

Spring Final Examination Schedule

DAY OF EXAM		TIME OF THE EXAMINATION				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 8		8:00-9:50am		10:00-11:50am			MWF 11:30am	COMMON FINALS CHEM 1314 or ECON 2003	MWF 2:30pm MW 2:30pm	COMMON FINALS CHEM 1414 or MATH 1483	MWF 4:30pm or MW 4:00pm or Monday Early Evening Classes	Monday Night Classes
Tuesday May 9		TR 7:30am		TR 10:30am				COMMON FINALS ACCT 2003 or PHYS 1214	TR 1:30pm	COMMON FINALS PHYS 2114 or MATH 1813	TR 6:00pm or Tuesday Early Evening Classes	Tuesday Night Classes
Wednesday May 10		MWF 9:30am		MWF 12:30pm				COMMON FINALS CHEM 1215	MWF 2:30pm	COMMON FINALS PHYS 2014	MWF 5:30pm or Wednesday Early Evening Classes	Wednesday Night Classes
Thursday May 11		TR 9:00am		TR 12:00pm				COMMON FINALS CHEM 1515 or MATH 1513	TR 3:00pm	COMMON FINALS PHYS 1114	TR 4:30pm or Thursday Early Evening Classes	Thursday Night Classes
Friday May 12		MWF 7:30am MW 8:00am		MWF 10:30am				COMMON FINALS MATH 2144	MWF 1:30pm	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 University Catalog.



Enrollment Guide Spring 2023

Late enrollment fee assessed if initial enrollment occurs after

Class work begins

Last Day to Enroll (nonrestrictive)

January 13

January 17

January 24

Degree Works

Degree Works is a degree audit tool designed to provide an overview of your degree requirements and an understanding of how your coursework applies to your degree. Access is available from Self-Service: select Degree Works from the Student Records Menu.



Enrollment Dates

<u>Date to Enroll</u>	<u>Overall Earned Hours</u>
October 24	Priority + Graduate Students
	SENIORS
October 25	115 or more
October 26	110 or more
October 27	105 or more
October 28	100 or more
October 31	95 or more
November 1	90 or more
	JUNIORS
November 2	85 or more
November 3	80 or more
November 4	75 or more
November 7	70 or more
November 8	60 or more
	SOPHOMORES
November 9	50 or more
November 10	50 or more (Tulsa Transfer Enrollment)
November 14	50 or more (Transfer Virtual Enrollment)*
November 15	40 or more
November 16	30 or more
	FRESHMEN
November 17	20 or more
November 18	20 or more (Transfer In-Person Enrollment)
November 28	10 or more
November 29	0 or more (Last Digit of ID 0-5)
November 30	0 or more (Last Digit of ID 6-9)
December 1	Transfer Virtual Enrollment*
December 2	All Continuing Students
December 5	Freshmen In-Person Enrollment*
December 14	Tulsa Transfer Enrollment*
December 15	Transfer In-Person Enrollment*
December 19	Freshman/Transfer Virtual Enrollment*
January 6	Freshman/Transfer In-Person Enrollment*
January 6	Freshman/Transfer In-Person Enrollment*
January 10	International Sign-Up
January 12	Freshman/Transfer In-Person Enrollment*

*New freshmen and new transfer students will begin the enrollment process with the [Office of First Year Success](#), 321 Student Union, 405-744-3636.

Notice to first-semester students: Credit earned by examination (such as AP or CLEP) will be recorded on a student's OSU transcript with a neutral grade of "CBE-P" (Pass) if the student earns the equivalent of a "C" or better on the examination. No grade is recorded if the student fails the exam.

Spring Dates to Remember

Students who wish to enroll in a short course must enroll before the start of the course. Proportionate drop and withdraw dates apply to short courses. Go to [Short Courses with Unique Drop/ Add Deadlines](#). Additional deadlines apply to graduate students. See the [Graduate College Academic Calendar](#).

University holiday	Monday, January 16
Class work begins	Tuesday, January 17
100% Refund, Nonrestrictive Drop/Add Deadline*	Tuesday, January 24
Partial Refund, Restrictive Drop/Add Deadline*	Friday, January 27
Spring Break (No Classes for Students)	Monday-Friday, March 13-17
Deadline to Apply to Graduate (for name to appear in spring commencement program)	Monday, April 3
W Drop/Withdrawal Deadline*	Friday, April 14
Assigned W or F Drop/Withdrawal Deadline*	Friday, April 28
Pre-finals week	Monday-Friday, May 1-5
Class work ends	Friday, May 5
Final exams	Monday-Friday, May 8-12
Graduate Commencement	Friday, May 12
Undergraduate Commencement	Saturday, May 13

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

***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 [Drop/Add Card](#) with instructor and advisor signatures)
- drop a course with partial refund and no grade

W Drop/Withdrawal Deadline:

- drop a course with automatic grade of "W"
- withdraw from all classes with automatic grades of "W" (requires completed [Withdrawal Form](#))

Assigned W or F Drop/Withdrawal Deadline:

- drop a course with an assigned grade of W or F by the instructor (requires completed [Request to Drop a Course During the Assigned W or F Period form](#))
- withdraw from all classes with assigned grades of "W" or "F" by the instructor (requires completed [Withdrawal Form](#))

Submit forms to registrar@okstate.edu from your OSU email account.

Registration and Enrollment

1. Find your expected enrollment/registration date for the upcoming semester in this enrollment guide.

2. Schedule a meeting with your academic advisor 1-2 weeks before your enrollment date to plan your class schedule and have your advising hold cleared.

3. From Student Self-Service, check the **Student Profile** to see if you are eligible to register for classes. This site will notify you of factors that may prevent you from being eligible to register, such as enrollment status, academic standing and holds.

4. Accessing **Prepare for Registration** (under Registration) will allow you to view registration permits/overrides that have been granted to you.

5. You can plan your schedule in Self-Service using **Plan Ahead** under the Registration menu. Plans created here will be available when you register for classes (on the Plans tab).

6. If you register in a class with variable credit hours, it will default to the lowest number of credit hours. Use the **Schedule and Options** tab of Registration to [change credit hours in a variable credit class](#). Visit [OSU Registration System](#) for detailed instructions.

7. Visit the [OSU Registration System](#) for details concerning Self-Service Registration.

8. [View My Class Schedule](#) provides instructions for reviewing your class schedule in various ways.

Short Course Deadlines

Students who wish to enroll in a short course must enroll before the start of the course. Short courses have unique drop/add and refund deadlines which can be found in Self-Service or in the spreadsheets linked on the [short course page](#). To find the drop/add and refund deadlines for a course in Self-Service, click on the class title or CRN to access the Class Details, then click on the Drop/Add and Refund Deadlines tab. Please go to https://registrar.okstate.edu/class_schedule_short_courses/short_courses.html for additional information on short courses.

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 institutional 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: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

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 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 (including chosen or preferred first 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 Board of Regents for the Oklahoma Agricultural and Mechanical Colleges; the President of OSU and the administrators, faculty and staff they 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) the Office of Student Conduct Education and Administration 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.

Students’ Rights to Privacy, Continued

Challenge the Content of Records. When a student seeks to challenge the content of the educational record, the following steps will be used:

1. The student will submit a written request to the official responsible for maintaining the record, with such request specifying the content being challenged, the grounds for the challenge, and the exact action being sought.
2. Within one month of the request, the official shall provide a written response. If the official grants the request, the change(s) will be made. If the request is denied, the letter will explain why and will inform the student they may add an explanation to the record and/or appeal the official’s decision. If the student adds an explanation to the record, the explanation will accompany the part of the record to which the explanation pertains, whenever that part of the record is released.
3. An appeal may be filed by submitting a written request to the Vice President to whom the official responsible for maintaining the record reports.

Evening Common Examination Schedule

MWF 5:30 pm - 6:30 pm
TR 6:00 pm - 7:00 pm

Course	Dates
ACCT 2003	Feb 23, Apr 18
CHEM 1215	Feb 9, Mar 9, Apr 13
CHEM 1314	Feb 8, Mar 8, Apr 12
CHEM 1414	Feb 14, Mar 21, Apr 18
CHEM 1515	Feb 9, Mar 9, Apr 13
MATH 1483	Feb 7, Mar 7, Apr 11
MATH 1513	Feb 16, Mar 30, Apr 27
MATH 1813	Feb 16, Mar 23, Apr 20
MATH 2144	Feb 20, Apr 10
PHYS 1114	Feb 14, Mar 21, Apr 18
PHYS 1214	Feb 13, Mar 20, Apr 17
PHYS 2014	Feb 16, Mar 23, Apr 20
PHYS 2114	Feb 15, Mar 22, Apr 19

*Tulsa-based sections have a different common evening exam schedule. Please consult your instructor and syllabus for more information on your common evening exam date and time.

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 the [Common and Final Exams webpage](#) for the most current Evening Common Exam and Final Exam Schedule information.

Campus Contacts

College of Arts and Sciences (CAS) 213 Life Sciences East 405-744-5658	cas.okstate.edu
College of Education and Human Sciences (EHS) 106 Nancy Randolph Davis 405-744-5053	education.okstate.edu
College of Engineering, Architecture and Technology (CEAT) 201 Adv. Tech. Research Ctr. 405-744-5140	ceat.okstate.edu
Ferguson College of Agriculture (AGRI) 136 Agriculture Hall 405-744-5395	agriculture.okstate.edu
School of Global Studies and Partnerships (SGSP) 107 Wes Watkins Center 405-744-6606	global.okstate.edu
Spears School of Business (SSB) 155 Business Building 405-744-2772	business.okstate.edu
College of Veterinary Medicine (CVM) 110 McElroy Hall 405-744-6651	vetmed.okstate.edu
Graduate College 202 Whitehurst 405-744-6368	gradcollege.okstate.edu
Honors College 101 Old Central 405-744-6799	honors.okstate.edu
University College Advising 214 Student Union 405-744-5333	uca.okstate.edu
Academic Services for Student Athletes 150 Athletics Center 405-744-5762	aec.okstate.edu
Athletic Ticket Office 398 W. Hall of Fame 877-255-4678	tickets.okstate.edu
Bursar 113 Student Union 405-744-5993	bursar.okstate.edu
Career Services 360 Student Union 405-744-5253	www.hireOSUgrads.com
Individual Study 317 PIO Bldg. 405-744-6390	is.okstate.edu
Department of Wellness 101 Colvin Center 405-744-5510	wellness.okstate.edu
Edmon Low Library 216 Library 405-744-9775	library.okstate.edu
Fraternity & Sorority Affairs 211J Student Union 405-744-5490	gogreek.okstate.edu
Housing and Residential Life 100 Iba Hall 405-744-5592	reslife.okstate.edu
International Students and Scholars 309 Wes Watkins Center 405-744-5459	iss.okstate.edu
Office of Multicultural Affairs 240 Student Union 405-744-5481	oma.okstate.edu
University Assessment and Testing 100 UAT Building 405-744-5958	testing.okstate.edu
Parking and Transit Services 1006 W. Hall of Fame 405-744-6525	parking.okstate.edu
Registrar 322/324 Student Union 405-744-6876	registrar.okstate.edu
Scholarships and Financial Aid 119 Student Union 405-744-6604	financialaid.okstate.edu
Student Accessibility Services 1202 W Farm Rd, 155 UHS 405-744-7116	sds.okstate.edu
Study Abroad 242 Student Union 405-744-8569	global.okstate.edu
Transfer and Student Veteran Success 061 Student Union 405-744-9737	universitycollege.okstate.edu
University Counseling Services 320 Student Union 405-744-5458	ucs.okstate.edu
University Health Services 1202 W. Farm Road 405-744-7665	uhs.okstate.edu
University Police Services 224 N. Orchard St. 405-744-6523	police.okstate.edu
University Store at the Student Union 120 Student Union 405-744-5231	universitystore.okstate.edu