



Enrollment Guide Spring 2010

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

January 8
January 11
January 19

Enrollment Dates

Date to Enroll	Retention/Graduation Credit Hours Earned
October 14	Priority + Graduate Students
SENIORS	
October 15	115 or more
16	110 or more
19	105 or more
20	100 or more
21	95 or more
JUNIORS	
October 22	90 or more
23	85 or more
26	80 or more
27	75 or more
28	70 or more
29	65 or more
30	60 or more
SOPHOMORES	
November 2	55 or more
3	50 or more
4	45 or more
5	40 or more
6	30 or more
9	Transfer Enrollment Day 30+ hours*
FRESHMEN	
November 10	20 or more
11	16 or more
12	15 or more
13	Transfer Enrollment Day 15+ hours*
16	14 or more
17	4 or more
18	1 or more
19	0 and last digit CWID 0 or 1
20	Transfer Enrollment Day - All transfers*
23	0 and last digit CWID 2 or 3
24	0 and last digit CWID 4 or 5
30	0 and last digit CWID 6 or 7
December 1	0 and last digit CWID 8 or 9
2	Open for all continuing students
4	New Freshmen Enrollment Day*
11	Freshmen / Transfer Enrollment Day*
18	Freshmen / 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, <http://newstudents.okstate.edu>

Spring Dates to Remember

Students who wish to enroll in a short course must enroll before the start of the course. Proportionate drop and withdrawal dates apply to block and short courses. Consult the Office of the Registrar for all drop, withdrawal, and refund deadlines.

Class work begins	Monday, January 11
University holiday	Monday, January 18
<i>Last day to add a course (nonrestrictive)</i>	Tuesday, January 19
<i>Last day to drop a course with 100% refund and no grade</i>	Tuesday, January 19
<i>Last day to withdraw from all courses with 100% refund and no grade</i>	Tuesday, January 19
SIS Web enrollment for students closes midnight	Tuesday, January 19
<i>Last day to add a course (restrictive: requires instructor & adviser approval)</i>	Friday, January 22
<i>Last day to drop a course with 50% refund and grade of "W"</i>	Friday, January 22
Six week grades due from faculty	Tuesday, February 23
Students' Spring Break	Saturday - Sunday, March 13-21
Deadline to file diploma application (for name to appear in Spring Commencement program)	Thursday, April 1
<i>Last day to drop a course (grade of "W") Drop by petition only after this date</i>	Friday, April 9
<i>Last day to withdraw from all courses with automatic grades of "W"</i>	Friday, April 9
<i>Last day to withdraw from all courses with assigned grades of "W" or "F"</i>	Friday, April 23
Pre-finals week	Monday - Friday, April 26 - 30
Class work ends	Friday, April 30
Finals week	Monday - Friday, May 3 - 7
Commencement weekend	Friday - Saturday, May 7 - 8
Final grades due electronically from faculty	Tuesday, May 11

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 online by Thursday, 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 17, Apr 7
BIOL 1114	Feb 8, Mar 8, Apr 12
CHEM 1215	Feb 4, Mar 4, Apr 8
CHEM 1314	Feb 4, Mar 4, Apr 15
CHEM 1515	Feb 3, Mar 3, Apr 7
ENGR 1322, 1332, 1342, 1352	Mar 2
ENSC 2113	Feb 18, Mar 25, Apr 22
FIN 3113	Feb 18, Mar 25, Apr 22
GEOG 1114	Feb 25, Apr 22
MSIS 3223	Feb 11, Mar 24
PHYS 1114	Feb 15, Mar 9, Apr 5
PHYS 1214	Feb 10, Mar 10, Apr 6
PHYS 2014	Feb 11, Mar 11, Apr 8
PSYC 1113	Feb 4, Mar 4, Apr 8
SPAN 1115	Feb 1, Mar 1, Apr 5
SPAN 1225	Feb 9, Mar 9, Apr 13
STAT 2023	Feb 1, Mar 8, Apr 12

**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 3	MWF 7:30 MW 8:00	MWF 10:30	COMMON FINALS SPAN 1115: AGH 101, 201, 202, 320, 361, BUS 018, EN 108 FIN 3113: ANSI 123, CLB 313, ES 317, HES 236, NRC 106 ENGL 1123: CLB 101, 103 ENGL 1223: CLB 201, 203	MWF 1:30	COMMON FINALS ACCT 2203: AGH 101, 107, ANSI 123, CLB 207, 313 ES 201B, 317 SPAN 1225: NRC 106, 108 HES 236, MSCS 101, BUS 018, EN 108 NSCI 2114: PS 103, 110, 141	Monday Early Evening Classes and MWF 4:30	Monday Night Classes
Tuesday May 4	TR 9:00	TR 12:30	COMMON FINALS PHYS 1214: PS 103, 110, 141 STAT 2023: SPCA 125	TR 2:00	COMMON FINALS PSYC 1113: AGH 002, 107, 275, 320, CLB 207, 313, NRC 106, 108, 207 ENGR 1322, 1332, 1342, 1352: EN 108, ES 317	Tuesday Early Evening Classes	Tuesday Night Classes
Wednesday May 5	MWF 8:30	MWF 11:30	COMMON FINALS BIOL 1114: ANSI 123, CLB 313, ES 317, LSW 103, PS 141 ENSC 2113: AGH 101, EN 108,	MWF 2:30 MW 2:30	COMMON FINALS CHEM 1215: AGH 101, ANSI 123, 124 CHEM 1515: PS 103, 110, 141 NRC 106	Wednesday Early Evening Classes	Wednesday Night Classes
Thursday May 6	TR 7:30	TR 10:30	COMMON FINALS PHYS 1114: PS 103, 110, 141 SPCH 2713: CLB 112, 207, 313, 319, EN 108, 515, HES 236 NRC 106	TR 3:30	COMMON FINALS CHEM 1314: PS 103, 110, 141 MSIS 3223: EN 108, HES 236, MSCS 101, NRC 106	Thursday Early Evening Classes	Thursday Night Classes
Friday May 7	MWF 9:30	MWF 12:30	COMMON FINALS PHYS 2014: PS 103, 110, 141	MWF 3:30	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.

Final Exam Overload - In the event that a student has three or more final exams scheduled for a single day, that student is entitled to arrange with the faculty member instructing the highest numbered course (4-digit course number) to reschedule that examination at a time of mutual convenience during final exam week. (Common final exams are not among those to be rescheduled.) The affected student should submit this request in writing two weeks prior to the beginning of final exam week. In seeking to provide the relief to the student, the faculty member may request that the student provide a copy of his or her schedule to confirm the difficulty. The faculty member has one week prior to the beginning of final exam week to arrange a mutually convenient time for administration of the final exam, after which the student may take the request to the Office of the Executive Vice President.

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 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, 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 staff such school officials supervise; and 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" A school official has a "legitimate educational interest" if a review of a student's record is necessary to fulfill the official's professional responsibilities to the University. 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.

Building Designations

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	Architecture
ATRC	Advanced Technology Research Center
BAEL	Biosystems & Agricultural Engineering Labs
BC	Bartlett Center for the Studio Arts (Gardiner)
BUS	Business
CBM	Cowboy Mall
CER	Ceramics
CLB	Classroom Building
CLBN	North Classroom Building
COAC	Conoco-Phillips Alumni Center
CONL	(Outdoor) Construction Laboratory
COR	Cordell
CRC	Colvin Physical Recreation Center
CRCA	Colvin Physical Recreation Center Annex
DF	Drill Field
EA	Civil Engineering Laboratory (Engineering Annex)
EC	Equine Stall Barn
EN	Engineering North
ENA	Engineering North Annex
ERDL	Electronics Research & Development Laboratory
ES	Engineering South
FAPC	Food & Agricultural Products Center
4HYD	4-H Youth Development Building (Poultry)
FSL	Fire Protection & Safety Lab
FS	Campus Fire Station
FTC	Food Technology Center
GTL	General Technology Laboratory
GU	Gundersen Hall
HAN	Hanner Hall
HES	Human Environmental Sciences (formerly HEW)
HESW	Human Environmental Sciences West (formerly FCSC)
HSNY	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
ME	Mechanical Engineering Laboratory
MERL	Mechanical & Aerospace Engineering Research Laboratory
MSCS	Mathematics, Statistics & Computer Science
MUR	South Murray Hall
NH	North Murray Hall
NRC	Noble Research Center
NS	North Stadium
OADD	Oklahoma Animal Disease Diagnostic Laboratory
OBGA	OBGA Educational Center
OLDC	Old Central
OCOM	OSU College of Osteopathic Medicine, Tulsa
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
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-MCB	Main Classroom Bldg (Tulsa)
T-NCB	North Classroom Bldg (Tulsa)
UHS	University Health Center
USDA	United States Department of Agriculture
VAA	Visual Arts Annex
VMTH	David L. Boren Veterinary Medicine Teaching Hospital
WC	Wellness Center
WH	Whitehurst Hall
WLLD	Willard Hall
WNTZ	Wentz Hall
WWC	Wes Watkins Center for International Trade Development