

Summer 2021 Academic Calendar/Refund Dates

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. Consult the Office of the Registrar (Stillwater) or Enrollment Services (Tulsa) for drop and withdraw deadlines and required fees. You may also view this information at the OSU Office of the Registrar website, <https://registrar.okstate.edu>.

Summer Pre-Session (Part of Term 4)

Classes begin	Monday, May 17
100% refund, nonrestrictive drop-add deadline*	Monday, May 17
Partial Refund, Restrictive Drop/Add Deadline*	Tuesday, May 18
University Holiday (OSU-Tulsa closed)**	Monday, May 31
W Drop/Withdraw Deadline*	Tuesday, June 1
Assigned W or F Withdrawal Deadline*	Wednesday, June 2
Classes end	Friday, June 4

Full 8-week term (Part of Term 1)

Final Enrollment without late fee	Friday, June 4
Classes begin	Monday, June 7
100% refund, nonrestrictive drop-add deadline*	Wednesday, June 9
Partial Refund, Restrictive Drop/Add Deadline*	Friday, June 11
University Holiday (OSU-Tulsa closed)**	Monday, July 5
W Drop/Withdraw Deadline*	Friday, July 16
Assigned W or F Withdrawal Deadline*	Friday, July 23
Classes end	Friday, July 30

First 4 weeks (Part of Term A05)

Final Enrollment without late fee	Friday, June 4
Classes begin	Monday, June 7
100% refund, nonrestrictive drop-add deadline*	Tuesday, June 8
Partial Refund, Restrictive Drop/Add Deadline*	Wednesday, June 9
W Drop/Withdraw Deadline*	Friday, June 25
Assigned W or F Withdrawal Deadline*	Wednesday, June 30
Classes end	Friday, July 2

Second 4 weeks (Part of Term A06)

Final Enrollment without late fee	Friday, July 2
University Holiday (OSU-Tulsa closed)**	Monday, July 5
Classes begin	Tuesday, July 6
100% refund, nonrestrictive drop-add deadline*	Wednesday, July 7
Partial Refund, Restrictive Drop/Add Deadline*	Thursday, July 8
W Drop/Withdraw Deadline*	Friday, July 23
Assigned W or F Withdrawal Deadline*	Wednesday, July 28
Classes end	Friday, July 30

*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 advisor signatures)
 • drop a course with partial refund and grade of "W" (requires advisor signature)

W Drop/Withdrawal Deadline:
 • drop a course with automatic grade of "W" (requires advisor signature)
 • withdraw from all classes with automatic grades of "W" (requires completed Withdraw Form)

W or F Withdrawal Deadline:
 • withdraw from all courses with assigned grades of "W" or "F" (requires completed Withdraw Form)

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

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.

Summer graduates are encouraged to attend the spring commencement ceremony. You must file a graduation application online by Thursday, April 1 to have your name appear in the spring commencement program. Log in to my.okstate.edu, Self Service, and select 'Apply to Graduate' from the Student Records menu.



TULSA

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

918-594-8000
tulsa.okstate.edu



TULSA

Enrollment Guide Summer 2021

Transfer Day - April 8

Session Dates

<i>Pre-Session (Part of Term 4)</i>	May 17 - June 4
<i>Full 8-week term (Part of Term 1)</i>	June 7 - July 30
<i>First 4 Weeks (Part of Term A05)</i>	June 7 - July 2
<i>Second 4 Weeks (Part of Term A06)</i>	July 6 - July 30

tulsa.okstate.edu

Summer 2021 Enrollment Schedule

Graduate students may select any of the enrollment periods below.

Date to Enroll	Graduation/Retention Credit Hours Earned
----------------	--

Priority & Graduate Students

March 22	All priority & graduate students
----------	----------------------------------

Seniors

March 23	115 or more
March 24	110 or more
March 25	105 or more
March 26	100 or more
March 29	90 or more

Juniors

March 30	85 or more
March 31	80 or more
April 1	75 or more
April 2	70 or more
April 5	65 or more
April 6	60 or more

Sophomores

April 7	50 or more
April 8	Transfer Day* or 50 or more
April 12	50 or more
April 13	40 or more
April 14	30 or more

Freshmen

April 15	20 or more
April 16	20 or more
April 19	15 or more
April 20	10 or more
April 21	Open for everyone (and non-degree seeking)

***New transfer students** will begin the enrollment process with OSU-Tulsa Prospective Student Services, North Hall 130, 918-594-8355. **Transfer Day will be April 8.**

Visit tulsa.okstate.edu/transferdays to register for Transfer Day.

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

Students' Right 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 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.; 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) 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.

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

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.