

ENROLLMENT PROCEDURES

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ABBREVIATIONS OF CAMPUS BUILDINGS

SAB	Alexander Building	SCB	Connor Building
SMH	Mackey Hall	SFP	Patterson Field House
SCC	Capps Center	SAM	Administration

STUDENT IMMUNIZATION

Oklahoma state law requires all full or part-time students to have on file with Student Health Services written documentation of vaccination against Hepatitis B and Measles, Mumps, and Rubella (MMR). In addition, first-time enrollees who will be living on campus must be vaccinated against meningococcal disease. For more information log onto <http://www.swosu.edu/administration/scs-shs/index.asp> or contact Student Health Services at 580-774-3776.

ADAAA INFORMATION

Students with verified disabilities are entitled to reasonable accommodations in order to complete educational goals while attending Southwestern. For accommodations to be provided, students must request accommodations and provide complete documentation to the Dean of Students. Documentation must be from a licensed professional in the field of the disability. Students must sign a waiver of release of information and the Dean of Students will notify faculty of needed accommodations. If specific physical accommodations will be required, please notify the Dean of Students upon admission to the University (STF-214, 580-774-3767).

INCLEMENT WEATHER STATEMENT

Southwestern rarely cancels classes for inclement weather. However, if there is a need to close the university, the SWOSU hotline number (580-774-3225) will be updated by 6:30 a.m. and area radio and television stations will be notified as soon as possible. If there is no announcement related to class cancellations, it can be assumed that the university will be open and classes will be held as scheduled.

AFFIRMATIVE ACTION COMPLIANCE STATEMENT

Southwestern Oklahoma State University, to the extent required by law, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, Americans With Disabilities Act Amendments Act of 1990, the American with Disability Act as Amended of 2009, and other federal laws and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, gender, sexual orientation, genetic information or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial assistance, housing and educational service.

FALL SEMESTER 2017 CALENDAR

AUG 16	Wednesday	New Student Orientation Clinic; New Faculty Orientation
AUG 17	Thursday	New Faculty Orientation (continued)
AUG 18	Friday	Faculty Workshop; Enrollment for students who did not pre-enroll
AUG 21	Monday (8:00 a.m.)	Class work begins
AUG 22	Tuesday (4:30 p.m.)	Last day to add 1 st 8-week classes
AUG 25	Friday (4:30 p.m.)	Last day to add 16-week classes and last day to drop 8-week classes for an 85% refund
SEPT 1	Friday (4:30 p.m.)	Last day to drop 16-week classes or totally withdraw for an 85% refund
SEPT 4	Monday	Labor Day Holiday
SEPT 29	Friday (4:30 p.m.)	Last day to drop 1 st 8-week classes with a guaranteed "W"
OCT 6	Friday (4:30 p.m.)	Last day to drop 1 st 8-week classes with instructor permission
OCT 13	Friday	1 st 8-week classes end
OCT 16	Monday	2 nd 8-week classes begin
OCT 17	Tuesday (4:30 p.m.)	Last day to add 2 nd 8-week classes
OCT 18	Wednesday (10:00 p.m.)	Fall break begins
OCT 23	Monday (8:00 a.m.)	Class work resumes
OCT 24	Tuesday (4:30 p.m.)	Last day to drop 2 nd 8-week classes for an 85% refund
NOV 3	Friday (4:30 p.m.)	Last day to drop 16-week classes with a guaranteed "W" and last day to add self-paced online classes
NOV 21	Tuesday (10:00 p.m.)	Thanksgiving vacation begins
NOV 27	Monday (8:00 a.m.)	Class work resumes
DEC 1	Friday (4:30 p.m.)	Last day to drop 2 nd 8-week classes with a guaranteed "W"
DEC 6	Wednesday (4:30 p.m.)	Last day to drop 16-week classes and 2 nd 8-week classes with instructor permission
DEC 11-15	Monday - Friday	Final exams
DEC 15	Friday (10:00 p.m.)	Semester break begins
DEC 18	Monday (5:00 p.m.)	Final grades due
DEC 19	Tuesday	Semester ends

ENROLLMENT FOR FALL 2017 SEMESTER

Begins February 20, 2017

ENROLLMENT ROOM HOURS

Mon: (8:30 AM - 5:00 PM) Tues-Fri: (8:00 AM – 5:00 PM)

ENROLLMENT FOR DIFFERENT CLASSIFICATIONS WILL BEGIN ON THESE DATES:

- FEB 13: Students may arrange advisement. Contact advisor for appointment.
- FEB 20: **Seniors** (90 or more semester hours completed), **Juniors** (60 or more semester hours completed), and all graduate students may enroll.
- FEB 20: Athletes, student employees and students not currently enrolled at SWOSU for the Spring 2017 semester may enroll throughout the enrollment period. Contact the Registrar's Office for instructions.
- FEB 27: **Sophomores** (30 or more semester hours completed) may enroll but requires advisor approval.
- MAR 06: **Freshmen** (and others who have not enrolled) may enroll but requires advisor approval.
Please Note: Incoming freshmen under the age of 21 are required to attend and enroll through a New Student Orientation session.

Advisement opportunities will be limited during Spring Break (March 13 - 17) and during the intersession (May 8 – June 2), as a majority of the faculty will be off campus.

NOTICE TO STUDENTS COMPLETING GRADUATION REQUIREMENTS AT THE END OF THIS SEMESTER: Don't forget to submit your GRADUATION APPLICATION when you enroll.

LATE ENROLLMENT

Students who enroll during the late enrollment and add/drop period must meet all course requirements and may be counted absent for class days missed prior to the late enrollment.

GENERAL ENROLLMENT PROCEDURES

1. It is the responsibility of the student to confirm admission or re-admission (*if returning after being out one semester*) to the university. The Application for Admission is available here: www.swosu.edu/admissions/apply.aspx.
2. After obtaining course schedule information from the university website at https://my.swosu.edu/ICS/Course_Schedule/, students classified as freshmen or sophomores (less than 60 completed hours) go to their advisor's office during scheduled office hours to complete the enrollment form (*obtaining advisor's signature*). **Please Note:** Beginning freshmen under the age of 21 are required to attend a New Student Orientation session.
3. You may then enroll online through Campus Connect or the Enrollment Room (HAB106). Holds must be cleared prior to enrollment.
4. If enrolled through the Enrollment Room, you will receive a printed course schedule and bill for tuition and fees before leaving the Enrollment Room. You are not required to pay at the time of enrollment. **ALL TUITION AND FEES ARE DUE ON OR BEFORE AUGUST 18, 2017.** Late payment penalties are listed on page 3.
5. I.D.s are available year-round in the Memorial Student Union (Second Floor) during regular office hours. Students will need proof of enrollment (course schedule printout) and a valid photo I.D.
6. Parking permits may be obtained at the Department of Public Safety.

ALL ELIGIBLE STUDENTS ARE ENCOURAGED TO ENROLL DURING THE PRE-ENROLLMENT PERIODS.

If at all possible, you should enroll during the enrollment periods as listed above. If it is absolutely impossible for you to enroll during one of these periods, you may enroll on AUGUST 18, 2017. Follow the general enrollment procedures stated previously.

NOTE:

- Students should enroll in the 2nd 8-week classes during regular enrollment whenever possible.

ONLINE ENROLLMENT

Online enrollment is available to eligible students on assigned enrollment dates through Campus Connect. Online enrollment is only available to students who have completed at least 60 credit hours and one semester at SWOSU.

ENTRANCE REQUIREMENTS

All students enrolling at Southwestern Oklahoma State University for the first time are required to have on file in the Registrar's Office (*prior to enrollment*) the following:

1. Application for admission
2. Immunization Record – Must be on file with Student Health Services by the end of the first semester of enrollment.
- *3. High School transcript and ACT scores (Freshmen & students transferring with less than 24 credit hours.)
- *4. Official transcripts from all colleges previously attended must be on file by the end of the first semester of enrollment.
5. Foreign students note special requirements in application packet
6. Students with questionable academic standing and/or high school curricular deficiencies should inquire at the Registrar's Office.

*Before enrolling, you will be required to provide a transcript to date. Final transcripts will also be required (as soon as available) to complete your admission file.

REFUNDS

Refunds are made for approved total withdrawals from the University as follows:

16-week courses

August 21 – September 1, inclusive85% refund
After September 1 No Refund, 100% charge

8-week courses

1st 8-weeks

August 21 – 25, inclusive85% refund
After August 25..... No Refund, 100% charge

2nd 8-weeks

October 16 – 24, inclusive.....85% refund
After October 24 No Refund, 100% charge

4-week courses

1st 4-weeks

August 21 – 22, inclusive85% refund
After August 22..... No Refund, 100% charge

2nd 4-weeks

September 18 – 19, inclusive85% refund
After September 19 No Refund, 100% charge

3rd 4-weeks

October 16 – 17, inclusive.....85% refund
After October 17 No Refund, 100% charge

4th 4-weeks

November 13 – 14, inclusive85% refund
After November 14 No Refund, 100% charge

Interim/Seminar Courses (courses less than 4 weeks)

Prior to the first day of class

Any student who totally withdraws from the University during the defined add/drop period shall be charged an administrative amount of 15% of the total tuition and fees assessed to that student. A prorated portion of financial aid received for that semester must be repaid immediately. After the add/drop period, the charge shall be 100% of the total tuition and fees assessed to that student. Total withdrawals are processed through the Registrar's office (774-3777 or 774-3778). **Requests for total withdrawals must be processed either in person or through the student's SWOSU email account.**

Every Title IV aid recipient who enacts a complete withdrawal before the 60% point in a semester will be billed for all money required to be returned to the federal government due to the new Return of Title IV Aid policy. The billing amount will be equal to 40% or more of your tuition and fee charges for the semester. The formula for aid return is available in the Office of Student Financial Services.

NOTICE:
**Tuition and fees are due in the University Business
Office ON OR BEFORE August 18, 2017.**

PENALTIES FOR LATE ENROLLMENT AND LATE PAYMENT OF TUITION

- SEPT 8 (5:00 p.m.)** Late payment penalty in effect: 5% of Balance Due (Total = Balance Due x 1.05)
- OCT 6 (5:00 p.m.)** Additional late payment penalty in effect: 5% of Balance Due (Total = Balance Due x 1.05)
- NOV 10 (5:00 p.m.)** Additional late payment penalty in effect: 5% of Balance Due (Total = Balance Due x 1.05)

Students are responsible for payment for the cost of attendance for their education. Students receiving scholarships, loans, or grants are subject to all penalties if they fail to insure that the necessary paperwork to receive such financial aid is completed on time. **STUDENTS WHO HAVE PAYMENT PROBLEMS MUST REPORT TO THE BURSAR'S OFFICE (HAB109) TO PREVENT CANCELLATION OF THEIR ENROLLMENT. STUDENT ACCOUNTS THAT REMAIN UNPAID AT THE END OF THE SEMESTER ARE SUBJECT TO ASSIGNMENT FOR COLLECTION. STUDENTS ARE RESPONSIBLE FOR ANY ADDITIONAL CHARGES MADE BY THE COLLECTION COMPANY FOR THIS SERVICE.**

PRECAUTIONS AND SPECIAL INFORMATION

1. **HOLDS:** All financial obligations must be cleared through the Business Office **prior to enrollment**. All other holds ("*Admission*", etc.) must also be cleared **prior to enrollment**.
2. **OVERLOADS:** An undergraduate student will be allowed to enroll in an overload only with the approval and signature of the Provost or his/her designee in the specified place on the enrollment schedule. A graduate student who wishes to enroll in an overload must have the written approval of the Graduate Dean. **AN OVERLOAD IS DEFINED AS: Undergraduate (Fall or Spring): 20 OR MORE HOURS; Graduate (Fall or Spring): 17 OR MORE HOURS.**
3. **TEACHER EDUCATION COURSES:** Students may enroll in "Department of Education only" courses after admission requirements are complete. Students who have been admitted to the Department of Education and have allowed their GPA to fall below 2.50 will be prevented from enrolling in these courses. The only exception will be those students with special permission from the Chair of the Department of Education. (*A list of restricted courses is available in the Office of the Chair of the Department of Education, HEC102*).
4. **TEACHER EDUCATION PROFESSIONAL SEMESTER COURSES:** (*Mini-Block and Student Teaching*) In addition to the Teacher Education admission requirement, students may enroll in the Professional Semester courses only after submitting an application for Student Teaching and obtaining a signature from the Department of Education on the enrollment schedule. The space provided for "*Special Approval*" should be used for this signature.
5. **PROFESSIONAL NURSING COURSES:** Students may enroll in a restricted Professional Nursing course only after obtaining the signature of an approved nursing advisor on the enrollment schedule in the space provided for "Special Approval".
6. **PROFESSIONAL PHARMACY COURSES:** Students may enroll in restricted Professional Pharmacy courses only after admission to the College of Pharmacy or with a special permit form from the Dean of the College of Pharmacy.
7. **GRADUATE CREDIT:** Students wishing to pursue a master's degree must be admitted into a master's degree program before enrolling beyond nine graduate hours. Only nine hours from another university or taken from Southwestern before being admitted to a degree program may transfer into the degree program. Students seeking certification or taking graduate credit with no intention of seeking a master's degree must submit credentials and be admitted to graduate school before enrolling in coursework past nine graduate credit hours.
8. **FOUR YEAR DEGREE PLAN:** SWOSU offers many educational programs resulting in BS/BA degrees designed to be completed in four years. The "SWOSU Four-Year Degree Plan" is designed as an agreement between the first time freshman and the University specifying the conditions that must be met for progression toward completion of a BS/BA degree in four years. During the first semester of the freshman year, the student and his/her advisor will design the student's tentative "SWOSU Four-Year Degree Plan." The student must make an appointment each semester with the advisor to review the plan and evaluate the progress.
9. **INDIVIDUAL STUDIES:** If a student is enrolling in an Individual Study by arrangement with an instructor, s/he must complete an Individual Study form obtained from the appropriate Department Head during advisement. The Individual Study form should be sent to the office of the Vice President for Student Affairs or his/her designee before final enrollment processing in the Enrollment Room (HAB106).
10. **OKLAHOMA SCHOLAR-LEADERSHIP ENRICHMENT PROGRAM (OSLEP):** Southwestern participates in the Oklahoma SLEP program. Sophomore, junior, senior, and graduate students with a 3.0 or higher grade-point average may apply and receive two or three credits for the OSLEP seminar. Contact Dr. John Hayden (774-7072) for information and application materials.
11. **INTERACTIVE VIDEO:** Classes are conducted via two-way audio/video by SWOSU Faculty for students on Weatherford and Sayre campuses and various other Western Oklahoma locations. Students will attend all classes on their home campus. Students may be required to travel to the Weatherford campus for final examinations. Interactive Video classes are identified in the course listings.

FINAL EXAM POLICY

1. Students may drop classes with instructor permission up to five days prior to the beginning of finals.
2. During the regular semesters, the three class days prior to the beginning of finals are considered "dead days" in that no graded assignments or activities are to be scheduled. Extracurricular events (*other than unscheduled league play-off events*) and required field trips are prohibited. Attendance policies will remain in force.
3. If students feel that the dead days policy is not being followed, students should speak with the faculty. If no resolution is reached, students should contact the department chair and ask for their help. If that route is unsuccessful, students should speak with the dean of their college.
4. Departments/Academic Units will schedule room assignments for final exams through the office of the Vice President for Administration & Finance.
5. Exams for single classes must follow the schedule.
6. Multi-section exams scheduled by an instructor must have the approval of the Vice President for Student Affairs for both time and room space. These are scheduled on a first-come, first-serve basis.
7. Multi-section exams **must be approved one week before the first final exam** (*Monday, 5 p.m., December 4*) and classes notified of the schedule.
8. In case of conflict between single sections and multi-sections, the single section takes precedence for the student's time.
9. Occasionally the final exam schedule results in a student having more than three exams on any given day. Students may seek assistance in alleviating this excessive schedule from the Vice President for Student Affairs on the Weatherford campus or from the Dean at the Sayre campus.
10. **NO EARLY FINALS.** Early finals are any final given prior to 8:30 a.m. on the Monday of finals week. (Lab finals are scheduled prior to finals week.)
11. Students unable to meet the regular examination schedule will receive an "I" (*Incomplete*) and will have the next full semester in which they are enrolled to complete their work.

NOTE: Please do not deviate from the final exam schedule. The Faculty Senate has made every effort to spread examinations as evenly as possible over the five-day period and has made provisions for examinations for multi-section courses. If you wish to give multi-section examinations at the designated periods, you may do so or you may follow the regular examination schedule.

During the fall and spring semesters, the three class days prior to the beginning of finals are considered **dead days** in that no graded assignments or activities are to be scheduled. Extracurricular events (other than unscheduled league play-off events) and required field trips are prohibited. Attendance policies will remain in force, and classes will meet on the normal schedule. Dead days this semester are Wednesday through Friday, December 6-8.

The Registrar would appreciate your turning in grades for classes as you complete them. **All final grades must be submitted by 5:00 p.m., Monday, December 18, 2017.**

**SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
Weatherford Campus
Finals Schedule
Fall 2017**

Monday, December 11, 2017

8:30 – 10:30 a.m.	All 8:00 a.m.	M W F
10:30 am – 12:30 pm	All 12:00 p.m.	M W F

Tuesday, December 12, 2017

8:30 – 10:30 am	All 8:00 am	T R
10:30 am – 12:30 pm	All 9:30 am	T R

Wednesday, December 13, 2017

8:30 – 10:30 am	All 9:00 am	M W F
10:30 am – 12:30 pm	All 1:00 pm	M W F

Thursday, December 14, 2017

8:30 – 10:30 am.....	All 11:00 am	T R
10:30 am – 12:30 pm	All 12:30 pm	T R

Friday, December 15, 2017

8:30 – 10:30 am.....	All 11:00 am	M W F
10:30 am – 12:30 pm	All 10:00 am	M W F