**Academic Calendar/Refund Dates**

**Spring 2021 (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 and click on “Short Courses with Unique Drop/Add Deadlines.”

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**Winter intersession begins**

Monday, Dec. 14

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**Winter intersession ends**

Friday, Jan. 8

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**University Holiday (OSU-Tulsa closed)**

Monday, Jan. 18

---

**Classes begin**

Tuesday, Jan. 19

---

**Spring Term 100% Refund, Nonrestrictive Drop/Add Deadline**

Tuesday, Jan. 26

---

**Spring Term Partial Refund, Restrictive Drop/Add Deadline**

Friday, Jan. 29

---

**Six week grades due from faculty (by noon)**

Wednesday, March 3

---

**Deadline to file diploma application (for name to appear in the spring commencement program)**

Thursday, April 1

---

**Spring Term W Drop/Withdraw deadline**

Friday, April 9

---

**Spring Term W/F Withdraw Deadline**

Friday, April 23

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**Pre-finals Week**

Monday-Friday, April 26-30

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**Class work ends**

Friday, April 30

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**Finals Week #**

Monday-Friday, May 3-7

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**Commencement, OSU-Stillwater campus**

Fri.-Sat., May 7, 8

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**Commencement, OSU-Tulsa**

Monday, May 10

---

**Final grades due electronically from faculty (by noon)**

Wednesday, May 12

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# Examination schedule can be found at 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.

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**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)

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**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

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Need to schedule an appointment with an academic adviser?
Log on at star.okstate.edu

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**Enrollment Guide Spring 2021**

**Graduating in May? You must file a diploma application online by Thursday, April 1 to have your name appear in Stillwater’s spring commencement program. Log in to 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. OSU-Tulsa students may walk in Stillwater’s commencement ceremony.

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

918-594-8000

tulsa.okstate.edu
Spring 2021 Enrollment Schedule
Graduate students may select any of the enrollment periods below.

<table>
<thead>
<tr>
<th>Date to Enroll</th>
<th>Graduation/Retention Credit Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority &amp; Graduate Students</td>
<td></td>
</tr>
<tr>
<td>Nov. 9</td>
<td>All priority &amp; graduate students</td>
</tr>
</tbody>
</table>

| Seniors |
| Nov. 10 | 115 or more (midnight) |
| Nov. 11 | 105 or more (midnight) |
| Nov. 11 | 100 or more (noon) |
| Nov. 12 | 95 or more (midnight) |
| Nov. 12 | 90 or more (noon) |

| Juniors |
| Nov. 13 | 85 or more (midnight) |
| Nov. 13 | 80 or more (noon) |
| Nov. 13 | OSU-Tulsa Transfer Enrollment Begins |
| Nov. 16 | 70 or more (midnight) |
| Nov. 16 | 65 or more (noon) |
| Nov. 17 | 50 or more (midnight) |

| Sophomores |
| Nov. 17 | 50 or more (noon) |
| Nov. 18 | 45 or more (midnight) |
| Nov. 18 | 35 or more (noon) |

| Freshmen |
| Nov. 19 | 25 or more (midnight) |
| Nov. 19 | 20 or more (noon) |
| Nov. 20 | 0 or more (midnight) |
| Nov. 20 | All Continuing Students (noon) |

*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. 7 and Dec. 17*

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

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

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Spring 2021 Final Exam Schedule

**Monday, May 3**

- 8:9:50 AM: If your class meets: MWF 8:30 am
- 10:10:50 AM: If your class meets: MWF 11:30 am
- 2:3:50 PM: If your class meets: MWF 2:30 pm
- 6:7:50 PM: If your class meets: MONDAY EARLY EVENING* and MWF 4:30 pm
- 8:9:50 PM: If your class meets: MONDAY NIGHT** or TR 6:45 PM

**Tuesday, May 4**

- 8:9:50 AM: If your class meets: TR 7:30 am
- 10:10:50 AM: If your class meets: TR 10:30 am
- 2:3:50 PM: If your class meets: TR 4:30 pm
- 6:7:50 PM: If your class meets: TUESDAY EARLY EVENING*
- 8:9:50 PM: If your class meets: TUESDAY NIGHT** or TR 8:15 PM

**Wednesday, May 5**

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

**Thursday, May 6**

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

**Friday, May 7**

- 8:9:50 AM: If your class meets: MWF 7:30 am
- 10:10:50 AM: If your class meets: MWF 10:30 am
- 2:3:50 PM: If your class meets: MWF 1:30 pm
- 6:7:50 PM: If your class meets: FRIDAY EARLY EVENING*
- 8:9:50 PM: 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/Exams](http://registrar.okstate.edu/Exams) for updates.

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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 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.

3. 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.

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. Detailed instructions can be found at registrar.okstate.edu/registration_enrollment/osu_registration_system.html#change.

7. Find more details on Self-Service Registration at registrar.okstate.edu/registration_enrollment/osu_registration_system.html.

8. Find instructions for viewing your class schedule in various ways at registrar.okstate.edu/banner_students/banner_view_my_class_schedule_students.html.

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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 for these deadlines or scan the QR code below.