

Fall 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
Monday December 11	MWF 9:30	MWF 12:30	COMMON FINALS BIOL 1114 PHYS 2114	MWF 3:30	COMMON FINALS CHEM 1314
Tuesday December 12	TR 7:30	TR 10:30	COMMON FINALS CHEM 1215 MATH 2144	TR 2:00	COMMON FINALS CHEM 1515
Wednesday December 13	MWF 7:30 MW 8:00	MWF 10:30	COMMON FINALS CHEM 1414 MATH 1513	MWF 1:30	COMMON FINALS PHYS 2014 MSIS 3223 MICR 2123
Thursday December 14	TR 9:00	TR 12:30	COMMON FINALS NSCI 2114 PHYS 1214	TR 3:30	COMMON FINALS PHYS 1114 FIN 3113 PLNT 1213
Friday December 15	MWF 8:30	MWF 11:30	COMMON FINALS ENSC 2113 MATH 1613	MWF 2:30 MW 2:30	Friday Early Evening Classes
					Monday Early Evening Classes and MWF 4:30, MW 4:00
					Tuesday Early Evening Classes
					Wednesday Night Classes
					Thursday Night Classes
					Friday Night Classes

Final Exam Schedule subject to change, always check with your instructor. In the event that a student has three or more final exams scheduled for a single day, the student can request rescheduling. See University Academic Regulation 3.13 Final Exam Overload in the University Catalog.



Enrollment Guide Fall 2017

Late enrollment fee assessed after.....August 18

Class work begins.....August 21

Last date to enroll (nonrestrictive)....August 28

Examination schedules in this guide are subject to change. Check registrar.okstate.edu/Exams or scan the QR code below for the most current Evening Common Exam and Final Exam Schedule information.



registrar.okstate.edu

Enrollment Dates

Date to Enroll -- Overall Earned Hours		
March	27	Priority + Graduate Students
SENIORS		
March	28	115 or more
	29	110 or more
	30	105 or more
	31	100 or more
JUNIORS		
April	3	90 or more
	4	85 or more
	5	80 or more
	6	75 or more
	7	70 or more
	10	65 or more
	11	60 or more
SOPHOMORES		
	12	55 or more
	13	50 or more
	17	Transfer Enrollment Day 50+hours*
	18	40 or more
	19	30 or more
FRESHMEN		
	20	20 or more
	21	Transfer Enrollment Day 20+hours*
	24	15 or more
	25	10 or more
	26	Open for all continuing students
	28	All 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, newstudents.okstate.edu.

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.

Fall Dates to Remember

Class work begins	Monday, August 21
100% Refund, Nonrestrictive Drop/Add Deadline*	Monday, August 28
Partial Refund, Restrictive Drop/Add Deadline*	Friday, September 1
University holiday	Monday, September 4
Six week (mid-term) grades due from faculty	Wednesday, October 4
Students' Fall Break (NO CLASSES)	Friday, October 20
Deadline to file graduation application (for name to appear in fall commencement program)	Wednesday, November 1
W Drop/Withdraw Deadline*	Friday, November 10
First Day of Students' Thanksgiving Break (NO CLASSES)	Wednesday, November 22
University holiday	Thursday - Friday, November 23-24
W/F Withdraw Deadline*	Friday, December 1
Pre-finals week	Monday - Friday, December 4 - December 8
Class work ends	Friday, December 8
Final exams	Monday - Friday, December 11-15
Commencement	Friday-Saturday, December 15-16
Final grades due electronically from faculty	Tuesday, December 19

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 grade of "W"
- W Drop/Withdraw Deadline:**
- drop a course with automatic grade of "W"
 - 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)

Graduating in December? You must file a graduation application by Wednesday, **November 1** to have your name appear in the fall commencement program. Log in to my.okstate.edu, Self Service, and select '**Apply to Graduate**' from the Student Records menu.

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 adviser to plan your class schedule. You won’t be able to enroll until your adviser clears you for registration. Contact your adviser early, as advising appointments fill quickly.
- 3. From Student Self Service, check Registration Status or Prepare for Registration (under the Registration menu) to see if you are eligible to register for classes. This page will notify you of factors that may prevent you from being eligible to register, such as holds. You can also view your registration time ticket details here (once it’s been assigned) and registration permits/overrides that have been granted to you.
- 4. After meeting with your academic adviser to plan your upcoming semester class schedule, your adviser will clear you for registration. As you browse for classes, be sure to click into the class details to check for prerequisites and other class restrictions that may prevent you from registering.
- 5. You can view the semester schedule of classes and plan your schedule in Self Service using the Look Up Classes or Browse Classes link under the Registration menu.
- 6. Find instructions for viewing your class schedule in various ways at **registrar.okstate.edu/viewing-my-class-schedule**.

Short Class Schedules

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. Go to **registrar.okstate.edu** and click on "**Short Courses with Unique Drop/Add Deadlines**" link for these deadlines or scan the QR code below:



Evening Common Examination Schedule
5:30 pm - 6:30 pm

Course	Dates
BIOL 1114	Sep 18, Oct 16, Nov 20
CHEM 1215	Sep 14, Oct 19, Nov 9
CHEM 1314	Sep 13, Oct 18, Nov 8
CHEM 1414	Sep 12, Oct 17, Nov 7
CHEM 1515	Sep 14, Oct 19, Nov 9
ENSC 2113	Sep 27, Oct 25, Nov 29
FIN 3113	Sep 28, Nov 2
GEOG 1114	Sep. 28, Nov 16
MATH 1513	Sep 19, Oct 10, Nov 2, Nov 30
MATH 2144	Sep 21, Oct 26, Nov 30
MICR 2123	Sep 6, Sep 25, Oct 16, Nov 6, Nov 29
MSIS 3223	Sep 25, Oct 30
PHYS 1114	Sep 19, Oct 10, Nov 14
PHYS 1214	Sep 21, Oct 12, Nov 16
PHYS 2014	Sep 18, Oct 9, Nov 13
PHYS 2114	Sep 20, Oct 11, Nov 15

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 registrar.okstate.edu/Exams or scan the QR code on the front cover for the most current Evening Common Exam and Final Exam Schedule information.

Contact us:
Office of the Registrar
322 Student Union
Oklahoma State University
Stillwater, OK 74078
Phone: 405-744-6876
Email: registrar@okstate.edu
Office hours: M-F 8am-5pm

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 non-coercive 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 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. 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) Student Conduct Education and Administration office 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.

Campus Map	
AC	Athletic Center (Gallagher-Iba Arena)
AGH	Agricultural Hall
AGHN	Agriculture Hall North
AIRP	Airport
ANSI	Animal Science
AR	Animal Science Arena
ARCH	Donald P. Reynolds School of Architecture
ATRC	Advanced Technology Research Center
BAEL	Biosystems & Agricultural Engineering Labs
BC	Bartlett Center for the Visual Arts (Gardiner)
BU	Business
CBM	Cowboy Mall
CLB	Classroom Building
CLBN	North Classroom Building
CONL	Construction Technology Laboratory #2
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
END	CEAT Endeavor Lab
ES	Engineering South
FAPC	Robert M. Kerr Food & Agricultural Products Center
4HYD	4-H Youth Development Building (Poultry)
FSL	Fire Protection & Safety Lab
GU	Gundersen Hall
HBRC	Henry Bellmon Research Center
HNSY	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
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
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
SCA	Stillwater Center for the Arts
SCPA	Seretean Center for the Performing Arts
SCOT	Scott Hall
STOUT	Stout Hall
SU	Student Union
TELC	Telecommunications Center
TGH	Teaching Greenhouse
THR	Thatcher Hall
TRB	K.B. Droke Track and Field Center
T-HRC	Helmerich Advanced Technology Research Center (Tulsa)
T-MCB	Main Classroom Bldg (Tulsa)
T-NCB	North Classroom Bldg (Tulsa)
UHS	University Health Services
VAA	Visual Arts Annex
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
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