

AVOID THE LINE - ENROLL ONLINE

STEP 1. PLAN YOUR SCHEDULE

1. Go to <http://prodosu.okstate.edu/>
Click "Available courses".
2. Highlight a Term from the drop-down menu.
Click "Select".
3. Highlight a Department Name from the drop-down list.
Click "Select".
4. Highlight a Course Name & Number from the drop-down list. Click "Select".
5. Write down the Course Name & Call Number for the section that you want to take.
6. Click "Select Another Course" or "Select Another Subject". Repeat steps 3-5 as necessary.

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

STEP 3. ENROLL

1. Login to Student Services <http://prodosu.okstate.edu>
2. Check the term and change it if necessary.
3. Highlight "Registraton" on the navigation bar;
click "Drop and Add Classes" from the pull-down menu.
Add Classes

1. Enter the call numbers (from step 1) in the "Add Class" boxes. Click "Submit".

2. 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".

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TRB
TURF
T-AUD
T-MCB
T-NCB
UHS
UPS
VAA
VMTH
WC
WH
WLLD
WNTZ

BUILDING DESIGNATIONS

Athletic Center (Gallagher-Iba Arena)
Agricultural Hall
Airport
Animal Science
Allie P. Reynolds Stadium
Animal Science Arena
Architecture
Advanced Technology Research Center
Biosystems & Agricultural Engineering Labs
Bartlett Center for the Studio Arts (Gardiner)
Business
Cowboy Mall
Ceramics
Wes Watkins Center for International Trade Development
Classroom Building
Conoco-Phillips Alumni Center
(Outdoor) Construction Laboratory
Cordell
Colvin Physical Recreation Center
Colvin Physical Recreation Center Annex
Dairy
Drill Field
Civil Engineering Laboratory (Engineering Annex)
Equine Stall Barn
Engineering North
Engineering North Annex
Electronics Research & Development Laboratory
Engineering South
Food & Agricultural Products Center
4-H Youth Development Building (Poultry)
Fire Protection & Safety Lab
Campus Fire Station
Food Technology Center
General Technology Laboratory
Gundersen Hall
Hanner Hall
Human Environmental Sciences (formerly HEW)
Human Environmental Sciences West (formerly FCSC)
Nursery Barn
Paul Miller Journalism & Broadcasting
Edmon Low Library
Life Science East
Life Science West
Morrill Hall
McElroy Hall
Mechanical Engineering Laboratory
Mechanical & Aerospace Engineering Research Laboratory
Mathematics, Statistics & Computer Science
South Murray Hall
North Murray Hall
Noble Research Center
North Stadium
Oklahoma Animal Disease Diagnostic Laboratory
OBGA Educational Center
Old Central
OSU College of Osteopathic Medicine, Tulsa
Parker Hall
Public Information
Physical Science
Petroleum Technology Classroom Building
Seretean Center for the Performing Arts
Scott Hall
Stillwater Parks & Recreation
Student Union
Telecommunications Center
Teaching Greenhouse
Thatcher Hall
K.B. Droke Track and Field Center
Turf Research Center
Auditorium (Tulsa)
Main Classroom Bldg (Tulsa)
North Classroom Bldg (Tulsa)
University Health Center
University Printing Services
Visual Arts Annex
David L. Boren Veterinary Medicine Teaching Hospital
Wellness Center
Whitehurst Hall
Willard Hall
Wentz Hall

EVENING COMMON EXAMINATION SCHEDULE 5:30 PM - 6:30 PM

Course	Dates
ACCT 2103	Feb15, Apr 5
ACCT 2203	Feb 7, Mar 14, Apr 18
BIOL 1114	Feb 5, Mar 5, Apr 9
CHEM 1215	Feb 1, Mar 1, Apr 5
CHEM 1314	Jan 30, Feb 27, Apr 3
CHEM 1515	Jan 31, Feb 28, Apr 4
ECON 2103	Feb 13, Mar 8, Apr 19
ENGR 1322, 1332, 1342, 1352	Mar 6
ENSC 2113	Feb 14, Mar 14, Apr 11
GEOG 1114	Feb 22, Apr 19
MGMT 3313	Mar 13
MSIS 2103	Feb 15, Mar 29
MSIS 3223	Feb 8, Mar 15
NSCI 2114	Feb 2, Mar 7, Apr 4
PHYS 1114	Feb 6, Mar 6, Apr 10
PHYS 1214	Feb 7, Mar 7, Apr 11
PHYS 2014	Feb 8, Mar 8, Apr 12
PSYC 1113	Feb 1, Mar 1, Apr 5
SPAN 1115	Feb 5, Mar 5, Apr 9
SPAN 1225	Feb 6, Mar 6, Apr 10
STAT 2023	Jan 29, Mar 5, Apr 9

Examination schedule subject to change. Please check <http://www.okstate.edu/registrar> for the most current Evening Common Exam Schedule information.

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. Some form of photo identification must be displayed.
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 with the Office of the Registrar a written request not to release directory information. The University assumes that failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure.

"Directory Information" includes: student's name; local and permanent address; electronic mail addresses assigned or provided by the institution or provided to the University by the student, telephone number; date and place of birth; major field of study; weight and height of student participating in officially recognized sports; dates and attendance at Oklahoma State University; degrees, honors, and awards granted or received; academic classification such as freshman, sophomore, junior, senior, etc.; sex; educational institutions previously attended; degree(s) held, date(s) granted, and institution(s) granting such degree(s); dissertation or thesis title; adviser or thesis adviser; participation in officially recognized organizations, activities, and sports.

ACCESS TO RECORDS.

No other information regarding students' educational records may be disclosed to anyone without written consent of students, except to "school officials" who have a "legitimate educational interest" in the student. "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. "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.

Parents of dependent students may inspect and review their dependents' educational records. Parents of a dependent student may gain right of access by producing the most current copy of Internal Revenue Form 1040.

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. The Office of the University Placement 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.

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 April 30	MWF 8:30	MWF 11:30	COMMON FINALS ACCT 2203 CHEM 1215, 1515	MWF 2:30	COMMON FINALS MSIS 3223 CHEM 1314	Monday Early Evening Classes and MWF 4:30	Monday Night Classes
Tuesday May 1	TR 7:30	TR 10:30	COMMON FINALS ENGR 1322, 1332, 1342,1352 PSYC 1113 MGMT 3313	TR 2:00	COMMON FINALS MSIS 2103 PHYS 2014	Tuesday Early Evening Classes	Tuesday Night Classes
Wednesday May 2	MWF 9:30	MWF 12:30	COMMON FINALS ACCT 2103 SPAN 1225	MWF 3:30	COMMON FINALS ECON 2103 PHYS 1114 SPCH 2713	Wednesday Early Evening Classes	Wednesday Night Classes
Thursday May 3	TR 9:00	TR 12:30	COMMON FINALS ENGL 1123, 1223 SPAN 1115 NSCI 2214	TR 3:30	COMMON FINALS BIOL 1114 ENSC 2113	Thursday Early Evening Classes	Thursday Night Classes
Friday May 4	MWF 7:30	MWF 10:30	COMMON FINALS STAT 2023 PHYS 1214	MWF 1:30	Make-up Exams	Friday Early Evening Classes	Friday Night Classes

Final Exam Schedule subject to change. Final Exam Overload: If a student has three or more final exams in one day, the student can request re-scheduling. **Early Evening and Night classes.** Exams for these classes will be held during the final exam week on the day of the week of their regular meeting. Early evening classes begin between 4:00 p.m. and 6:00 p.m. Night classes begin at 6:00 p.m. or later. All exams will extend for 110 minutes.



ENROLLMENT GUIDE SPRING 2007

LATE ENROLLMENT FEE
ASSESSED AFTER.....JANUARY 7

CLASSES BEGIN.....JANUARY 8

LAST DATE TO ENROLL.....JANUARY 19

ENROLLMENT DATES

Date	Hours*
October 19	Priority

SENIORS

October 20	115 or more
23	110 or more
24	105 or more
25	100 or more
26	95 or more

JUNIORS

27	90 or more
30	85 or more
31	80 or more
November 1	75 or more
2	70 or more
3	65 or more
6	60 or more

SOPHOMORES

November 7	55 or more
8	50 or more
9	45 or more
10	40 or more
13	30 or more

FRESHMAN

November 14	20 or more
15	16 or more
16	Transfer Orientation Day**
17	Transfer Orientation Day**
20	15 or more
21	14 or more
27	4 or more
28	1 or more
29	0 and last digit of CWID # 0 or 1
30	0 and last digit of CWID # 2 or 3
December 1	0 and last digit of CWID # 4 or 5
4	0 and last digit of CWID # 6 or 7
5	0 and last digit of CWID # 8 or 9
6	OPEN FOR EVERYONE

*Based on graduation/retention hours earned.

**Walk in transfers after November 17th will attend an orientation session before being directed to their assigned colleges for enrollment.

Graduate students may enroll on any of the dates listed above.

SPRING DATES TO REMEMBER

Students who wish to enroll in a short course must enroll before the start of the course or by 5:00 pm on the first day of the short course. Proportionate drop and withdrawal dates apply to block and short courses. Consult the Office of the Registrar for drop and withdrawal deadlines and required fees.

Last day to cancel enrollment	Friday, January 5
Classes begin	Monday, January 8
University Holiday	Monday, January 15
Last day to add a course (nonrestrictive)	Tuesday, January 16
Last day to drop a course with no grade & no fees for course	Tuesday, January 16
Last day to withdraw from all courses with no grade & no fees	Tuesday, January 16
SIS Web enrollment for students closes midnight	Tuesday, January 16
Last day to enroll	Friday, January 19
Last day to add a course (restrictive: requires instructor & advisor approval)	Friday, January 19
Last day to drop a course (grade of "W") (50% fees refunded)	Friday, January 19
Last day to withdraw from all courses with 50% refund (withdrawal noted on transcript)	Friday, January 19
Deadline to file diploma application	Friday, January 19
Students' Spring Break begins	Saturday, March 17
Class work resumes	Monday, March 26
Last day to drop a course (grade of "W") Drop by petition only after this date	Friday, April 6
Last day to withdraw from all courses with automatic grades of "W"	Friday, April 6
Last day to withdraw from all courses with assigned grades of "W" or "F"	Friday, April 20
Pre-finals week	Mon. thru Fri., April 23-27
Final exams	Mon. thru Fri., April 30-May 4
Class work ends	Friday, May 4
Commencement	Saturday, May 5
Final grades due electronically from faculty	Tuesday, May 8

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

Graduating in May or July? You must file a diploma application with the Office of the Registrar, 322 Student Union or Enrollment Services in Tulsa by Friday, January 19th.