Summer 2022 Academic Calendar/Refund Dates

### Summer Pre-Session (Part of Term 4)
- Classes begin: Monday, May 16
- 100% refund, nonrestrictive drop-add deadline* Monday, May 16
- Partial Refund, Restrictive Drop/Add Deadline Saturday, May 21
- University Holiday (OSU-Tulsa closed)** Tuesday, May 31
- W Drop/Withdraw Deadline* Tuesday, May 31
- Assigned W or F Withdrawal Deadline* Wednesday, June 1

### Classes end
- Friday, June 3

### Full 8-week term (Part of Term 1)
- Final Enrollment without late fee Friday, June 3
- Classes begin Monday, June 6
  - 100% refund, nonrestrictive drop-add deadline* Wednesday, June 8
  - Partial Refund, Restrictive Drop/Add Deadline* Friday, June 10
  - University Holiday (OSU-Tulsa closed)** Monday, June 20
  - University Holiday (OSU-Tulsa closed)** Monday, July 4
  - W Drop/Withdraw Deadline* Friday, July 15
  - Assigned W or F Withdrawal Deadline* Friday, July 22

### Classes end
- Friday, July 29

### First 4 weeks (Part of Term A05)
- Final Enrollment without late fee Friday, June 3
- Classes begin Monday, June 6
  - 100% refund, nonrestrictive drop-add deadline* Wednesday, June 7
  - Partial Refund, Restrictive Drop/Add Deadline* Wednesday, June 8
  - University Holiday (OSU-Tulsa closed)** Monday, June 20
  - W Drop/Withdraw Deadline* Friday, June 24
  - Assigned W or F Withdrawal Deadline* Wednesday, June 29

### Classes end
- Friday, July 1

### Second 4 weeks (Part of Term A06)
- Final Enrollment without late fee Friday, July 1
- University Holiday (OSU-Tulsa closed)** Monday, July 4
- Classes begin Thursday, July 7
  - 100% refund, nonrestrictive drop-add deadline* Tuesday, July 5
  - Partial Refund, Restrictive Drop/Add Deadline* Thursday, July 7
  - W Drop/Withdraw Deadline* Friday, July 22
  - Assigned W or F Withdrawal Deadline* Wednesday, July 27

### Classes end
- Friday, July 29

*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 (nonrestrictive) • drop a course with less than 100% refund and no grade
  - drop a course with partial refund and grade of "W" (requires advisor signature)
- W Drop/Withdraw Deadline:
  - drop a course with automatic grade of "W" (requires advisor signature)
- W or F Withdraw 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........................................................................918-594-8322
  - 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**..............................................918-594-4357
- **International Student Services**..................................................918-594-8202
- **Library**..................................................................................918-594-8130
- **Minority Support Services**.........................................................918-594-8234
- **OKEY Account**......................................................................918-594-4357
- **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 Friday, 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.

Enrollment Guide
Summer 2022

Transfer Day – April 7

**Session Dates**
- Pre-Session (Part of Term 4) May 16 - June 3
- Full 8-week term (Part of Term 1) June 6 - July 29
- First 4 Weeks (Part of Term A05) June 6 - July 1
- Second 4 Weeks (Part of Term A06) July 5 - July 29

Oklahoma State University-Tulsa
700 N. Greenwood Avenue
Tulsa, OK 74106-0702
918-594-8000
tulsa.okstate.edu
### Summer 2022 Enrollment Schedule

Graduate students may select any of the enrollment periods below.

<table>
<thead>
<tr>
<th>Date to</th>
<th>Graduation/Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enroll</td>
<td>Credit Hours Earned</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Priority &amp; Graduate Students</th>
<th>March 21</th>
<th>All priority &amp; graduate students</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Seniors</th>
<th>March 22</th>
<th>115 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>March 23</td>
<td>110 or more</td>
</tr>
<tr>
<td></td>
<td>March 24</td>
<td>105 or more</td>
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<tr>
<td></td>
<td>March 25</td>
<td>100 or more</td>
</tr>
<tr>
<td></td>
<td>March 28</td>
<td>90 or more</td>
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<table>
<thead>
<tr>
<th>Juniors</th>
<th>March 29</th>
<th>85 or more</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>March 30</td>
<td>80 or more</td>
</tr>
<tr>
<td></td>
<td>March 31</td>
<td>75 or more</td>
</tr>
<tr>
<td></td>
<td>April 1</td>
<td>70 or more</td>
</tr>
<tr>
<td></td>
<td>April 4</td>
<td>65 or more</td>
</tr>
<tr>
<td></td>
<td>April 5</td>
<td>60 or more</td>
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</table>

<table>
<thead>
<tr>
<th>Sophomores</th>
<th>April 6</th>
<th>50 or more</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>April 7</td>
<td>Transfer Day* or 50 or more</td>
</tr>
<tr>
<td></td>
<td>April 11</td>
<td>50 or more</td>
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<tr>
<td></td>
<td>April 12</td>
<td>40 or more</td>
</tr>
<tr>
<td></td>
<td>April 13</td>
<td>30 or more</td>
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<table>
<thead>
<tr>
<th>Freshmen</th>
<th>April 14</th>
<th>20 or more</th>
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<tbody>
<tr>
<td></td>
<td>April 15</td>
<td>20 or more</td>
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<tr>
<td></td>
<td>April 18</td>
<td>15 or more</td>
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<tr>
<td></td>
<td>April 19</td>
<td>10 or more</td>
</tr>
<tr>
<td></td>
<td>April 20</td>
<td>Open for everyone (and non-degree seeking)</td>
</tr>
</tbody>
</table>

*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 7.**

Visit [tulsa.okstate.edu/transferdays](tulsa.okstate.edu/transferdays) to register for Transfer Day.

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### 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 unequivocal 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; 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 a such 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.

### 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. 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.

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**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.