NORMAN CAMPUS CALENDAR

REGISTRATION

Continuing Registration and Add/Drop .............................................................Nov. 30-Jan. 15 ............................* ..... April 25-Aug. 21
Last Day to Register Before Classes Begin ......................................................Jan. 18 ........................................... ............................ Aug. 21

CLASSES BEGIN.................................................. Jan. 19 ........................................... ............................ Aug. 22
Final Day to Register ..................................................................................Jan. 22 ........................................... ............................ Aug. 26
Advance Registration for Next Term Begins ..................................................March 28 ........................................... ............................ Oct. 4
Final Day of Full Term Classes .....................................................................May 6 ........................................... ............................*..... Dec. 9
Final Day of December Intercession part of fall term Classes .....................Jan. 13**

ADD/DROP (Changes in schedule, retaining at least one course)

100% Reduction of Charges on Dropped Courses ........................................Jan. 19-Feb. 1** * ........................................... Aug. 22-Sept. 2**
No Reduction of Charges on Dropped Courses after this Date ....................Feb. 1** * ........................................... Sept. 2**
No Record of Grade for Dropped Course(s) ..................................................Jan. 19-Feb. 1 ........................................... ............................ Aug. 22-Sept. 2
Final Day to Add a Class .............................................................................Jan. 22 ........................................... ............................ Aug. 26
Automatic Grade of W for Dropped Course(s) for Graduate Students ..........Feb. 26 ........................................... ............................ Sept. 30
Grade of W or F for Dropped Course(s) for Graduate Students .................Feb. 29-April 1 ........................................... ............................ Oct. 3-28
Automatic Grade of W for Dropped Course(s) for Undergraduate students ....Feb. 2-April 1 ........................................... ............................ Sept. 6-Oct. 28
Petition to College Dean to Drop Course(s) (Instructor’s Signature and Grade of W or F Required) .....................................................April 4-May 6 ........................................... ............................ Oct. 31-Dec. 9

Complete Withdrawal (dropping all courses for a semester)

Cancellation Deadline (No record of grade on transcript) ..........................Jan. 18 ........................................... ............................ Aug. 21
100% Reduction of Charges on Complete Withdrawal .........................Jan. 19-Feb. 1** * ........................................... Aug. 22-Sept. 2**
No Reduction of Charges on Complete Withdrawal after this Date ............Feb. 1** * ........................................... Sept. 2
Automatic Grade of W on Complete Withdrawal for Graduate Students ......Jan. 19-Feb. 26 ............................................. ............................ Aug. 22-Sept. 30
Grade of W or F on Complete Withdrawal for Graduate Students ..........Feb. 29-May 6 ........................................... ............................ Oct. 3-Dec. 9
(to be assigned by instructor)
Automatic Grade of W on Complete Withdrawal for Undergraduate students .....Jan. 19-April 1 ........................................... ............................ Aug. 22-Oct. 28
Grade of W or F on Complete Withdrawal for Undergraduate Students ....April 4-May 6 ........................................... ............................ Oct. 31-Dec. 9
(to be assigned by instructor)

AUDIT

Final Day to Change from Audit to Credit for Undergraduate Students .........Jan. 29 ........................................... ............................ Sept. 2
Final Day to Change from Credit to Audit for Undergraduate Students ..........Jan. 29 ........................................... ............................ Sept. 2
Final Day to Change from Audit to Credit for Graduate Students ..............Jan. 29 ........................................... ............................ Sept. 2
Final Day to Change from Credit to Audit for Graduate Students ..............Jan. 29 ........................................... ............................ Sept. 2
Final Day to Apply for General Exam .........................................................Mar. 1 ........................................... ............................ Sept. 15
Final Day to Request Authority for Dissertation Defense .......................April 22 ........................................... ............................ July 29
Final Day to Request Authority for Thesis Defense ....................................April 29 ........................................... ............................ Aug. 5
Final Day for Non-Thesis Exam .................................................................May 6 ........................................... ............................ Aug. 12
Final Day to Complete Work Needed for Graduation ............................May 13 ........................................... ............................ July 29
Final Day to Deposit Thesis in Library .........................................................May 13 ........................................... ............................ Aug. 19
Final Day to Deposit Dissertation in Library ............................................May 13 ........................................... ............................ Aug. 19

Commencement Weekend ........................................................................May 13-14 ........................................... ............................
Final Day to Submit Work Needed (e.g. transfer work) for Graduation to Admissions & Records ..........................................................May 27 ............................................... Aug. 12 ........................................... ............................ Jan. 9
* See Summer Calendar for Summer Dates and Deadlines.
** College of Liberal Studies students have the first week of every 8-week session to drop courses with 100% reduction of charges.
*** This reflects the end of December Intercession part of term. Final Day for all other Fall parts of term is December 16.

Any calendar is subject to change when it is determined to be in the best interest of the University to do so.
# Summer/Intersession 2016 Academic Calendar

Any calendar is subject to change when it is determined to be in the best interest of the University to do so.

<table>
<thead>
<tr>
<th></th>
<th>Block A</th>
<th>Block B</th>
<th>Block C</th>
<th>Block D</th>
<th>Block E</th>
<th>Block F</th>
<th>Block G</th>
<th>Block H</th>
<th>Aug Intercession</th>
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<tbody>
<tr>
<td><strong>Advance Registration</strong></td>
<td>May 25 - July 8</td>
<td>May 16 - June 10</td>
<td>June 13 - July 8</td>
<td>July 12 - Aug 5</td>
<td>May 16 - June 14</td>
<td>May 16 - June 27</td>
<td>May 16 - July 8</td>
<td>Aug 8 - Aug 5</td>
<td>July 25 - Aug 12</td>
</tr>
<tr>
<td><strong>Last Day to Register Before Classes Begin</strong></td>
<td>May 22</td>
<td>May 15</td>
<td>June 12</td>
<td>July 11</td>
<td>May 15</td>
<td>June 26</td>
<td>May 15</td>
<td>June 15</td>
<td>July 24</td>
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<tr>
<td><strong>CLASSES BEGIN</strong></td>
<td>May 23</td>
<td>May 16</td>
<td>June 13</td>
<td>July 12</td>
<td>May 16</td>
<td>June 27</td>
<td>May 16</td>
<td>June 14</td>
<td>July 25</td>
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<tr>
<td><strong>First Day for Late Registration Fee of $20.00</strong></td>
<td>May 23</td>
<td>May 16</td>
<td>June 13</td>
<td>July 12</td>
<td>May 16</td>
<td>June 27</td>
<td>May 16</td>
<td>June 14</td>
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<tr>
<td><strong>Final Day to Register</strong></td>
<td>May 24</td>
<td>May 17</td>
<td>June 14</td>
<td>July 13</td>
<td>May 17</td>
<td>June 28</td>
<td>May 17</td>
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<tr>
<td><strong>Final Day of Classes</strong></td>
<td>July 8</td>
<td>June 10</td>
<td>July 8</td>
<td>Aug 5</td>
<td>June 24</td>
<td>Aug 5</td>
<td>July 8</td>
<td>Aug 5</td>
<td>Aug 12</td>
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</table>

### Add/Drop (changes in schedule, retaining at least one course)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td><strong>100% Reduction of Charges on Dropped Courses</strong></td>
<td>May 23 - 26</td>
</tr>
<tr>
<td><strong>No Reduction of Charges on Dropped Courses</strong></td>
<td>May 26</td>
</tr>
<tr>
<td><strong>No Record of Grade on Dropped Courses</strong></td>
<td>May 23 - 26</td>
</tr>
<tr>
<td><strong>Final Day to Add a Class</strong></td>
<td>May 24</td>
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<tr>
<td><strong>Automatic Grade of W for Dropped Course(s) for Undergraduate Students</strong></td>
<td>N/A</td>
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<tr>
<td><strong>Automatic Grade of W for Dropped Courses(s) for Graduate Students</strong></td>
<td>May 27 - June 9</td>
</tr>
<tr>
<td><strong>Grade of W or F for Dropped Course(s) Graduate Students</strong></td>
<td>June 10 - July 8</td>
</tr>
<tr>
<td><strong>Petition to College Dean to Drop Course(s)</strong></td>
<td>N/A</td>
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### Complete Withdrawal (dropping all courses for a semester)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td><strong>Cancellation Deadline (no record of grade on transcript)</strong></td>
<td>May 22</td>
</tr>
<tr>
<td><strong>100% Reduction of Charges on Complete Withdrawals</strong></td>
<td>May 23 - 26</td>
</tr>
<tr>
<td><strong>No Reduction of Charges on Complete Withdrawal after this Date</strong></td>
<td>May 26</td>
</tr>
<tr>
<td><strong>Automatic Grade of W on Complete Withdrawal for Undergraduate Students</strong></td>
<td>N/A</td>
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<tr>
<td><strong>Automatic Grade of W on Complete Withdrawal for Graduate Students</strong></td>
<td>May 23 - June 9</td>
</tr>
<tr>
<td><strong>Grade of W or F on Complete Withdrawal for Undergraduate Students (assigned by instructor)</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Grade of W or F on Complete Withdrawal for Graduate Student (assigned by instructor)</strong></td>
<td>June 10 - July 8</td>
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### Audit Enrollment (attend a class regularly without receiving credit)

<table>
<thead>
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<th>Event</th>
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<tbody>
<tr>
<td><strong>Final Day to Change from Audit to Credit</strong></td>
<td>May 24</td>
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<tr>
<td><strong>Final Day to Change from Credit to Audit (Undergraduate)</strong></td>
<td>May 24</td>
</tr>
<tr>
<td><strong>Final Day to Change from Credit to Audit (Graduate)</strong></td>
<td>June 21</td>
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<td>Final Examinations</td>
<td>July 8</td>
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<tr>
<td>Holidays and Vacation Days</td>
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<td>Memorial Day Holiday</td>
<td>May 30</td>
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<td>Independence Day Holiday</td>
<td>July 4</td>
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<td>Graduation and Related Requirements</td>
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<td>Final Day to File as a Candidate for Master's Degree</td>
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<td>Final Day to File Graduation Application</td>
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<td>Final Day to Request Authority for Dissertation Defense</td>
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<td>Final Day to Complete Doctoral General Examination</td>
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<td>Final Day to Request Authority for Thesis Defense</td>
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<td>Final Day for Oral Defense of Dissertation</td>
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<td>Final Day for Comprehensive Exam</td>
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<td>Final Day to Complete Work Needed for Graduation</td>
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<tr>
<td>Final Day to Deposit Dissertation in Library</td>
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<td>Final Day to Deposit Thesis in Library</td>
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<tr>
<td>Final Day to Submit Work Needed (e.g. transfer work) for Graduation to Admissions &amp; Records</td>
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May 2016
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<td>Center for Student Life</td>
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<td>African American Student Services</td>
<td>Center for Student Life</td>
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<td>American Indian Student Services</td>
<td>Center for Student Life</td>
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<td>Asian American Student Services</td>
<td>Center for Student Life</td>
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<td>Child Care Center</td>
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<td>Commuter Student Assoc.</td>
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<td>Cooperative Education (Co-op)</td>
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<tr>
<td>Counseling (Personal)</td>
<td>Counseling &amp; Testing Services</td>
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| Disabled Student Services | Office of Disability Services      | Goddard Health Center, Rm. 166     | 325-3512   *
| Employment           | Personnel Services                    | Nuclear Engr. Lab. (2nd Floor)     | 325-8186   |
| Enrollment           | Online                                | ozone.ou.edu                        | 325-3572   |
| Fees (payment of University Bills) | Bursar                           | Buchanan Hall (1st Floor)         | 325-3122   |
| Financial Aid        | Financial Aid Services                | Buchanan Hall, Rm. 216             | 325-4521   |
| Food Services        | Housing & Food Services               | Walker Center, Rm. 135             | 325-6581   |
| Grades (Semester)    | Records Office                        | Buchanan Hall, Rm. 330             | 325-4147   |
| Graduation           | College Office                        | See List Below                     |            |
| (a) Application      | College Office                        | Asp Ave. Parking Facility          | 325-3511   |
| (b) Cap and Gown     | Bookstore                             | Buchanan Hall, Rm. 230             | 325-4147   |
| (c) Diplomas         | Records Office                        | Buchanan Hall, Rm. 230             | 325-4147   |
| (d) Invitations      | Bookstore                             | Asp Ave. Parking Facility          | 325-3511   |
| (e) Rings            | Bookstore                             | Asp Ave. Parking Facility          | 325-3511   |
| Greek Affairs        | Center for Student Life               | Student Union, Rm. 370             | 325-6350   |
| Health Insurance (Student) | Insurance Office                  | NEL                                 | 325-9196   |
| Housing              | Housing & Food Services               | Walker Center, Rm. 126             | 325-2511   |
| ID Cards             | OneCard Office                        | OMU, Rm. 127                       | 325-3113   |
| International Student Services | International Exchange Programs | Old Science Hall, Room 103         | 325-3337   |
| Internships          | Career Services                       | OCCE Administration Bldg.          | 325-2899   |
| Intersession         | Intersession Office                   | OCCE Administration Bldg.          | 325-2899   |
| Intramural-Recreational Sports | Recreational Services            | Huston Huffman Center, Rm. 149     | 325-3053   |
| Latino Student Services | Center for Student Life                | Student Union, Suite 370           | 325-3163   |
| Library Books        | Bizzell Library                       | Student Union, Suite 370           | 325-3341   |
| Loans, Scholarships, Grants | Financial Aid Services               | Buchanan Hall, Rm. 216             | 325-4521   |
| (a) Disbursement     | Bursar’s Office                       | Buchanan Hall (1st Floor)         | 325-3123   |
| Medical Services     | Goddard Health Center                 | 620 Elm St.                        | 325-4411   |
| Name Changes         | Records Office                        | Buchanan Hall, Rm. 230             | 325-4147   |
| New Student Information | Prospective Student Services          | Jacobson Faculty Hall, Level I     | 325-2151   |
| Parking Permits      | Parking & Transit                     | 1107 Elm Ave, Stubbenham Place     | 325-3311   |
| Placement Tests      | Assessment & Learning Center         | Lissa & Cy Wagner Hall, Rm. 270    | 325-4336   |
| Reading Clinic       | College of Education                  | Education Bldg., Rm. 127           | 325-4844   |
| Readmission          | Admissions Office                     | Buchanan Hall, Rm. 127             | 325-2252   |
| Records (Academic)   | Records Office                        | Buchanan Hall, Rm. 230             | 325-4147   |
| Residency            | Admissions Office                     | Buchanan Hall, Rm. 127             | 325-2252   |
| Scholarship Programs (McNair) | Center for Student Life               | Student Union, Suite 370           | 325-3163   |
| Tickets (Athletic)   | Athletic Ticket Office                | Stadium (Gate 15)                  | 325-6511   |
| Tickets (Fine Arts)  | Fine Arts Ticket Service               | Catlett Music Center, Gothic Hall  | 325-4101   |
| TOEFL                | Counseling & Testing Services         | Goddard Health Center              | 325-2911   |
| Tutoring             | Housing Learning Center               | Adams Center, Rm. 105              | 325-2452   |
| Transcripts of Student Records | Records Office           | Buchanan Hall, Rm. 230             | 325-4147   |
| Transfer Student Information | Prospective Student Services          | Jacobson Faculty Hall, Level I     | 325-2151   |
| Verification of Enrollment | Records Office     | Buchanan Hall, Rm. 230             | 325-4147   |
| Veterans Student Services | Veteran’s Student Services            | Buchanan Hall, Rm. 330             | 325-4308*  |
| Withdrawal from University (all Classes) | College Office | See List Below                     |            |
| Women’s Issues (Women’s Outreach Center) | Center for Student Life               | Student Union, Suite 247           | 325-4929   |

**COLLEGE OFFICE LOCATIONS**

<table>
<thead>
<tr>
<th>College Office Location</th>
<th>Location</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Academic Affairs</td>
<td>Room 124, Ellison Hall</td>
<td>(405) 325-4411</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>Room 418, Gate 1</td>
<td>(405) 325-1596</td>
</tr>
<tr>
<td>Resource Center</td>
<td></td>
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<tr>
<td>Architecture</td>
<td>Room 180, Gould Hall</td>
<td>(405) 325-2444</td>
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<tr>
<td>Arts and Sciences</td>
<td>Room 124, Ellison Hall</td>
<td>(405) 325-4411</td>
</tr>
<tr>
<td>Atmospheric &amp; Geographic Sciences</td>
<td>Room 3630, National Weather Center</td>
<td>(405) 325-3095</td>
</tr>
<tr>
<td>Business</td>
<td>Room 1010, Michael Price Hall</td>
<td>(405) 325-6021</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>OCCE Administration Building</td>
<td>(405) 325-4414</td>
</tr>
<tr>
<td>Earth and Energy</td>
<td>Room 117, Sarkey Energy Center</td>
<td>(405) 325-4005</td>
</tr>
<tr>
<td>Education</td>
<td>Room 137, Collings Hall</td>
<td>(405) 325-1081</td>
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<tr>
<td>Engineering</td>
<td>Suite 112, Felgar Hall</td>
<td>(405) 325-4096</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Room 122, Fred Jones Art Center</td>
<td>(405) 325-7370</td>
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<tr>
<td>Graduates</td>
<td>Room 100, Robertson Hall</td>
<td>(405) 325-3811</td>
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<tr>
<td>International Studies</td>
<td>Room 155, Hester Hall</td>
<td>(405) 325-2337</td>
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<tr>
<td>Journalism</td>
<td>Room 2620, Gaylord Hall</td>
<td>(405) 325-2721</td>
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<tr>
<td>Liberal Studies</td>
<td>Room 226, Administration Bldg., OCCE</td>
<td>(405) 325-1061</td>
</tr>
<tr>
<td>Law</td>
<td>Room 200, Law Center</td>
<td>(405) 325-4699</td>
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<tr>
<td>University College</td>
<td>Room 100, Lissa &amp; Cy Wagner Hall</td>
<td>(405) 325-3521</td>
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<tr>
<td>Student Degrees</td>
<td>Room 418, Gate 1</td>
<td>(405) 325-1596</td>
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<tr>
<td>Without Degrees</td>
<td>Room 100, Lissa &amp; Cy Wagner Hall</td>
<td>(405) 325-3521</td>
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*or 325-4173 TDD
FINAL EXAM PREPARATION PERIOD

Pre-finals week will be defined as the seven calendar days before the first day of finals. Faculty may cover new course material throughout this week.

STUDENT-FACULTY POLICIES

(A) Assignments, examinations, or projects worth less than 10 percent of a student's grade may be assigned at any time prior to pre-finals week and may be due during pre-finals week. However, no assignments, examinations, or projects may be due on the last two days of pre-finals week.

(B) Assignments, take-home examinations, in-class examinations, or projects worth more than 10 percent of a student's grade must be scheduled at least 30 days prior to the first day of finals and must be due or given prior to pre-finals week. Any assignment that is to take the entire semester to complete may be accepted or presented during pre-finals week provided the syllabus explicitly states that the assignment can be turned in prior to pre-finals week. In-class presentation of semester assignments due before pre-finals week may be scheduled for any day other than the last two days of pre-finals week.

(C) Special case deviations from this policy must be clearly stated in the course syllabus and approved by the chair of the department through which the course is offered.

(D) Special requests made by a student for an extension of assignment deadlines into pre-finals week may be granted subject to the discretion of the instructor.

ADDITIONAL INFORMATION

This policy applies only to 16-week courses during the spring and fall semesters.

This policy excludes make-up assignments, make-up tests, and laboratory examinations. It also does not apply to classes meeting one day a week for more than one hour with a start time before 5:00 p.m. and evening classes.

All University laboratory classes are exempt from this policy.

No University of Oklahoma Student Association (UOSA) organization may hold meetings, banquets, or receptions or sponsor or participate in any activity, program, or related function that requires student participation during pre-finals week.

Violations to this policy should be reported to the chair of the department in which the course is taught or, in special circumstances, to the dean of the college and may be grounds for grade appeal.
### FINAL EXAMINATION SCHEDULE
**SPRING SEMESTER 2016**

#### Last Day of Classes, Friday, May 6

<table>
<thead>
<tr>
<th>MONDAY, MAY 9</th>
<th>WEDNESDAY MAY 11</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CLASS TIME</strong></td>
<td><strong>EXAMINATION TIME</strong></td>
</tr>
<tr>
<td>1:30 MWF</td>
<td>8:00 AM—10:00 AM</td>
</tr>
<tr>
<td>1:30 MW</td>
<td>8:00 AM—10:00 PM</td>
</tr>
<tr>
<td>11:30 TR</td>
<td>10:30 AM—12:30 PM</td>
</tr>
<tr>
<td>2:30 TR</td>
<td>1:30 PM—3:30 PM</td>
</tr>
<tr>
<td>2:30 MWF</td>
<td>4:30 PM—6:30 PM</td>
</tr>
<tr>
<td><strong>Uniform Exams</strong></td>
<td><strong>7:30 PM—9:30 PM</strong></td>
</tr>
<tr>
<td>CHEM 1315, 1415</td>
<td></td>
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<tr>
<td>FIN 4970</td>
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<table>
<thead>
<tr>
<th>TUESDAY, MAY 10</th>
<th>THURSDAY, MAY 12</th>
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<tbody>
<tr>
<td><strong>CLASS TIME</strong></td>
<td><strong>EXAMINATION TIME</strong></td>
</tr>
<tr>
<td>9:00 TR</td>
<td>8:00 AM—10:00 AM</td>
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<tr>
<td>9:30 TR</td>
<td>8:00 AM—10:00 PM</td>
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<tr>
<td>7:30 TR</td>
<td>10:30 AM—12:30 PM</td>
</tr>
<tr>
<td>3:00 MW</td>
<td>10:30 AM—12:30 PM</td>
</tr>
<tr>
<td>3:30 MWF</td>
<td>10:30 AM—12:30 PM</td>
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<tr>
<td>11:30 MWF</td>
<td>1:30 PM—3:30 PM</td>
</tr>
<tr>
<td>4:30 TR</td>
<td>4:30 PM—6:30 PM</td>
</tr>
<tr>
<td><strong>Uniform Exams</strong></td>
<td><strong>7:30 PM—9:30 PM</strong></td>
</tr>
<tr>
<td>ARAB 1115, 1225, 2113, 2223</td>
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<tr>
<td>FR 1115, 1225</td>
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<tr>
<td>GERM 1115, 1225</td>
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<tr>
<td>RUSS 1115, 1225</td>
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<tr>
<td>ITAL 1115, 1225</td>
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<tr>
<td>FIN 4113/5113 sec. 001, 900</td>
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<tr>
<td>PE 3213, 3413</td>
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</table>

<table>
<thead>
<tr>
<th>FRIDAY, MAY 13</th>
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</thead>
<tbody>
<tr>
<td><strong>CLASS TIME</strong></td>
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<tr>
<td>10:30 TR</td>
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<tr>
<td>7:30 MWF</td>
</tr>
<tr>
<td>12:30 MWF</td>
</tr>
<tr>
<td><strong>Uniform Exams</strong></td>
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</tbody>
</table>

**NOTE 1:** Classes meeting one-day-a-week, with a start time before 5:00 PM, will test according to Regulation #7, on next page. Also, see Regulation #9.

**NOTE 2:** Day classes (class start time prior to 5:00 PM) meeting on-the-hour more than one day a week will test at the same time as classes meeting on the same days at the following half-hour. For example, classes meeting MW 8:00 AM will test at the same time as classes meeting MWF 8:30 AM. Standard on-the-hour meeting times are listed in the schedule above. See Regulation #8 on the following page for testing of evening classes.

**FINAL EXAMINATION REGULATIONS CONTINUED ON NEXT PAGE**
FINAL EXAMINATION REGULATIONS

1. Oklahoma State Regents for Higher Education regulations require that those institutions that reserve the final week of the semester as a testing period shall ensure that all classes meet during the testing period. Final examinations are given at the discretion of the instructor, or, in the case of multiple sections, the department in which the class is offered*. When a final examination is given, the student must take the examination.

*EXCEPTIONS

a. The College of Arts and Sciences requires that an examination (either a last or final examination) be given during the scheduled final examination period for each regularly scheduled undergraduate course. Independent study and pure laboratory courses are excluded.

b. The College of Engineering and the College of Atmospheric and Geographic Sciences require comprehensive examinations to be given during the regularly scheduled examination periods in all undergraduate courses excluding directed readings, pure laboratory courses and project type design courses and seminars.

2. If a final examination is given, no faculty member is authorized to depart from the published examination schedule for either a class or an individual without approval, as stated in the Faculty Handbook. Early final examinations are prohibited. Final Examination has been defined as follows: an examination that is comprehensive in nature or that accounts for a greater proportion of the final grade than an exam given during the semester.

3. Uniform final examinations are listed by department and course number at the times they are scheduled to be given.

4. Two-hour classes which have one of their meetings on MWF will have the examination at the time scheduled for MWF classes. Those meeting both days of TR will have the examination at the time scheduled for TR classes.

5. Three-hour classes must follow the examination schedule. Classes meeting both Tuesday and Thursday are considered to be TR classes. Classes meeting two of the days Monday-Wednesday-Friday are considered to be MWF classes.

6. Classes meeting four or five days a week will have the final examination at the time scheduled for MWF classes with the same meeting time.

7. Classes meeting one day a week for more than one hour with a start time before 5:00 PM will have the final examination during the last lecture period*. Classes in this format have been scheduled with sufficient meeting time during the semester to compensate for time lost in the final examination week.

*EXCEPTION: Courses offered by the College of Business Administration will test during the final examination week.

8. Evening Classes. Classes that begin at 5:00 PM or later will have the final examination during the last lecture period. Evening classes have been scheduled with sufficient meeting time during the semester to compensate for time lost in the final examination week.

9. If laboratory examinations are given, they will be held during the last regularly scheduled meeting of the lab.

10. A student will not be expected to take more than two final examinations in one day. In cases where a student has three or more exams scheduled for the same day, instructors must offer make-up exams. The student's number of exams will be reduced to two by the following procedure:

a. If a student has three or more exams on the same day, the instructor(s) giving the third and subsequent exams must provide make-up exams during the week designated for final exams for that semester;

b. The student must notify the instructor or department of the third and subsequent final exams scheduled within a single day. Such notification must be given to the specific instructor or department before the end of the twelfth week of classes (sixth week of summer session).

11. In the event a conflict should arise from the scheduling of two or more examinations at the same time, the student will attend the examination for the class that met first during the week, according to the student's class schedule. The instructor(s) giving the second and subsequent exams must provide make-up exams during the week designated for final exams for that semester.

This institution in compliance with all applicable Federal and State laws and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services.
TUITION AND FEES

DEADLINES AND PENALTIES

<table>
<thead>
<tr>
<th></th>
<th>Spring 2016</th>
<th>Summer 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to pay tuition and fees without penalty or service charge</td>
<td>Feb. 21</td>
<td>June 21</td>
</tr>
<tr>
<td>Last day to pay without $50 end-of-semester penalty</td>
<td>May 21</td>
<td>July 21</td>
</tr>
</tbody>
</table>

Use online payments or make checks payable to the University of Oklahoma. Students may pay tuition and fees online (e-Checks or Credit Cards) at ozone.ou.edu or in person at Bursar Services. Only cash and check payments are accepted in Bursar Services. Students login to the online Pay site with his/her OU Net ID and password. Each student may authorize additional user access to his/her Bursar account through the pay site. Go to ozone.ou.edu for more information. Charges and credits incurred during the month are billed on the last day of every month. ENotification of your student eBill is sent to you and your authorized users the first of every month. Failure to receive a statement will not exempt a student from late penalties. It is the responsibility of the student to determine his/her financial obligation and how to pay. When mailing payments, Bursar Services must receive your payment prior to the due date to avoid additional service charges and late fees. Checks should include the student’s name and nine-digit Sooner I.D. number to ensure proper posting. If this information is not included, the check may be returned to the sender. You may contact Bursar Services at (405) 325-3121, 8 a.m. – 5 p.m., Monday thru Friday.

BURSAR PAYMENT PLAN

All charges are due the first month after they are billed. Paying in full by the first due date ensures that you pay no additional service charges or late fees. The university does provide a Tuition Payment Plan (TPP) for eligible students. Participation in TPP will be limited to currently enrolled students for the semester in progress, including Summer Session. Participation in the plan requires no application. To participate, pay the percentage (listed below) of your total charges by the due date. Payments are due on the 21st of each month. College of Continuing Education charges are excluded from the payment plan. It is the student’s responsibility each semester to check on oZone or in Bursar Services to ensure that any university administered scholarship or resident or non-resident tuition waiver is applied. Students receiving financial aid are required to apply all of their financial aid to their account.

All unpaid balances are subject to a 1.5% service charge assessed on the 22nd of each month. The following percentages are used to calculate the minimum payment due so that all charges are paid in full by the end of the semester. Figure used for example only:

**Fall and Spring Semesters**

<table>
<thead>
<tr>
<th>Month</th>
<th>Percentage</th>
<th>Beginning balance</th>
<th>Balance due</th>
<th>Due &amp; paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>25%</td>
<td>$5000</td>
<td>$3806.25</td>
<td>$1256.06</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$3750</td>
<td>$2550.19</td>
<td>$1294.22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.5% of unpaid balance</td>
<td>$56.25</td>
<td>$19.41</td>
</tr>
<tr>
<td>2nd</td>
<td>33%</td>
<td>Balance due</td>
<td>Due &amp; paid</td>
<td>$2550.19</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1294.22</td>
<td>$1256.06</td>
<td>$1294.22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.5% of unpaid balance</td>
<td>$38.25</td>
<td>$19.41</td>
</tr>
<tr>
<td>3rd</td>
<td>50%</td>
<td>Balance due</td>
<td>Due &amp; paid</td>
<td>$1313.63</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$2550.19</td>
<td>$1294.22</td>
<td>$1313.63</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.5% of unpaid balance</td>
<td>$91.41</td>
<td>$0</td>
</tr>
<tr>
<td>4th</td>
<td>100%</td>
<td>Balance due</td>
<td>Due &amp; paid</td>
<td>PAID IN FULL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1313.63</td>
<td>$1313.63</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Summer Enrollment**

<table>
<thead>
<tr>
<th>Month</th>
<th>Percentage</th>
<th>Beginning balance</th>
<th>Balance due</th>
<th>Due &amp; paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>50%</td>
<td>$5000</td>
<td>$2550.19</td>
<td>$1294.22</td>
</tr>
<tr>
<td>2nd</td>
<td>100%</td>
<td>Balance due</td>
<td>Due &amp; paid</td>
<td>$1313.63</td>
</tr>
</tbody>
</table>

If the student is not current with the payment plan: Registration, Transcript and Graduation holds may be placed on the account. A $50 late penalty is added at the end of the semester if all current tuition and fees are not paid in full. Please note that service charges are assessed on all unpaid accounts (student, former student, faculty, staff, etc.) until the account is paid in full.

Please note: Students with unpaid tuition may continue to attend classes through the last day of finals. All service charges and penalties will be added, enrollment for future semesters will not be allowed, and record of grades and transcripts will not be released until past-due amounts are paid in full. Students with unpaid tuition and fees will not be eligible for graduation from the university. Bursar Services cannot extend the payment due dates. Past-due accounts will be subject to collection and collection fees. When paying delinquent accounts, the total amount due is required.

GUARANTEED TUITION RATE PROGRAM

First time full-time undergraduate students who are residents of Oklahoma may participate in the Guaranteed Tuition Rate Program. For additional information about the Guaranteed Tuition Rate Program, please go to www.ou.edu/content/bursar/tuition_fees/tuition_plan.html.

UNIVERSITY OF OKLAHOMA TUITION AND FEES
CONTINUED ON NEXT PAGE
REQUIRED TUITION AND FEES
(SUBJECT TO CHANGE)

I. TUITION:

A. RESIDENT (per credit hour):
   Undergraduate level (1 – 11 hours) ...... $143.20
   Graduate courses...............................$190.70
   Law courses ......................................$473.00

B. NON-RESIDENT (per credit hour):
   Undergraduate level (1 – 11 hours) ...... $589.40
   Graduate courses...............................$739.90
   Law courses ......................................$820.50

Undergraduate Flat Rate Tuition (12 – 21 hours):
   Undergraduate Resident .................... $2,148.00
   Undergraduate Non-Resident ............ $8,841.00
   Hourly Mandatory Fees ...................... $1,743.00

II. MANDATORY PER-SEMESTER FEES:
   (Required in addition to Tuition)
   A. Spring 2015
      Undergraduate & Graduate ............ $141.50
      International Students................. $191.50
   B. Summer 2015
      Undergraduate & Graduate .......... $ 78.25
      International Students................. $111.58

   Academic Excellence Fee
   For New Students, Re-Admits, and Change of
   Status students effective:
      *Beginning Fall 2015 .........................$67.50
      *Beginning Fall 2014 .........................$60.00
      *Beginning Fall 2013 .........................$52.50
      *Beginning Fall 2012 .........................$45.50

   College Technology and Program Fees
   (per credit hour):
      Architecture....................................$42.75
      Arts & Sciences ................................$20.00
      Atmospheric and Geographic
      Sciences .......................................$44.50
      Business (Undergrad) ................. $46.40
      Business (Graduate) ................... $31.60
      Earth and Energy ....................... $45.00
      Education ....................................$40.60
      Engineering ..................................$51.00
      Fine Arts......................................$38.20
      International Studies ................. $26.20
      Journalism and Mass Comm ....... $72.75
      Law ............................................$83.40
      University College ......................$32.00

III. HOURLY MANDATORY FEES:
   A. Undergraduate level
      Per credit hour (1–11 hrs) ............. $116.20/hr
      Flat Rate (12-21 hrs) ...................... $1,743.00
   B. Graduate per credit hour ............. $115.70
   C. Law per credit hour ...................... $133.50

   Student Facility Fee
   Student Activity Fee
   Assessment Fee
   Academic Excellence Fee
   Library Excellence Fee
   Connectivity Fee
   Security Services Fee
   Transit Fee
   Academic Facilities and Life Safety Fee
   Special Event Fee
   International Programs Fee

IV. ANNUAL FEES:
   International Student Health Insurance   $1,155.00

V. INDIVIDUAL COURSE SPECIAL FEES:
   A. Chemistry Department Fee .......... $6.50 per Course
   B. OKC Grad Center Fee ............... $100.00 per Credit Hour
   C. Business College Full-Time MBA Fee $1500.00
      Annual Fee charged in 1st Fall and Spring.
   D. Organ, Piano, and Percussion
      Instrument Use Fee ..................... $75.00 per Course
   E. Online Course Fee ................. $40.00 per Credit Hour

   There are additional individual course special fees listed in the
   Class Schedule which are in addition to the above fees.

Late Registration Fee
   There is a late registration fee of $20.00 for any registration which
   occurs on or after the first official day of classes each semester. The
   first official day of class for Spring is January 19, 2016 and for
   Summer is May 16, 2016.
STUDENT ACTIVITY FEE

The Student Activity Fee was approved by the Oklahoma Regents for Higher Education. The funds collected are distributed in the current fiscal year approximately as indicated:

- Facility Bond, 4.06%
- Student Government Association, 17.78%
- Dean of Students, 14.18%
- Counseling & Testing, 12.79%
- Fitness and Recreation, 10.44%
- Student Media, 4.96%
- Reserve, 2.03%
- Student Life, 17.30%
- Women’s Outreach Center, 2.92%
- Capital Projects, 13.54%

GRADUATION

All students graduating from the University of Oklahoma must apply for graduation. This is now an online process in OZONE. Under the Home tab in OZONE, students can click on GRADUATION APPLICATION and it will take them to the graduation application. Be sure to apply for the term you are planning to graduate by the deadline of:

- Fall graduates September 15
- Spring graduates February 15
- Summer graduates June 1

All tuition and fees must be paid before a student can officially graduate and receive the diploma.

Please contact the Office of Academic Records (405) 325-2017 regarding the graduation application.

CAP AND GOWN FEE

Students who plan to participate in the Commencement ceremonies in May and/or their college convocation must pay a fee for caps and gowns. Students should contact the University Bookstore for ordering caps and gowns. Students will need to register for Commencement or their college convocation. Students should go to the Graduation website www.ou.edu/commencement for information.

If there are questions regarding participation in commencement or other general questions, please contact the Graduation Office at 325-0841.

UNIVERSITY OF OKLAHOMA REFUND POLICIES

The refund policies listed below describe the financial obligation of students who withdraw from classes after the official beginning of a semester. Students are advised to read these refund policies carefully to determine which apply to their specific circumstances.

I. COMPLETE WITHDRAWALS FROM THE UNIVERSITY:

A. REFUND POLICY FOR COMPLETE WITHDRAWAL FOR ALL STUDENTS WHO ARE NOT TITLE IV AID RECIPIENTS. (See ‘B’ below for definition of Title IV Aid Recipients.)

(The Oklahoma State Regents refund policy with respect to fees and tuition is as follows:)

Complete withdrawals from the institution during the defined refund period (first ten days of classes in Fall and Spring semesters, first five days of classes in Summer Session) will result in full charges for courses added and full credit for courses dropped. No refunds will be made after the refund period except as stipulated for enrollment of Title IV recipients.

B. REFUND REGULATIONS FOR COMPLETE WITHDRAWAL FOR ALL STUDENTS WHO ARE TITLE IV AID RECIPIENTS

Any student receiving Federal Title IV funds will be subject to the following policy regarding return of Federal Title IV funds:

The University and the student will be required to return to the federal aid programs the amount of aid received that was in excess of the aid “earned” for the time period the student remained enrolled. By Federal Law, the University has 45 days from the date the University determines the student withdrew to return unearned federal aid to the specified programs.

The percentage of the semester completed is the percentage of aid earned: This is calculated by the number of days the student attended divided by the number of days in the payment period (i.e. semester). For example, if a student withdrew on the 20th day of a semester 114 days in length, the student would have only earned 17.5% of the aid he received (20/114=0.175).

Students who remain enrolled through at least 60% of the payment period (semester) are considered to have earned 100% of the aid received and will not owe a repayment of Federal Title IV grant funds.

If the University returns funds to the Title IV aid programs, it could result in the student owing OU charges that were originally paid at the time of disbursement. Students may also be required to return funds released to them for personal expenses.

Monies will be returned to the Title IV programs and not to recipients. Monies returned to the Title IV aid programs will be applied first to loans to reduce the loan debt of the student and/or parent borrower.

II. REFUND POLICY FOR DROPPING A PORTION OF YOUR SCHEDULE AFTER CLASSES BEGIN

Changes in schedules during the first ten days of classes in Fall and Spring semesters, first five days of classes in Summer Session will result in full charges for courses added and full credit for courses dropped. No refunds for dropped courses will be made after this time.
FINANCIAL ASSISTANCE

Spring 2016 – Students who wish to apply for financial aid for the Spring 2016 semester must complete the 2015-16 Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Be sure to include OU’s Title IV School Code of 003184 on the FAFSA. Have your FAFSA application and all requested documents in to OU Financial Aid Services by Dec 1, 2015 for processing of Spring financial aid. Applications complete after this date are processed in the order received and aid may not be available by the tuition deadline.

Visit OU Financial Aid Services website at financialaid.ou.edu for complete information including application deadlines, aid requirements and links to additional scholarships and resources. Visit Ask the Sooners for answers to your most frequently asked questions about financial aid and billing issues at AsktheSooners.ou.edu. Financial Aid Services, 1000 Asp Ave. Room 216, Norman, OK, 73019-4078. Phone: 405-325-4521, FAX: 405-325-7608.

FINANCIAL AID EARLY DISBURSEMENT

Disbursement begins Monday, January 11, 2016 and continues throughout the semester.

IMPORTANT!! Aid disbursement depends on the following two (2) factors:
1. Aid availability
2. All eligibility requirements must be met at the time you are picking up your aid, including enrollment requirements.

If you come, beginning January 11 to pick up your aid, bring a photo ID for identification. Staffing is reduced during lunch hours, 11:30 AM – 1:45 PM, resulting in an increase in waiting time. Normal operating hours are Monday through Friday, 8:00 AM – 5:00 PM.

The University of Oklahoma is pleased to be one of the few schools in the country that disburses financial aid funds to students before the beginning of classes. We offer disbursement early so that student can focus on their classes rather than taking care of financial matters. Students can be supportive in the process by being informed of their aid eligibility and by following the disbursement schedule.

STUDENT SERVICES

STUDENT LIFE

Student Life, part of Student Affairs, is located in Suite 370 of the Oklahoma Memorial Union. Student Life provides over 20 student service areas including service to over 450 student organizations, campus activities, academic support, Camp Crimson, multicultural student services, and fraternities and sororities.

Student Life provides direct assistance for scholarship information programs on cultural diversity and enrichment, peer counseling, career development, orientation and leadership training and serve as advocates for students when interacting with campus offices and programs. Some areas of focus for Student Life are:

AFRICAN-AMERICAN STUDENT LIFE
AMERICAN INDIAN STUDENT LIFE
ASIAN-AMERICAN STUDENT LIFE
LATINO STUDENT LIFE
CAMPUS ACTIVITIES PROGRAMS
FRATERNITY AND SORORITY STUDENT LIFE
FRESHMAN AND TRANSFER ORIENTATION
WOMEN’S OUTREACH CENTER
SOONER UPWARD BOUND PROGRAM
MCNAIR SCHOLARS PROGRAM
OU COUSINS
SUMMER PROGRAMS
HENDERSON SCHOLARS

You may contact the Student Life Office at (405) 325-3163 or visit their website at http://studentlife.ou.edu to learn more about the resources provided.

SERVICES FOR STUDENTS WITH DISABILITIES

Located in Goddard Health Center, Room 166, Telephone, (405) 325-3852 (voice) or (405) 325-4173 (TDD), to coordinate or provide direct assistance for programmatic and architectural accessibility. Academic accommodations may include, but are not limited to, readers, scribes, volunteer note takers, interpreters/real-time transcriptionists, alternative testing, and library research assistance. Services are available to all students with disabilities who self-identify to the Disability Resource Center and provide appropriate documentation of disability that substantiates the need for accommodation.

VETERANS STUDENT SERVICES

The Office of Veterans Student Services provides education certification services for eligible veterans or their dependents receiving VA Educational Benefits as students. These services include assistance in processing forms necessary for monthly educational benefits and referring students toward any known additional resources intended for veterans of the United States.

For more information regarding these benefits, please stop by Buchanan Hall, room 330, visit veterans@ou.edu, or call (405) 325-4308. To contact the VA Regional Office in Muskogee, call toll-free 1-888-442-4551.
ADMISSION INFORMATION

THE UNIVERSITY OF OKLAHOMA, WITH THE APPROVAL OF
THE OKLAHOMA STATE REGENTS FOR HIGHER
EDUCATION, MAY ALTER ADMISSION REQUIREMENTS AT
ANY TIME WHEN IT IS DETERMINED TO BE IN THE BEST
INTEREST OF THE UNIVERSITY.

New students must be admitted to the University before beginning registration. Former students must also be readmitted if they have graduated or been suspended after their last enrollment at OU, or have not been enrolled at OU for more than one semester and a summer session. Students who enroll only for summer sessions do not need to reapply if they were enrolled the previous summer and did not graduate or were not suspended at the end of that summer term.

Information concerning admission requirements and applications for admission, housing and scholarships is available on the web at http://www.ou.edu/content/admissions.html. This information may also be obtained from the Office of Admission & Recruitment, 550 Parrington Oval, Room L-1, Norman, Oklahoma, 73019-3032. For telephone inquiries, the number is (405) 325-2151 or toll-free 1 800 234-6868.

Enrollment Commitment

Incoming freshmen that have been admitted to the University for the Summer or Fall 2016 semester are required to secure their enrollment by submitting a $250 Enrollment Commitment. For more information, please go to https://ou.edu/content/admissions/admitted/enrollment-commitment.html.

DISCONTINUANCE OF ACADEMIC PROGRAMS

“The University of Oklahoma reserves the right at all times to discontinue modify or otherwise change its degree programs when it determines it is in the best interest of the University to do so.”

ADVISING INSTRUCTIONS

ADVISING AND ENROLLMENT OF NEW STUDENTS:

First-time entering freshmen and transfer students who are admitted to University College who wish to enroll in classes for the Fall 2016 semester will participate in the 2016 New Sooner Enrollment Program. A postcard about the 2016 New Sooner Enrollment Program will be mailed to newly admitted students to University College. First-time entering freshmen and transfer students admitted to University College who do not participate in the 2016 New Sooner Enrollment Program will be eligible for advisement and enrollment for fall classes following the conclusion of the program in August. For questions, students may contact University College at 405-325-3521.

COLLEGE ADVISING INFORMATION

College of Architecture

Students in the College of Architecture are advised in Individual Advising Sessions by one of the College advisors. Due to the rigor and inflexibility of the program, it is necessary that all students meet for advisement during each enrollment period. The College of Architecture does not permit self-advising.

College of Arts and Sciences

The College provides advising services through professional advising staff in the College of Arts and Sciences Academic Services office and through professional and faculty advisers in the departments. Professional counselors in the Academic Services office are knowledgeable about degree programs offered by the College and will assist with choice of major, help resolve academic and graduation problems, and help determine how evaluated transfer work will apply toward degree requirements. The professional counselors in the Academic Services office verify that all degree requirements have been met and clear students for graduation. Students new to the College who have transfer credits should meet with an academic counselor in the Academic Services office for an evaluation of credits for University and College requirements.

Students may view their academic requirements and progress with Degree Navigator (http://degree.ou.edu). Degree Navigator is helpful for viewing courses completed toward graduation and courses remaining to be completed. Students and advisers use this information in planning for enrollment. Degree Navigator should be used in conjunction with the degree requirement sheet (check sheet), as the check sheet is the definitive document the College counselors use for graduation clearance.

The College of Arts and Sciences Academic Services office is located in 124 Ellison Hall. The telephone number is (405) 325-4411.

College of Atmospheric & Geographic Sciences

The College of Atmospheric and Geographic Sciences believes that faculty members are best qualified to provide curricular, professional and career advisement; therefore, all Atmospheric and Geographic Sciences students consult with a faculty adviser before registration. Each semester, students will be contacted by their
Atmospheric and Geographic Sciences school/department regarding who their faculty advisor will be and when advising hours will be held.

The College of Atmospheric and Geographic Sciences Dean’s Office strongly encourages students to review their academic records on Degree Navigator at degree.ou.edu prior to scheduling an advising appointment with their faculty advisor. Students should also prepare an enrollment plan before meeting with their advisor. For further information or general questions, please call (405) 325-3095.

Michael F. Price College of Business

Undergraduate curriculum and advisement matters are coordinated through Price Academic Advising Services in Michael F. Price Hall, Suite 1010. The College’s Academic Counselors maintain records on undergraduate students in Price College. Academic Counselors are available to provide information concerning degree requirements, degree audits and contract enrollment. Students seeking industry trends and information should contact the appropriate division or school office (Accounting, Finance, Management and Entrepreneurship, Management Information Systems, or Marketing and Supply Chain Management). The telephone number of Price Academic Advising Services is (405) 325-6021. Graduate student advisement is handled through the Graduate Programs Office, Michael F. Price Hall, Suite 1040. The telephone number is (405) 325-4107. Please see our web site price.ou.edu/advising.

College of Continuing Education-Aviation

Aviation majors are required to be advised each semester prior to enrolling. Undergraduate curriculum and advisement matters are coordinated by the Aviation Academic Office, at Westheimer Airport, Aviation Department, NC 101, Room 209. The aviation academic counselors are available to provide information concerning degree requirements and graduation. Students seeking specific aviation/flying advisement should contact the department at (405) 325-7231, or schedule an appointment online at advise.ou.edu.

Mewbourne College of Earth and Energy (MCEE)

The Mewbourne College of Earth and Energy believes that faculty members are best qualified to provide curricular, professional and career advisement; therefore, all MCEE students consult with a faculty advisor before registration. All undergraduate students who have been admitted to the MCEE should begin the enrollment process by creating a trial schedule on ozone.ou.edu after reviewing their Degree Navigator at degree.ou.edu prior to scheduling an advising appointment with their faculty advisor. Petroleum Engineering students should attend a group faculty advising session. Advising instructions and schedules will be posted prior to the advising period. All MCEE Students are responsible for completing all necessary grade and course prerequisites. New students in the MCEE and new transfer students should schedule an appointment through advise.ou.edu with an advisor in the MCEE Student Services Center before enrolling for their first semester. MCEE Student Services is located in SEC P110, 325-4005.

Jeannine Rainbolt College of Education

The Undergraduate Advising Office is located in Collings Hall, Room 137; telephone: (405) 325-2218. Advisement each semester is mandatory for JRCOE undergraduates. Students are individually advised by appointment only. Appointments can be scheduled by going online to Advise.ou.edu or by calling the office at (405) 325-2238.

Graduate education students seeking teacher certification should contact their Faculty advisers within their departments.

All other graduate students in the JRCOE should consult their departmental office for advisement. Listed below are the three JRCOE departments and the graduate programs within each department. All are located in Collings Hall.

Instructional Leadership and Academic Curriculum (ILAC) offers graduate programs in early childhood education, elementary education, English/language arts education, mathematics education, reading education, science education, social studies education, and World Languages. They can be reached at (405) 325-1498.

Educational Leadership and Policy Studies (ELPS) offers graduate programs in educational administration, curriculum and supervision, adult and higher education, and educational studies. They can be reached at (405) 325-4202.

Educational Psychology (EDPY) offers graduate programs in instructional psychology and technology, professional counseling, counseling psychology, and special education. They can be reached at (405) 325-5974.

College of Engineering

All undergraduate students who have been admitted to the College of Engineering should begin the enrollment process in the Williams Student Services Center (WSSC), Suite 112 Felgar Hall, 325-4096. New transfer students should schedule an appointment with an advisor in WSSC before enrolling for their first semester. All current students meet with faculty advisors in their major, so it is important to have declared a specific major by the time they are advised. Instructions for meeting with faculty advisors will be provided by the department to the students via their OU e-mail account. Students may also contact their school directly if they have questions about faculty advising for the upcoming term http://www.ou.edu/content/coe/academics.html. Those students NOT attending a Lean Advising Session will have to turn in an “Advising Verification Form” to WSSC (Felgar, 112) after meeting with a faculty advisor. * At that time they will be authorized to enroll in classes. Students are responsible for completing all necessary grade and prerequisites for courses in which they enroll.

Services provided by the Williams Student Services Center (WSSC) staff are available to all engineering undergraduates, including engineering majors in University College, and include assistance with transfer credit evaluation, choosing a major, graduation verification as well as information about University policies and procedures, academic support services such as tutoring and mentoring, and student organizations and leadership. Additional information is available at cee.ou.edu/wssc.

*The Engineering Physics Program does not have “Lean Cell” Advising sessions.

Weitzenhoffer Family College of Fine Arts

Students in the Weitzenhoffer Family College of Fine Arts are required to meet with a faculty advisor each semester on the school designated Advising Day(s). These days are announced in class and are posted in the various buildings, or you may contact your school office for the date(s). Students are also notified via the monthly college eNewsletter and by individual notices sent to their OU student email addresses. Current students who are not advised on Advising Day will have to wait to be advised and to enroll until the three days prior to the next semester starting. Currently enrolled students should proceed to their assigned faculty advisors for advisement. Newly admitted students, transfer students and readmitted students should proceed to the individual school offices (see locations below) to be assigned to a faculty advisor. During the meeting with the faculty advisor, students should obtain an Academic Advising Form completed and signed by the advisor, and any needed overrides (Special Permissions). The student should then take the advisement form to the Dean’s Office, in order to have their advising flag removed.

The Fine Arts Dean’s Office is located in Fred Jones Art Center (FJC), Room 122; tel. (405) 325-7570. Office locations for Schools within the Weitzenhoffer Family College of Fine Arts are:
College of International Studies

The Department of International and Area Studies (IAS) is a part of the College of International Studies, along with Education Abroad and International Student Services. The department includes majors in Asian Studies, European Studies, International Security Studies, International Studies, Latin American Studies, Middle Eastern Studies, and Russian and Eastern European Studies.

International and Area Studies (http://www.ou.edu/international) provides advising through professional advising staff in Hester Hall. The academic counselor assists students with academic and graduation problems, evaluates transfer work, and verifies and clears degree requirements (405-325-1429). The academic advisor provides detailed information regarding the Department’s majors, minors, courses, and instructors (405-325-4547). Every IAS major is required to meet with the professional advisor prior to enrollment each semester for assistance in choosing appropriate classes.

Students should be familiar with the degree requirement checksheet for their chosen major, available on IAS website (http://www.ou.edu/international). Degree Navigator (http://degree.ou.edu) is another helpful tool students and advisors use to view academic requirements and progress.

Gaylord College of Journalism and Mass Communication

All undergraduates must be advised prior to each enrollment. Pre-Journalism students who are in University College should meet with their counselor in that office.

With the exception of Intersession, advising is mandatory prior to each academic term for all students in the Gaylord College. Advising for the fall semester begins in February; advising for the spring/summer semester begins in September. Students are advised by professional academic counselors in the Student Services Center. Students may also meet with faculty members to discuss careers, internships, and professional issues. Notices about advising will be posted in The Gaylord Extra.

Students are required to maintain current local addresses and e-mail addresses with the university, as important advising and graduation information is distributed each academic term in The Gaylord Extra.

The Language Skills Test is the entrance examination to the Gaylord College. The LST/AIT must be completed prior to enrollment in JMC 2033 (Writing for Mass Media), a course that is required of all journalism and mass communication majors.

The LST includes 80 questions on grammar, punctuation and spelling.

The AIT covers information from the Students’ Guide to Academic Integrity as found on the new Academic integrity website. The AIT consists of 25 questions that are taken directly from information in the Students’ Guide to Academic Integrity. You may download a copy of the pdf at http://www.integrity.ou.edu.

The LST/ART is administered in the Student Services Center (2533 Gaylord Hall) Monday through Friday from 8:30 a.m. to 3:00 p.m. No appointment is necessary. Tests results are available the next business day.

The college encourages students to thoroughly review these areas prior to taking the LST. An online study guide is available on the college’s Web site ou.edu/gaylord. Students are also encouraged to review a grammar and composition textbook (several are recommended on the college’s Web site) as well as the Student Academic Integrity Code.

The LST/ART may be attempted three times during their Academic tenure at the University of Oklahoma. If a student fails the third time, the student will be required to enroll in JMC 0123 (Fundamentals of Writing for the Media), a course that will not apply toward the degree.

College of Academic Affairs

Multidisciplinary Studies

The Bachelor of Arts and Bachelor of Science degrees in Multidisciplinary Studies are university-wide degrees administered through the College of Arts and Sciences. The ability to select major courses from the University of Oklahoma’s many departments/colleges allows the student to be in charge of his/her education in a unique way. Multidisciplinary Studies students can customize their major work to academically and professionally prepare for a field that incorporates information from multiple areas or for a specialized field not represented by an existing degree program. Students design their initial major plan with the oversight of an Academic Counselor and are required to schedule an advising appointment every semester prior to enrollment. To schedule an appointment with an MDS adviser the student logs onto http://adviser.ou.edu/mds. All proposed major plans must be submitted to the appropriate adviser the College of Arts and Sciences Academic Services office in Ellison Hall room 124. For more information on the major, please visit the MDS website at http://ou.edu/mds.

Graduate College

Graduate students should meet with their Graduate Liaison or advisor to discuss appropriate course enrollments and to obtain any required permission for those enrollments. Unclassified students may obtain further instructions at the Graduate College, (405) 325-3811.

Health Professions

Students who have declared a Pre-Health designation in Communication Sciences and Disorders, Dental Hygiene, Nuclear Medicine, Nursing, Nutritional Sciences, Occupational Therapy, Physical Therapy, Pharmacy, Radiation Therapy, Radiography or Sonography will be advised in University College, Lissa and Cy Wagner Hall, room 100, 405-325-3521.

Graduate students should meet with their Graduate Liaison or advisor to discuss appropriate course enrollments and to obtain any required permission for those enrollments. Unclassified students may obtain further instructions at the Graduate College, (405) 325-3811.

Health Sciences Center

Students who have been accepted to the Health Sciences Center (HSC) must be advised by the department/college in which they are majoring. To enroll in Norman Campus Classes, HSC students must receive permission from their HSC College. The HSC Office of Admissions and Records processes all enrollments, adding and/or dropping courses. All tuition and fees are paid to the OU Bursar, Buchanan Hall, 1000 Asp Ave., Norman, Oklahoma. Norman campus courses will be listed on the HSC transcript. For further information, contact the HSC Office of Admissions and Records, (405) 271-2359.

University College

University College advises all students who have earned fewer than 24 credit hours, Pre-Health majors, students who are undecided as to their majors and students who are working to improve their academic preparation to enable them to enter a degree-granting college. University College students are required to be advised each semester prior to enrolling. Current students may schedule an advising appointment by accessing https://adviser.ou.edu. Current University College students are...
strongly encouraged to seek advisement prior to their scheduled registration period, as appointment times often fill two weeks out. Newly admitted students to University College, may call 405-325-3521 for information about scheduling an advisement appointment.

ADDITIONAL ASSISTANCE

Students who feel they may need additional assistance in the Advising or Registration process, or who feel offices of the university may not have properly assisted them may contact the following university offices:

President's Action Line .......................... 325-1212
University Registrar .................................. 325-8481
REGISTRATION INSTRUCTIONS
ENROLLMENT OVER THE WEB

Ozone.ou.edu allows students to browse the class schedules and enroll in courses over the web. Using your OUNETID and your personal password, you can look at the class schedule information and enroll. https://ozone.ou.edu

GO TO OZONE.OU.EDU FOR SPECIFIC ENROLLMENT WINDOWS

I. ADVANCE REGISTRATION

October 23 – November 20

Students who are currently enrolled, transfer students, stop-outs and readmitted students report to college offices for instructions on advisement. Students may enroll online at ozone.ou.edu or in Enrollment Services between the hours of 8:00 am – 5:00 p.m. M-F, Room 230, Buchanan Hall, each week according to hours earned by the students on specific days.

The following weekly schedule will be observed:

<table>
<thead>
<tr>
<th>Group</th>
<th>Beginning Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Students</td>
<td>Oct. 23</td>
</tr>
<tr>
<td>Seniors</td>
<td>Oct. 26</td>
</tr>
<tr>
<td>Juniors</td>
<td>Nov. 2</td>
</tr>
<tr>
<td>Sophomores</td>
<td>Nov. 9</td>
</tr>
<tr>
<td>Freshmen &amp; Special Students</td>
<td>Nov. 16</td>
</tr>
</tbody>
</table>

Earned hours of undergraduate students is determined by earned hours plus currently enrolled OU hours.

NOTE: Students may add/drop at any time after their assigned registration time. See “How to Add/Drop.”

Students who need to add/drop should obtain advisement, if necessary, before adding or dropping classes. Students may add/drop online at ozone.ou.edu or in Enrollment Services between the hours of 8:00 am - 5:00 p.m. M-F.

II. CONTINUING REGISTRATION AND ADD/DROP:

SPRING: Nov. 23 – Jan. 18

SUMMER: Nov. 23 – May 15

NOTE: University Offices will be closed Nov. 26-29, Dec. 24-Jan. 3, Jan. 18, May 30, and July 4.

Students who need to register should report to their college office for instructions and/or advisement.

Students who need to add/drop: See “How to Add/Drop.”

III. LATE REGISTRATION:

Students who have not yet registered should report to their college office for advisement. Students may complete late registration online or in Enrollment Services. There is a $20.00 fee for late registration beginning the first day of the term.

COURSE PRIORITY: Not all students can obtain preferred class schedules because of limitations on classroom space and faculty availability. In advance registration students are given priority in courses according to classification, beginning with graduate students and ending with freshmen. In later registration periods, space in various courses may become extremely limited. Generally, students who register in advance have the best opportunity to obtain preferred classes.

STUDENT ID CARDS

Student ID cards are issued by the OneCard office, OMU, Room 127. Students must be currently admitted to be eligible to receive a card. One legal picture identification card is required. Lost cards should be reported immediately to the OneCard office. There is a charge of $20.00 for new and replacement cards.
**HOW TO ENROLL**

**ACADEMIC AFFAIRS:**  
**STEP 1:** Make an advisement appointment with your major advisor. If you do not know who your major advisor is, please contact the College of Arts and Sciences Academic Services office, 124 Ellison Hall, 325-4411, to schedule an appointment. **STEP 2:** After advisement, your advisor will lift your advising hold. Leave the top sheet (white copy) of your advisement form with your advisor. **STEP 3:** Enroll online at ozone.ou.edu. **NOTE:** If you have any holds, they must be removed prior to your enrollment. If your hold is a College hold, it must be removed in the College of Arts and Sciences Academic Services office, 124 Ellison Hall.

**ARCHITECTURE:**  
**STEP 1:** Go to https://iadvise.ou.edu to make an individual advising appointment. **STEP 2:** Enroll online at ozone.ou.edu on your specified day. **NOTE:** If you have any holds, they must be removed prior to your enrollment. If your Registration stop is a College hold, it must be cleared in the College of Architecture Advising Offices, Gould Hall.

**ARTS AND SCIENCES:**  
**STEP 1:** Make an advisement appointment with your major adviser. If you do not know who your major adviser is, please contact the department or unit of your major and they will assign you one. If you are a new transfer student with more than 24 hours earned and this is your first enrollment at OU, contact the College of Arts and Sciences Academic Services office, 124 Ellison Hall, 325-4411, to schedule an appointment. **STEP 2:** After advisement, your advisor will remove your advising hold and your advisor will provide you with a worksheet detailing your advising information. **STEP 3:** Enroll online at ozone.ou.edu. **NOTE:** If you have any holds, they must be removed prior to your enrollment. If your hold is a College hold, it must be lifted in the College of Arts and Sciences Academic Services Office, 124 Ellison Hall.

**ATMOSPHERIC & GEOGRAPHIC SCIENCES:**  
**STEP 1:** Review your academic record on Degree Navigator (DN) at degree.ou.edu. Information about using DN is available in the Dean’s Office (NWC 3630) and on the College’s web site at apps.ou.edu. Make an enrollment plan based on this information. **STEP 2:** Make an advising appointment with your faculty advisor in Geography, Environmental Sustainability, Meteorology or Geographic Information Science. **STEP 3:** After advisement, check for any Registration stops—they must be cleared before you can register. **STEP 4:** Enroll online at ozone.ou.edu on your specified day.

**MICHAEL F. PRICE COLLEGE OF BUSINESS:**  
**STEP 1:** Review your degree audit (degree.ou.edu) and major curriculum sheet. Pay particular attention to the plans of study on the reverse of the curriculum sheet. **STEP 2:** Go to ozone.ou.edu to identify any enrollment stops and to develop tentative class schedules. **STEP 3:** Enroll through ozone.ou.edu on your specified day. Price Academic Advising Services: price.ou.edu/advising.

**CONTINUING EDUCATION-AVIATION:**  
**STEP 1:** Schedule an advisement appointment in order to clarify any concerns or questions with advisor, North Campus, Bldg. 101, Rm. 209 or (405) 325-7231 or online at iAdvise.ou.edu. **STEP 2:** Obtain any required special permissions and make sure all transfer work is posted with the Office of Admissions. **STEP 3:** Check for any registration stops—that must be cleared before you can enroll. **STEP 4:** Go to ozone.ou.edu to develop tentative class schedules and enroll through the web enrollment system on your specified day.

**EARTH AND ENERGY:**  
**STEP 1:** Create a Trial Schedule at ozone.ou.edu, the Online Enrollment System after reviewing your Degree Navigator. **STEP 2:** MCEE Students schedule an appointment with a faculty advisor in their major department. New and new Transfer students schedule an advising appointment in the MCEE Student Services Center through jAdvise.ou.edu. The location is SEC P110 and the phone number is 325-4005. **STEP 3:** When your enrollment window opens, register for classes for the upcoming term through ozone.ou.edu.

**EDUCATION:**  
**STEP 1:** Sign up for individual advising session with the Undergraduate Advising Office, Colling Hall, Room 137 or online through iAdvise.ou.edu. **STEP 2:** Keep your scheduled appointment. At that time, you will receive your advising form. You will be cleared to register after your advising session. **STEP 3:** Check for any registration stops—they must be cleared before you can register. **STEP 4:** Enroll online at ozone.ou.edu on your specified day.

**ENGINEERING:**  
**STEP 1:** Log on to the Williams Student Services Center (WSSC) website http://www.ou.edu/content/coe/wssc.html for access to the College of Engineering Advising Syllabus and Degree Navigator tutorial. **STEP 2:** Check your OU email account for emails from your major department providing specific advising instructions. You should receive emails in September/October for Spring and Summer advising and Feb/March for Fall. **STEP 3:** If you did not attend a “Lean Cell” Advising session, turn in the Advising verification form signed by your faculty advisor to WSSC (Felgar Hall 112).* **STEP 4:** Enroll online at ozone.ou.edu on the day that your time ticket is available (based on your earned credit hours).

*The School of AME and the Engineering Physics Program do not have “Lean Cell” Advising sessions.

**WEITZENHOFFER FAMILY COLLEGE OF FINE ARTS:**  
**STEP 1:** Current Fine Arts Students should be advised on their school designated Advising Day(s). New Fine Arts Students should report to the individual school offices to be assigned to a faculty advisor. **STEP 2:** During advisement, students should obtain an Academic Advising Form completed and signed by the faculty advisor, and any needed overrides (Special Permissions). **STEP 3:** Present your advisement form to the Dean’s office, room 122, Fred Jones Art Center in order to have your advisement flag removed. **STEP 4:** Enroll online at ozone.ou.edu on your specified day.

(How to enroll instructions continued on the next page)
SELECTING COURSES

The student assumes complete responsibility for enrollment. A student, who enrolls in a course without meeting all prerequisites, will be required to withdraw from the course and be refunded fees according to State Regents’ policy.

HOW TO ADD/DROP

Different regulations will apply, depending on when add/drop occurs. Read the following instructions carefully to determine the rules that apply to your add or drop:

**NOTE:** The regulations listed below apply to courses that meet the full semester. For summer session, please refer to the Academic Calendar for specific dates for all summer periods. Courses that do not meet the full term will have different deadlines. Contact Enrollment Services, room 230 Buchanan Hall, for more information.

**Period I.** Free add and drop: Students may add during the first week of classes for Fall and Spring without approval of instructor. Students may add during the second week of classes for the Fall and Spring semester with approval of instructors. Students may drop without additional charges or grading penalties any time up through the end of the second week of classes in Fall or Spring. No grades will be recorded for dropped courses.

*Note on tuition charges for dropped courses:* You will be required to pay tuition and fees for any course dropped after the second week of classes in Fall or Spring Semesters, even if you add another course at the same time.

*Beginning with the third week of fall and spring, students must go to OU Enrollment Services in Buchanan Hall room 230 to add or drop classes. Online add/drop is not available.*

*Effective Fall 2011*

**Undergraduate students:** A student is allowed only five grades of W throughout the course of his/her undergraduate career at The University of Oklahoma. Once a student reaches this maximum number of W grades, he/she will not be allowed to drop any courses after the free add and drop period. After the five-drop limit has been reached, students with extreme, extenuating circumstances may apply for an exception to the limit on W grades through the Office of the Provost.

**Period II.** Automatic grade of W

*Undergraduate students:* Third through tenth week of Fall and Spring, Students may add classes only by permission of the instructor of the course and the Dean of the student’s College. Courses dropped during this time will be recorded with a grade of W. (University College and Engineering require their students to obtain approval of the Dean to drop a course after the second week of classes.)

*Graduate Students:* Third through sixth week of Fall and Spring, Students may add classes only by permission of the instructor of the course and the Graduate College Dean. Courses dropped during this time will be recorded with a grade of “W.”

**Period III.** Grade of W or F

*Undergraduate students:* Seventh through tenth week of Fall and Spring, The same restrictions on added courses apply as for Period II, above. For dropped courses, instructors may assign a grade of “W” or “F.”

**Period IV** Petition to College Dean to Drop Course(s)

Eleventh week through end of classes in Fall and Spring. Permission of instructor and Dean is required for added classes. Students who wish to drop a course during this period must petition the Dean of the student’s College. (Instructor’s Signature and Grade of W or F is required.)
ENROLLMENT REGULATIONS

CLASS ATTENDANCE POLICY
The student is responsible for class attendance after completion of registration. The student must cancel before the first day of classes to avoid being charged fees and tuition. Students who do not attend classes beginning the first day may be canceled from a course if there is high demand for seats from students who are waiting to enroll in courses. HOWEVER, STUDENTS SHOULD UNDERSTAND THAT NON-ATTENDANCE AND/OR NON-PAYMENT OF FEES WILL NOT AUTOMATICALLY RESULT IN CANCELLATION OF ENROLLMENT. THE STUDENT IS RESPONSIBLE FOR DROPPING COURSES BY THE APPROPRIATE DEADLINES IN ORDER TO AVOID TUITION CHARGES.

FULL-TIME ENROLLMENT
To be considered full-time, a student must be enrolled in at least the number of credit hours listed below, depending on the semester:
- Fall/Spring: 12 hours for undergraduates; 16 hours for graduates.
- Summer: 6 hours for undergraduates; 9 hours for graduates.

*Two credit hours are considered as Full-time enrollment for graduate students in their final term.

Note to students applying for Veterans' Benefits: VA may not accept all hours taken when determining benefits. Consult the Veteran Student Services Office in Buchanan Hall, Rm. 330 for more information.

Note to students applying for Financial Aid: Additional enrollment regulations may apply. Please consult Financial Aid Services for more information.

CREDIT HOUR ENROLLMENT LIMITS
There are limits on how many credit hours a student may enroll in each semester, without permission of the student's dean. These limits are listed below:
- FALL/SPRING: 19 hours for undergraduates; 16 hours for graduates.
- SUMMER: 14 hours for undergraduates; 9 hours for graduates.

PASS/NO PASS ENROLLMENT
Students may elect to enroll in courses on a Pass/No Pass basis, but should understand that Colleges may count the Pass/No pass enrollments when determining whether the student has fulfilled the requirements for a degree. Specific College limits are listed below.

Academic Affairs. The Pass/No Pass option may be used to fulfill no more than 16 credit hours of free electives only. The Pass/No Pass option may not be used to fulfill requirements for any General Education, College, major, major support, or minor requirements.

Architecture. The Pass/No Pass option will not count toward any College of Architecture degree requirements.

Arts & Sciences. The Pass/No Pass option may be used to fulfill no more than 16 credit hours of free electives only. The Pass/No Pass option may not be used to fulfill requirements for any General Education, College, major, major support, or minor requirements.

Atmospheric and Geographic Sciences. A Pass/No Pass enrollment will not count toward any College of Atmospheric and Geographic Sciences degree requirement.

Business. The Pass/No Pass option may not be used with any College of Business course, General Education requirement, or specifically required course. Business majors may take a maximum of 12 hours of P/NP in free, non-business electives. Not to exceed 1 course per semester.

Continuing Education (Aviation). The Pass/No Pass option may not be used to fulfill requirements for any General Education, College, major, major support or minor requirements. P/NP may be used in the free electives, as long as they are not aviation courses.

Earth and Energy. A Pass/No Pass enrollment will not count toward any College of Earth and Energy degree requirement.

Education. The Pass/No Pass option may be used only on courses belonging to one of the general education areas of free electives.

Engineering. The Pass/No Pass option may be used only on courses belonging to one of the general education areas of free electives.

Fine Arts. Students are allowed a maximum of 16 hours of elective credit under the Pass/No Pass option. Courses completed under the pass/no pass option may not be used to fulfill the University-Wide General Education requirements, major requirements, or major support requirements.

Graduate. A Pass/No Pass enrollment will not count toward any Graduate degree requirement.

International Studies. The Pass/No Pass option may be used to fulfill no more than 16 credit hours of free electives only. The Pass/No Pass option may not be used to fulfill requirements for any General Education, College, major, major support, or minor requirements.

Journalism. No more than 16 semester credit hours earned under the Pass/No Pass option will apply toward the degree. P/NP credit may not be used to satisfy general education, college, major, major support, or minor requirements. Transfer credit graded P/NP is counted as part of the 16 semester credit hours earned.

Law. A Pass/No Pass enrollment will not count toward any Law degree requirement.

University College. The Pass/No Pass option is allowed, with Dean's permission, for University College students who are above the freshman level.

Cautions:
- Both grades, Pass and No Pass, are considered neutral grades in the computation of grade point averages, i.e. credit hours for Pass, though earned, will not be included in grade point averaging, and credit hours for No Pass simply will not be earned. Pre-professional students who plan to apply for admission to professional schools such as law or medicine after completion of an undergraduate degree are advised that courses taken on the Pass/No Pass option may hinder admission possibilities when grade point average is a major consideration. For advice, the student should consult the admissions office of the professional school where he/she intends to apply.

Before enrolling in courses on the Pass/No Pass option, students should consult with their advisers or personnel in college offices to be certain of approved enrollment.

Procedure:
- Students may change enrollment in a course by the add/drop procedure to or from the Pass/No Pass option through the end of the second week of a regular semester or the first week of a summer session in Enrollment Services. College and/or adviser approval should be obtained prior to any change.

To prevent discrimination in grading, the student’s choice of P/NP grading will not be made known to the instructor of a course. The grade will be automatically assigned at the end of the course on the basis of the letter grade submitted by the instructor. The lowest letter grade required to receive a P grade in a course will be C.

AUDIT ENROLLMENT
Audi ting is attending a class without participating in classwork or receiving credit. Enrollment as an auditor is permitted in all courses subject to the approval of the instructor in the course.

Initial enrollment in a course as an auditor may be completed only between the first day of classes and the last day permitted for late enrollment for credit in any semester or term. Students wishing to enroll in a course as an auditor need to get an add/drop form from OU Enrollment Services in Buchanan Hall 230, get instructor's approval and then return the form to Enrollment Services.

A change of enrollment from audit to credit may be made, provided the change is made no later than the end of the second week of classes in a regular semester or the first week of classes in a summer term, and provided the instructor and appropriate dean grant approval. Students wishing to change enrollment from audit to credit need to get an add/drop form from OU Enrollment Services in Buchanan Hall 230, get the appropriate approvals and then return the form to Enrollment Services.
Effective Fall 2011

Undergraduate students: a change of enrollment from credit to audit may be made during the first two weeks of classes in a semester or first week of classes in a summer term.

Graduate students: a change of enrollment from credit to audit may be made during the first ten weeks of classes in a semester or five weeks of classes in a summer term, provided the student is passing in the course at the time the change is processed and the student has received approval from the instructor. A change of enrollment processed during the first ten weeks of a semester or five weeks of a summer term requires a report of progress from the student’s instructor.

A change of enrollment to audit supersedes the original enrollment for credit, and no withdrawal from the credit enrollment is posted on the student’s academic record. To change enrollment from credit to audit, students need to get a Change Enrollment from Credit to Audit form from the OU Enrollment Services office in Buchanan Hall 230, get appropriate approvals and then return the form to Enrollment Services.

A grade of W may be assigned to a student who has not performed according to the instructor’s requirements for an auditor in that class. Such W’s will be applied to the total of five drops allowed in a student’s academic career. Enrollment as an auditor is indicated on the student’s permanent academic career.

A grade of W may be assigned to a student who has not performed according to the instructor’s requirements for an auditor in that class. Such W’s will be applied to the total of five drops allowed in a student’s academic career.

Enrollment as an auditor is indicated on the student’s permanent academic record with the final mark AU (identified as Audit), subject to the same posting regulations governing credit enrollment.

CANCELLATION OF ENROLLMENT

Students may cancel enrollment online at ozone.ou.edu or in person in Enrollment Services, Room 230 Buchanan Hall. The deadline to cancel online for Fall semester is at Midnight, on August 17, and in person at 5:00 pm on August 15. After classes have begun, students must withdraw from enrollment according to the following instructions.

COMPLETE WITHDRAWAL FROM ENROLLMENT

Students withdrawing from the University after classes have begun should report to their College Office (College Office locations are listed in the Campus Information Directory, page 4). If you do not know your college, check with Enrollment Services, Room 230 Buchanan Hall. Withdrawn students are refunded fees and tuition according to State Regents’ refund policy (see refund regulations in section on FEES AND TUITION).

OTHER UNIVERSITY REGULATIONS

ACADEMIC RETENTION, PROBATION AND SUSPENSION REGULATIONS

For continued enrollment at the University, an undergraduate student must maintain a cumulative retention/graduation grade point average as indicated below:

- 0 through 30 semester hours attempted: 1.7
- Greater than 30 semester hours attempted: 2.0

A student not maintaining a satisfactory cumulative retention/graduation grade point average will be placed on academic probation for one semester. To be removed from probation, the student, during the next semester of enrollment, must raise his or her cumulative retention/graduation grade point average to the minimum standard required to continue. However, a student enrolled on probation may be continued on probation provided he or she makes a 2.0 grade point average on that semester’s work. Students should check with their college office or the Office of Academic Records for specific requirements for enrollment while on academic probation. A student enrolled on probation who fails to raise his or her cumulative retention/graduation grade point average to minimum requirements or to make a grade point average of 2.0 or better on work taken while enrolled on probation will be suspended for poor scholarship.

A student suspended from the University for poor scholarship is not eligible to apply for readmission until after one full semester has elapsed following the date of suspension. To be readmitted, a suspended student must submit an application for admission and a letter of appeal to the Office of Admissions by November 1 for the Spring Semester; April 1 for Summer and Fall.

UNIVERSITY GRADING REGULATIONS

GOVERNING WITHDRAWALS AND DROPS

Complete Withdrawal from the University for Undergraduate Students. An undergraduate student who withdraws from all classes during the first ten weeks of a regular semester (first five weeks of a summer session) will receive the grade of “W” for all courses. For complete withdrawals that occur after the tenth week of class (fifth week of summer session), a final grade of “W” or “F” will be assigned by the instructor of each course. A student is allowed only five grades of W throughout the course of his/her undergraduate career at the University. Once a student reaches this maximum number of W grades, he/she will not be allowed to drop any courses after the two-week “free drop” period. After the five-drop limit has been reached, students with extreme, extenuating circumstances may apply for an exception to the limit on W grades through the Office of the Provost. Because complete withdrawals often stem from extenuating circumstances, complete withdrawals will not be counted against the five-drop limit.

Complete Withdrawal from the University for Graduate Students. A graduate student who withdraws from all classes during the first six weeks of a regular semester (first three weeks of a summer session) will receive the grade of W for all courses. For complete withdrawals that occur after the sixth week of class (first three weeks of summer session), a final grade of W or F will be assigned by the instructor of each course.

Undergraduate Students Dropping Courses After Classes Begin. For students who drop one or more courses after classes begin, but who remain enrolled in at least one course, the following grading regulations for dropped courses apply:

- In the first two weeks of the semester (first week of summer session), no grade is recorded;
- From the third week through the tenth week of a semester (second to fifth week of a summer session), a grade of W will be assigned to each dropped course;
- After the tenth week (fifth week of a summer term) through the remainder of the term, withdrawals are not permitted except by direct petition to the dean of the college in which the student is enrolled. The student who withdraws with permission of the dean will receive a final grade of “W” or “F” at the discretion of the instructor.

A student is allowed only five grades of W throughout the course of his/her undergraduate career at the University. Once a student reaches this maximum number of W grades, he/she will not be allowed to drop any courses after the two-week “free drop” period. After the five-drop limit has been reached, students with extreme, extenuating circumstances may apply for an exception to the limit on W grades through the Office of the Provost.

Graduate Students Dropping Courses After Classes Begin. For students who drop one or more courses after classes begin, but who remain enrolled in at least one course, the following grading regulations for dropped courses apply:

- In the first two weeks of the semester (first week of summer session), no grade is recorded;
- From the third week through the sixth week of a semester (second and third week of a summer session), a grade of W will be assigned to each dropped course;
- From the seventh week through the tenth week (fourth and fifth week of summer session) the instructor of each course dropped will assign a grade of W or F.

Beginning with the eleventh week of the semester (sixth week of the summer session) through the last day of classes, courses may be dropped only by direct petition to the Dean of the student’s college. The student who drops a course with permission of the Dean will receive a final grade of W or F at the discretion of the instructor of the course dropped.
UNIVERSITY REGULATIONS GOVERNING INCOMPLETES

“I” is a neutral mark and means incomplete. It is not an alternative to a grade of F, and no student may be failing a course at the time an “I” grade is awarded. To receive an “I” grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. The new university-wide incomplete Contract Form that all instructional faculty will be required to use when assigning a grade of INCOMPLETE, effective with the Fall 2014 semester, will include a grade if the work is not turned in by this date (Cannot be an “I”). The instructor will indicate to the student and to the Office of Academic Records what must be done to complete the course and set a time limit appropriate to the circumstances. However, the time limit allowed may not exceed one calendar year. If by the end of the year no change in grade has been submitted, the grade of “I” will be changed to the permanent grade from the incomplete contract form. After a grade of “I” has been changed, a student may re-enroll in the course if appropriate or required. The foregoing time limitations concerning removal of an incomplete do not apply to graduate research or problem courses.

If an incomplete is received, the “I” grade remains on the student’s record and the final grade is next to the “I” (example I/B).

ALL-UNIVERSITY REGULATION ON REPEATED COURSES

Students may not repeat a course in which they earned a grade of A or B, unless the course is one in which there is a change of subject matter (e.g., SLEP, Independent Study).

A student may repeat up to four courses, not to exceed 18 hours, in which the original grade was D or F and have only the second grade count in the calculation of the student’s retention/graduation grade point average. Students who repeat courses beyond the first 4 courses of D or F may do so with both the original grades and repeat grades included in the calculation of the retention/graduation grade point average.

GRADE POINT AVERAGE. The cumulative retention/ graduation grade point average is based on all work attempted, both transfer and OU, minus those courses repeated in accordance with the policy on repeated courses. The minimum cumulative retention/graduation grade point average required for graduation is 2.0. Each degree-

UNIVERSITY-WIDE GENERAL EDUCATION APPROVED COURSES

The Oklahoma State Regents for Higher Education have approved a University-wide education curriculum for the University of Oklahoma. The required 40 hours of University-wide General Education curriculum can be summarized as follows:

Core Area I. Symbolic and Oral Communication (3-5 courses)
- English Composition (English 1113 and 1213 (or EXPO 1213)**)
- Foreign Language (2 courses in the same language, which can be satisfied by successfully completing two years in the same foreign language in high school)

Core Area II. Natural Science (including at least two courses, which must be from different disciplines. At least one course must include a laboratory component, denoted by (L)**

Core Area III. Social Science (2 courses, one of which is Political Science 1113)**

Core Area IV. Humanities (4 courses)
- Understanding Artistic Forms (1 course)
- Western Civilization and Culture (2 courses, one of which is History 1483 or History 1493**)
- Non-Western Culture (1 course)

Core Area V. Senior Capstone Experience (1 course)

Current list of approved courses can be found at https://www.ou.edu/content/gened/courses.html.
HONORS COLLEGE

The Honors College offers special sections of courses to academically talented students who are Honors College members. Enrollment in these sections is limited to 19 students in lower division and 22 students in upper division classes. Honors students can enroll in most Honors classes through the online enrollment system. However, special permission (obtained through the Honors College Office) is necessary for Honor Reading (3960), Honors Research (3980), and a few additional classes. Students may come to Honors House (David L. Boren Hall, Room 160) or call 325-5291 for more information.

HEALTH SCIENCES CENTER

For information concerning educational opportunities at the University of Oklahoma Health Sciences Center, contact:

(IN NORMAN)
University College,
Room 100, Lissa and Cy Wagner Hall
University of Oklahoma
Tel: (405) 325-3521

(IN OKLAHOMA CITY)
Health Sciences Center
HSC Student Affairs
Student Union – Suite 300
1106 North Stonewall
Oklahoma City, OK 73117
Tel: (405) 271-2416

COLLEGE OF NURSING

Workshops, conferences, seminars and home study courses are offered for non-academic credit (continuing education units) by the College of Nursing. For more information, contact:

Continuing Education Program
College of Nursing
1100 N. Stonewall
P.O. Box 26901
Oklahoma City, OK 73126-0901
Tel: (405) 271-2062
Email: NursingCE@ouhsc.edu
College of Liberal Studies

The College of Liberal Studies (CLS) was established in 1960 by OU professors and administrators who recognized the need for adult and non-traditional students to continue their education while balancing work and family obligations.

Since its founding, CLS has become an internationally-recognized leader in higher education for non-traditional and adult students and utilizes its position within a research university to provide high quality interdisciplinary education, while also promoting lifelong learning, and encouraging active citizenship in its students.

CLS offers 100% online bachelor’s and master’s degree programs for working adults and non-traditional students.

Degrees Offered

- Bachelor of Arts in Administrative Leadership
- Bachelor of Arts in Liberal Studies
  - Concentrations: Humanities, Natural Sciences, Social Sciences
- Bachelor of Arts in Lifespan Care Administration
- Bachelor of Arts in World Cultural Studies
- Bachelor of Science in Criminal Justice
- Master of Arts in Administrative Leadership
  - Graduate Certificate in Administrative Leadership
- Master of Arts in Human and Health Services Administration
- Master of Arts in Integrated Studies
- Master of Arts in Museum Studies
- Master of Science in Criminal Justice
- Master of Prevention Science

Enrollment Procedures

Students admitted to the College of Liberal Studies will automatically receive a degree plan generated by their assigned academic advisor and may request an updated plan at any point during their studies. CLS students wishing to enroll in semester-based online courses can do so through OU’s online student information system, Ozone: http://ozone.ou.edu. To register for independent study courses, CLS students should contact their assigned academic advisor directly to initiate the enrollment process. For more information about CLS enrollment policies and procedures, please visit the College’s website, http://www.ou.edu/cls.html, or contact CLS directly using the information provided below.

Non-CLS students (non-majors) may enroll in CLS courses during the non-major open enrollment period prior to the start of an eight-week or sixteen-week academic session, as indicated on the College’s website. Non-major enrollment students need special permission from their academic advisor as well as a CLS advisor to complete the enrollment process.

College Contact Information

College of Liberal Studies
1610 Asp Avenue, Suite 108
Norman, OK 73072-6405
Telephone: (405) 325-1061; (800) 522-4389
Fax: (405) 325-7132
E-mail: clsinfo@ou.edu
Website: http://www.ou.edu/cls.html
COURSES OFFERED AT SITES IN OKLAHOMA CITY

COURSES OFFERED AT THE OU HEALTH SCIENCES CENTER

The University of Oklahoma offer courses on the OU Health Sciences Center Campus in Oklahoma City. Students should consult the course listings in the main body of the class schedule for information on enrollment restrictions and permission requirements. Students may register for these courses in Buchanan Hall, Room 230, Norman Campus, or online at ozone.ou.edu. For specific information on class location, contact Continuing Education Academic Programs, (405) 325-2891.

COURSES OFFERED AT THE OKLAHOMA CITY GRADUATE BUSINESS CENTER, OKLAHOMA CITY

The Michael F. Price College of Business offers MBA courses at the OU Health Sciences Center, Oklahoma City. Contact the College of Business Graduate Programs Office, Room 1040, Michael F. Price Hall, or call (405) 325-4107, for more information. All courses listed require permission of the Graduate Programs Office.

OU-Tulsa

The University offers resident credit courses in Tulsa in the areas listed below. Norman campus students may contact the OU-Tulsa Enrollment Office, (918) 666-3474, for information. For course schedule and registration information, students should refer to the “Online Registration System” at ozone.ou.edu or by contacting the Enrollment Office at OU-Tulsa. Students should consult with departmental advisors regarding degree program requirements.

Graduate Programs:

Architectural Urban Design
Electrical and Computer Engineering
Education of Administration
Organizational Dynamics
Social Work

Ed.D Educational Administration
Ph.D. Early Childhood Education
Ph.D. Electrical and Computer Engineering
Telecommunications Engineering

Educational Administration
Human Relations
Library & Information Studies
Public Administration

Undergraduate Programs:

Early Childhood Education

Multidisciplinary Studies
Important Policy Links:

Policy on Prevention of Alcohol Abuse and Drug Use on Campus and in the Workplace:

[http://hr.ou.edu/Policies-Handbooks/Drug-Use-Prevention](http://hr.ou.edu/Policies-Handbooks/Drug-Use-Prevention)

Policy on Sexual Misconduct, Discrimination, and Harassment Policy:

[https://www.ou.edu/content/eoo/policies.html](https://www.ou.edu/content/eoo/policies.html)

Reasonable Accommodation Policy:

[http://ou.edu/content/drc/students/policies.html](http://ou.edu/content/drc/students/policies.html)

Non-Discrimination Policy:

[http://www.ou.edu/eoo/policies-procedures/non-discrimination.html](http://www.ou.edu/eoo/policies-procedures/non-discrimination.html)

Release of Student Information:


Campus Maps:

Norman Campus Map:

[http://www.ou.edu/home/map.html](http://www.ou.edu/home/map.html)

IT Computer Lab Locations:

[http://www.ou.edu/ouit/learning/labs/locations.html](http://www.ou.edu/ouit/learning/labs/locations.html)
Students can find courses being offered by semester through the Enroll link in ozone.ou.edu. Faculty and staff can search for courses through the Faculty and Staff Academic Services channel and the Look Up Classes link on the Home tab in ozone.ou.edu. There is also a public-access view of the class schedule at https://sis.ou.edu/StudentRegistrationSsb/ssb/registration