical disabilities, for those committed (by a scholarship or full-time employment at the University) to perform a service for the University on a schedule specified by the University, for graduate students and students in the Honors College. Academic Affairs determines enrollment priorities, and enrollment schedules are published in the Enrollment Guide which can be found on the Office of the Registrar's Web site <http://registrar.okstate.edu> each semester.

Full-time OSU staff may utilize priority enrollment to help ensure they are given an opportunity to identify classes at a time that is least disruptive to their work schedule. This benefit of priority enrollment is extended to full-time (100% FTE), regular staff members. Staff members who are employed less than full-time are not eligible for priority enrollment.

—Late Enrollment. Students are allowed and encouraged to enroll well before the beginning of a given term (fall, spring, summer). Students whose initial enrollment for the term occurs on or after the first day of the term will be charged a late enrollment fee. A student is permitted to add classes after initial enrollment without a late enrollment fee during the first two weeks of a 16-week semester or through the fifth day of an eight-week summer session or during proportionate periods for block or short courses (see additional restrictions for Adding Courses below). See the "Tuition, Fees and Cost Estimates" section of the *Catalog* for the current late enrollment fee amount.

—Adding or Dropping Courses. *Adding Courses.* Approval from the student's academic adviser is required for adding a course. The sixth day of a regular semester, or the third class day of an eight-week summer session, or proportionate periods for short courses is the last day a course may be added (nonrestrictive). With instructor approval, a course may be added during the second week of classes of a regular semester, or the fourth or fifth day of an eight-week summer session (restrictive).

During the restrictive period, students must obtain their instructor's and adviser's signatures on a drop/add card and submit it to the Office of the Registrar in 322 Student Union to add a new course to their schedule.

*Dropping Courses.* Dropping refers to the dropping of one or more courses while remaining enrolled in at least one other OSU course for a given semester. Courses may not be dropped without the approval of the student's academic adviser.

A student may drop a course with a full refund and no record of the course on their academic record anytime through the sixth day of a regular semester, or through the third day of the eight-week summer session, or through proportionate periods of block or short courses.

After the deadline for dropping with no record, but prior to the end of the twelfth week of a regular semester, or the sixth week of an eight-week summer session, or proportionate periods for block or short courses, a student may drop a course with a grade of "W" recorded on their academic record. They will also be responsible for the applicable tuition and fees for the course. (See *Policy and Procedures letter 2-0206*.)

A student may not drop any course in which a violation of academic integrity is pending against the student. If the student admits responsibility for a violation meriting a grade of "F" for an assignment or examination, the instructor or Academic Integrity Panel may permit the student to drop the course with a grade of "W" (regular deadlines for dropping and withdrawing from the University still apply). If the student is found not responsible for the violation, he or she may drop the course with either a "W" or "F" (according to the drop grade policy) appearing on the academic record. If the student is found responsible for the violation, the instructor may assign an appropriate sanction, including assigning the grade "F" for the assignment/examination or "F!" for the course. (See *Policy and Procedures Letter 2-0822*)

—International Students. Consult with the Office of International Students and Scholars (ISS) before dropping courses. Under new reporting regulations required by the Student and Exchange Visitor Information System (SEVIS), dropping below full-time can put a student's visa status in jeopardy.

—Withdrawing from the University. Withdrawing refers to withdrawing from all courses for which a student is enrolled for a given semester, and therefore the student is no longer enrolled. The withdrawal process is initiated in the student's dean's office. If the student is unable to appear in person, the request for withdrawal may be initiated through the mail or by fax to the student's dean's office. A student who withdraws prior to the end of the twelfth week of a regular semester

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or the sixth week of a summer session, or proportionate periods for block or short courses, will receive a grade of "W" (withdrawn) on the student's academic record. A student who withdraws after the 12th week of a regular semester or the sixth week of a summer session but prior to "Pre-finals Week," will receive a grade of "W" (withdrawn) or "F" (failing) as assigned by the instructor of each course. The grade of "W" or "F" will be recorded on the student's academic record, and the grade of "F" will be calculated in the grade-point average. (See *Policy and Procedures Letter 02-0206*.)

After the beginning of "Pre-finals Week" a student may not withdraw from the University and will be assigned only the grade of "A," "B," "C," "D," or "F" or (when appropriate) "I," "NP," "P," "S," "U," "R," "SR," or "UR" by the instructor of each course at the end of the semester or summer session.

—International Students. Consult with the Office of International Students and Scholars (ISS) before withdrawing for the semester. Under new reporting regulations required by the Student and Exchange Visitor Information System (SEVIS), withdrawing for the semester can put a student's visa status in jeopardy.

### Veteran Services

Oklahoma State University maintains a full-time office of veteran services for the convenience of veterans and their dependents. OSU is an approved institution for students to receive education benefits by the Department of Veteran Affairs (DVA). Information and assistance is available for completion of appropriate forms necessary to apply for education benefits. The DVA has specific requirements regarding course work and attendance; contact a veterans representative in the Office of the Registrar, 322 Student Union.

### Faculty & Staff Enrollment in University Courses

—Faculty. Permanent (tenure track), full-time (100%) members of the faculty are eligible to enroll for credit in one course per semester or a maximum of five hours during normally scheduled working hours and receive discounted tuition and fees as indicated below. To be eligible for the faculty/staff fee waiver, an employee must submit a completed Request for Faculty - Staff Fee Waiver form to the Office of the Registrar prior to the beginning of classes. If enrollment does not exceed one course, only the department head's approval is needed to receive the fee waiver. If the employee is enrolled in more than one course, the employee's dean and vice-president must also give approval for the waiver.

For full-time 100% faculty enrolled in University courses, the following fees will be waived:

- a. Student activity fees
- b. Student activity fee - Athletic fee
- c. Health Services fee
- d. Transportation fee
- e. Consumable Material fee
- f. Student Development Initiative fee
- g. *Daily O'Collegian* fee

Faculty members must pay 50% of the general tuition, 100% of any additional fees not listed above, as well as 100% of any special course charges. Some courses taught through extension, outreach and year-long independent study are excluded. For faculty members who enroll in NOC-Stillwater courses, the fees listed above may be waived, but no tuition is waived. For more information contact the department offering the course to determine whether the tuition waiver applies. For more information, refer to the *Policy and Procedures Letter 2-0108*.

—Administrative/Professional and Classified Staff. Permanent, full-time (100%) active status staff members who meet the academic requirements of the University are eligible to enroll for credit and receive discounted

tuition and fees as indicated below. To be eligible for the faculty/staff fee waiver, an employee must submit a completed Request for Faculty-Staff Fee Waiver form to the Office of the Registrar prior to the beginning of classes. Enrollment in University courses which meet during the staff member's normal working hours will be limited to one course or a maximum of five hours. There is no limit on the number of courses a staff member may enroll in after normal working hours. If enrollment does not exceed one course, only the department head's approval is needed to receive a fee waiver. If the staff member is enrolled in more than one course, his or her dean and vice president must also give approval for a fee waiver.

For active status 100% FTE, continuous regular staff enrolled in University courses, the following fees will be waived:

- a. Student Activity fees
- b. Student Activity fee - Athletic fee
- c. Health Services fee
- d. Transportation fee
- e. Consumable Material fee
- f. Student Development Initiative fee
- g. *Daily O'Collegian* fee

Staff members must pay 50% of the general tuition, 100% of any additional fees not listed above, as well as 100% of any special course charges. Some courses taught through extension, outreach and year-long independent study are excluded. For staff members who enroll in NOC-Stillwater courses, the fees listed above may be waived, but no tuition is waived. For more information contact the department offering the course to determine whether the tuition waiver applies. For more information, refer to the *Policy and Procedures Letter 3-0744*.

### Official Records

—Six Week Progress Reports. Faculty report six week progress grades for all students (regardless of classification) enrolled in 1000- and 2000-level classes. This will normally occur during the seventh week of classes. Student athletes will have all six week grades reported, not just 1000- and 2000-level. Progress reports are made available to students and to the students' advisers through the Student Information System (SIS).

—Grade Reports. Reports of the final grades of all students are compiled and released shortly after the end of each semester by the Office of the Registrar. These reports are made available electronically to the students, the students' advisers and the students' deans through the Student Information System (SIS).

—Official Transcripts. All official transcripts of student academic records at OSU are prepared and released by the Office of the Registrar. The official transcript includes the complete academic record, both undergraduate and graduate, as well as the signature of the University Registrar and the official seal of the University.

Transcripts of academic records at OSU may be ordered in the following ways:

1. Online via the Student Information System (SIS).
2. Mail or fax a completed, signed Transcript Request form to the Office of the Registrar (forms can be downloaded from <http://registrar.okstate.edu>)
3. In person at the Office of the Registrar, 322 Student Union; with a photo ID.

Students with transcript holds (such as holds due to outstanding financial obligations to the University) will not be granted a transcript until the hold has been cleared with the appropriate University officials.

Copies of transcripts from other institutions cannot be furnished.

## 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.
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.

### 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 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. Some form of photo identification must be displayed before access to educational records will be allowed. 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, to another institution to which a student is transferring, 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.; 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

The Office of the Registrar is the official office of the University for maintaining and releasing information pertaining to the students' academic records, and the Office of Student Affairs is the official office of the University for maintaining and releasing information pertaining to the students' discipline records. Career Services is the official office of the University for collecting and releasing information furnished or authorized by students for the purpose of seeking employment. Placement activities are conducted through several different offices on campus, and a variety of forms are available for the option of the student. The student's right of inspection will be determined by the option elected in providing information.