

## Academic Calendar/Refund Dates Spring 2022 (16 week courses only)

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. Go to [registrar.okstate.edu](http://registrar.okstate.edu) and click on "Short Courses with Unique Drop/Add Deadlines."

<b>Winter intersession begins</b>	<b>Monday, Dec. 13</b>
<b>Winter intersession ends</b>	<b>Friday, Jan. 7</b>
Classes begin	<b>Monday, Jan. 10</b>
University Holiday (OSU-Tulsa closed)	<b>Monday, Jan. 17</b>
<b>Spring Term 100% Refund, Nonrestrictive Drop/Add Deadline**</b>	<b>Tuesday, Jan. 18</b>
<b>Spring Term Partial Refund, Restrictive Drop/Add Deadline**</b>	<b>Friday, Jan. 21</b>
Six week grades due from faculty (by noon)	<b>Wednesday, Feb. 23</b>
Spring Break	<b>Monday-Friday, March 14-18</b>
Deadline to file diploma application (for name to appear in the spring commencement program)	<b>Friday, April 1</b>
<b>Spring Term W Drop/Withdraw deadline**</b>	<b>Friday, April 8</b>
<b>Spring Term W/F Withdraw Deadline**</b>	<b>Friday, April 22</b>
Pre-finals Week	<b>Monday-Friday, April 25-29</b>
Class work ends	<b>Friday, April 29</b>
Finals Week #	<b>Monday-Friday, May 2-6</b>
Commencement, OSU-Stillwater campus	<b>Fri.-Sat., May 6, 7</b>
Commencement, OSU-Tulsa	<b>Monday, May 9</b>
Final grades due electronically from faculty (by noon)	<b>Wednesday, May 11</b>

# Examination schedule can be found at [registrar.okstate.edu/class\\_schedule\\_short\\_courses/exams.html](http://registrar.okstate.edu/class_schedule_short_courses/exams.html)

Grade reports are compiled shortly after the end of the semester and are made available electronically to the students, students' advisors, and the students' deans.

A University holiday falls within this session. 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 instructor and adviser signatures)
- drop a course with partial refund and grade of "W" (requires adviser signature)

#### W Drop/Withdraw Deadline:

- drop a course with automatic grade of "W" (requires adviser signature)
- 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)

## Helpful Telephone Numbers

### OSU-Tulsa Campus

Main Number.....	918-594-8000
Undergraduate Admissions.....	918-594-8020
Graduate Admissions.....	918-594-8445
Advisors.....	918-594-8271

### BOB Shuttle Information & Reservations

Tulsa Number.....	918-594-8332
Stillwater Number.....	405-744-7100
Bursar's Office.....	918-594-8320
Campus Life.....	918-594-8450
Career Services.....	918-594-8353
CLEP Exams.....	918-594-8232
Counseling Psychology Clinic.....	918-594-8568
Enrollment Services.....	918-594-8020
Financial Aid.....	918-594-8273
Information Technology Help Line.....	405-744-4357
International Student Services.....	918-594-8202
Library.....	918-594-8130
Minority Support Services.....	918-594-8234
OKEY Account.....	405-744-4357
OSU-Tulsa Police.....	918-594-8123
Prospective Student Services.....	918-594-8355
Speech-Learning-Hearing Clinic.....	918-594-8573
Student Organizations Information.....	918-594-8450
Testing Center.....	918-594-8232
Tutoring Services.....	918-594-8232
University Store Information.....	918-594-8252
Wellness Center.....	918-594-8126

Need to schedule an appointment with an academic adviser?  
Log on at [star.okstate.edu](http://star.okstate.edu)

**Graduating in May?** You must file a diploma application online by **Friday, April 1** to have your name appear in Stillwater's spring commencement program. Log in to [my.okstate.edu](http://my.okstate.edu), and select "Apply to Graduate" from the Student Records menu.

OSU-Tulsa holds a commencement ceremony in spring ONLY. For more information, visit [tulsa.okstate.edu/graduation](http://tulsa.okstate.edu/graduation). OSU-Tulsa students may walk in Stillwater's commencement ceremony.



# TULSA

Oklahoma State University-Tulsa  
700 N. Greenwood Avenue  
Tulsa, OK 74106-0702

918-594-8000  
[tulsa.okstate.edu](http://tulsa.okstate.edu)



# TULSA

## Enrollment Guide Spring 2022

**Transfer Days**  
**Nov. 15 & Dec. 15**

Last day to enroll without late fee	Jan. 7
First day of classes	Monday, Jan. 10
Last day to enroll (nonrestrictive)	Tuesday, Jan. 18

[tulsa.okstate.edu](http://tulsa.okstate.edu)

## Spring 2022 Enrollment Schedule

Graduate students may select any of the enrollment periods below.

Date to Enroll      Graduation/Retention Credit Hours Earned

### Priority & Graduate Students

Nov. 1      All priority & graduate students

### Seniors

Nov. 2      115 or more  
 Nov. 3      105 or more  
 Nov. 4      100 or more  
 Nov. 8      95 or more  
 Nov. 9      90 or more

### Juniors

Nov. 10      80 or more  
 Nov. 11      70 or more

### Sophomores

Nov. 12      55 or more  
 Nov. 15      55 or more  
 Nov. 15      OSU-Tulsa Transfer Enrollment begins  
 Nov. 16      45 or more  
 Nov. 17      40 or more  
 Nov. 18      30 or more

### Freshmen

Nov. 29      20 or more  
 Nov. 30      20 or more  
 Dec. 1      1 or more  
 Dec. 2      0 or more  
 Dec. 3      All Continuing Students

**\*New transfer students** will begin the enrollment process with OSU-Tulsa Prospective Student Services, North Hall 130, 918-594-8355. **Transfer Days will be Nov. 15 and Dec. 15**

Visit [tulsa.okstate.edu/transferevents](https://tulsa.okstate.edu/transferevents) to register for Transfer Days.

**Enrollment Services open Monday-Thursday, 8 a.m. - 6 p.m. Friday, 8 a.m. - 5 p.m.**

## Spring 2022 Final Exam Schedule

### Monday, May 2

8-9:50 AM	10-11:50 AM	2-3:50 PM	6-7:50 PM	8-9:50 PM
If your class meets: MWF 8:30 am	If your class meets: MWF 11:30 am	If your class meets: MWF 2:30 pm MW 2:30 pm	If your class meets: MONDAY EARLY EVENING* and MWF 4:30 pm MW 4:00 pm	If your class meets: MONDAY NIGHT**

### Tuesday, May 3

8-9:50 AM	10-11:50 AM	2-3:50 PM	6-7:50 PM	8-9:50 PM
If your class meets: TR 7:30 am	If your class meets: TR 10:30 am	If your class meets: TR 1:30 pm	If your class meets: TUESDAY EARLY EVENING*	If your class meets: TUESDAY NIGHT**

### Wednesday, May 4

8-9:50 AM	10-11:50 AM	2-3:50 PM	6-7:50 PM	8-9:50 PM
If your class meets: MWF 9:30 am	If your class meets: MWF 12:30 pm	If your class meets: MWF 3:30 pm	If your class meets: WEDNESDAY EARLY EVENING* or MWF 5:30 pm	If your class meets: WEDNESDAY NIGHT**

### Thursday, May 5

8-9:50 AM	10-11:50 AM	2-3:50 PM	6-7:50 PM	8-9:50 PM
If your class meets: TR 9:00 am	If your class meets: TR 12:00 pm	If your class meets: TR 3:00 pm	If your class meets: THURSDAY EARLY EVENING* or TR 4:30 pm	If your class meets: THURSDAY NIGHT**

### Friday, May 6

8-9:50 AM	10-11:50 AM	2-3:50 PM	6-7:50 PM	8-9:50 PM
If your class meets: MWF 7:30 am MW 8:00 am	If your class meets: MWF 10:30 am	If your class meets: MWF 1:30 pm	If your class meets: FRIDAY EARLY EVENING*	If your class meets: FRIDAY NIGHT**

\*Early Evening Exams – Classes that begin at or after 4 p.m. but before 6 p.m.

\*\*Night Exams – Classes that begin at or after 6 p.m.

Exam Locations – with the exception of common finals, the location of the final exam is the regular meeting place of the class.

Saturday Classes – Exams for classes meeting on Saturday will be held on the Saturday morning at the end of finals week (time determined by instructor).

Final exam schedule is subject to change. Check [registrar.okstate.edu/class\\_schedule\\_short\\_courses/exams.html](https://registrar.okstate.edu/class_schedule_short_courses/exams.html) for updates.

## Registration and Enrollment

- Find your expected enrollment/registration date for the upcoming semester in this enrollment guide.
- Schedule a meeting with your academic advisor to plan your class schedule. You won't be able to enroll until your advisor clears you for registration. Contact your advisor early, as advising appointments fill quickly.
- From Student Self-Service, check **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.
- Accessing **Prepare for Registration** (under Registration) will allow you to view registration permits/overrides that have been granted to you.
- 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).
- 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. Detailed instructions can be found at [registrar.okstate.edu/registration\\_enrollment/osu\\_registration\\_system.html#change](https://registrar.okstate.edu/registration_enrollment/osu_registration_system.html#change).
- Find more details on Self-Service Registration at [registrar.okstate.edu/registration\\_enrollment/osu\\_registration\\_system.html](https://registrar.okstate.edu/registration_enrollment/osu_registration_system.html).
- Find instructions for viewing your class schedule in various ways at [registrar.okstate.edu/banner\\_students/banner\\_view\\_my\\_class\\_schedule\\_students.html](https://registrar.okstate.edu/banner_students/banner_view_my_class_schedule_students.html).

## 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 short courses. Go to [registrar.okstate.edu/class\\_schedule\\_short\\_courses/short\\_courses.html](https://registrar.okstate.edu/class_schedule_short_courses/short_courses.html) for these deadlines or scan the QR code below.

