

**ENROLLMENT FOR 2012 SPRING SEMESTER
BEGINS OCTOBER 10, 2011**

**Enrollment Room Hours
MON-FRI (8:30 AM-11:30 AM)(1:30 PM-4:30 PM)**

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ABBREVIATIONS OF CAMPUS BUILDINGS

SAB	Alexander Building	SCB	Conner Building
SMH	Mackey Hall	SPF	Patterson Field House
SCC	Capps Center	SSU	Student Union

SPRING SEMESTER 2012

JAN	10	TUES	Enrollment for students who did <u>not</u> pre-enroll
JAN	11	WED (8:00 AM)	Classwork begins.
JAN	12	THUR (6:30 PM)	Telecourse Orientation in Student Union.
JAN	17	TUES (4:30 PM)	Last day to add classes
JAN	16	MON	Martin Luther King Day, Classes Dismissed
JAN	25	WED (4:30 PM)	Last day to drop a class or totally withdraw for a refund
MAR	16	FRI (5:00 PM)	Spring Break begins
MAR	26	MON (8:00 AM)	Classwork resumes
APR	6	FRI (4:30 PM)	Last day to drop with a guaranteed "W" and last day to add CAI courses
APR	27	FRI (4:30 PM)	Last day to drop classes
MAY	3, 4	THUR, FRI	Final Exams
MAY	7-9	MON - WED	Final Exams
MAY	10	THUR (5:00 p.m.)	Final Grades Due
MAY	11	FRI (7:00 p.m.)	Convocation
MAY	12	SAT	Semester ends

Notice to students completing graduation requirements at the end of this semester: don't forget to complete an Application to Graduate when you enroll.

GENERAL ENROLLMENT PROCEDURES

1. It is the responsibility of the student to confirm admittance or re-admittance (*if returning after being out one semester*) to the university. See "Application for Admission" available in the Registrar's Office.
2. After obtaining a class schedule booklet, go to the advisor's office during scheduled office hours to complete the enrollment form (*obtaining advisor's signature*). Schedule information is also available at www.swosu.edu/resources/schedules.asp.
3. Report to the Enrollment Room (*Registrar's Office, SAB-127*).
4. Please have your social security number available.
5. You will be enrolled and receive a printed class schedule and bill for fees before leaving the Enrollment Room. You are not required to pay at the time of pre-enrollment. **ALL TUITION FEES ARE DUE ON OR BEFORE JANUARY 10, 2012.** Late payment penalties are listed on page 2.
6. Students should enroll in the 2nd 8-week classes during regular enrollment whenever possible.
7. Student I.D.s will be taken in the library during the first two weeks of classes.