

ENROLLMENT FOR 2018 SPRING SEMESTER

Starts October 2, 2017

ENROLLMENT HOURS

Mon: (8:30 AM - 5:00 PM)

Tues-Fri: (8:00 AM – 5:00 PM)

Due to the campus being closed during Fall Break (October 19 and 20) and during the Intersession (December 25 – January 1), advisement opportunities will not be available.

NOTICE TO STUDENTS COMPLETING GRADUATION REQUIREMENTS AT THE END OF THIS SEMESTER: DON'T FORGET to complete a 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. Students may apply for admission online or see the Registrar's Office.
2. After obtaining course schedule information from the university website at https://my.swosu.edu/ICS/Course_Schedule/, students may go to their advisor's office during scheduled office hours to complete the enrollment form (*obtaining advisor's signature*).
3. You may then enroll in the Registrar's Office (Administration Building). Holds must be cleared prior to enrollment.
4. After enrolling in the Registrar's Office, you will receive a printed course schedule and bill for tuition and fees before leaving the office. You are not required to pay at the time of pre-enrollment. **ALL TUITION AND FEES ARE DUE ON OR BEFORE JANUARY 5, 2018.** Late payment penalties are listed on page 3.
5. Student I.D.'s will be taken in the library during the first two weeks of each semester. 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 January 8, 2016. 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 students on assigned enrollment dates through Campus Connect. Online self-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, available online at <http://www.swosu.edu/sayre/admissions/apply.aspx>.
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 or 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.
1. 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 are made for approved total withdrawals from the University as follows:

16-week courses

January 08 – 22, inclusive 100% refund
After January 22..... No Refund, 100% charge

8-week courses

1st 8-weeks

January 08 – 12, inclusive 100% refund
After January 12..... No Refund, 100% charge

2nd 8-weeks

March 05 – 09, inclusive 100% refund
After March 09..... No Refund, 100% charge

4-week courses

1st 4-weeks

January 08 – 09, inclusive 100% refund
After January 09..... No Refund, 100% charge

2nd 4-weeks

February 05 – 06, inclusive 100% refund
After February 06 No Refund, 100% charge

3rd 4-weeks

March 05 – 06, inclusive 100% refund
After March 06..... No Refund, 100% charge

4th 4-weeks

April 02 – 03, inclusive 100% refund
After April 03 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 receive a 100% refund 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 now processed through the Registrar's office (928-5533). **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 January 8, 2016.**

PENALTIES FOR LATE ENROLLMENT AND LATE PAYMENT OF TUITION

JAN 19 (5:00 p.m.) Late payment penalty in effect: 5% of Balance Due (Total = Balance Due x 1.05)
FEB 23 (5:00 p.m.) Additional late payment penalty in effect: 5% of Balance Due
(Total = Balance Due x 1.05)
MARCH 23 (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 (ADM 109) 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 (UP TO 33%) 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. **INTERACTIVE VIDEO:** Classes are conducted via two-way audio-video by SWOSU faculty for students on Sayre or other campuses. Students will attend all classes on their home campus. Interactive classes are identified by "V" or "R" following the course number.
4. Entry-level assessment is required for all first-time entering students **AND** transfer students. This assessment is to be complete prior to enrollment.