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ABBREVIATIONS OF CAMPUS BUILDINGS

ADM	Administration Building	LIBB1	Library Auditorium
ART	Art Building	LIBB5	Library Basement
BUR	Burton House	MUH	Music Hall Building
CAM	Campbell Building	PAR	Parker Hall
CAX	Classroom Annex	PAX	Pharmacy Annex
CPP	Chemistry, Pharmacy, Physics Building	PSY	Psychology Building
EDU	Dr. Joe Anna Hibler Education Center	SCI	Science Building
EDUB1	Basement, Education Building	STE	Stewart Hall
FAC	Fine Arts Center (<i>Replogle Music Hall</i>)	STF	Gen. Thomas P. Stafford Center
FIT	Fitness Center	TBB	Technology Brick Building
HPE	Health & Physical Education Bldg	TSB	Technology Stone Building
HTT	Hilltop Theatre	WEL	Wellness Center

SPRING SEMESTER 2012 CALENDAR

JANUARY 10	Tuesday	Enrollment for students who did not pre-enroll
JANUARY 11	Wednesday (8:00 a.m.)	Classwork begins
JANUARY 16	Monday	Martin Luther King Day
JANUARY 17	Tuesday (4:30 p.m.)	Last day to add classes
JANUARY 25	Wednesday (4:30 p.m.)	Last day to drop a class or totally withdraw for a refund
MARCH 16	Friday (5:00 p.m.)	Spring break begins
MARCH 26	Monday (8:00 a.m.)	Classwork resumes
APRIL 6	Friday (4:30 p.m.)	Last day to drop with a guaranteed "W" and last day to add CAI courses
APRIL 27	Friday	Last day to drop classes with a WP or WF
MAY 3-4	Thursday, Friday	Final exams
MAY 7-9	Mon., Tues., Wed.	Final exams
MAY 10	Thursday (5:00 p.m.)	Final grades due
MAY 12	Saturday (10:00 a.m.)	Convocation
MAY 12	Saturday	Semester ends

ENROLLMENT FOR 2012 SPRING SEMESTER
Starts October 10, 2012

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

ENROLLMENT FOR DIFFERENT CLASSIFICATIONS WILL BEGIN ON THESE DATES:

- OCT 03: Students may arrange advisement. Contact advisor for appointment.
- OCT 10: **Seniors** (90 or more semester hours completed), **Juniors** (60 or more semester hours completed), and all graduate students may enroll.
- OCT 10: Students not currently enrolled at SWOSU for the Fall 2011 semester may enroll throughout the enrollment period. Contact the Registrar's Office for instructions.
- OCT 17: **Sophomores** (30 or more semester hours completed) may enroll.
- OCT 24: **Freshmen** (and others who have not enrolled) may enroll. ***Please Note:*** Incoming freshmen who completed high school less than two years ago are required to attend a New Student Orientation session.

Due to the campus being closed during Fall Break (October 20 and 21) and during the Intersession (December 26 – January 2), advisement opportunities will not be available.

NOTICE TO STUDENTS COMPLETING GRADUATION REQUIREMENTS AT THE END OF THIS SEMESTER: DON'T FORGET to complete an APPLICATION TO GRADUATE 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.
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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. See "Application for Admission" available in the Registrar's Office.
2. After obtaining class schedule information from the university website at https://host2.swosu.edu/cc3/web_course_avail.html, students classified as freshmen (less than 30 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 who completed high school less than two years ago are required to attend a New Student Orientation session.
3. You may then enroll online through Campus Connect or the Enrollment Room (Adm. Bldg. 106). Holds must be cleared prior to enrollment.
4. If enrolling through the Enrollment Room, 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 AND FEES ARE DUE ON OR BEFORE JANUARY 10, 2012.** Late payment penalties are listed on page 3.
5. I.D.s are available year-round in the Student Center (Second Floor) during regular office hours. Students will need proof of enrollment (class schedule printout).
6. Please register your automobile 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 11, 2012. Follow the general enrollment procedures stated previously.

NOTE:

- **Students should enroll in the 2nd 8-week classes during regular enrollment whenever possible.**
- **All students taking telecourses are required to attend an on-campus orientation session on Wednesday, January 11, 2012 – Library Auditorium – 6:30 PM.**

ONLINE ENROLLMENT

Online Enrollment is available to students on assigned enrollment dates through Campus Connect.

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. Health Record (*on official University form*)
- **3. High School transcript and ACT scores (FRESHMEN only)
- **4. Official transcripts from all colleges previously attended
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 are made for approved total withdrawals from the University as follows:

January 11 - 25, inclusive 85% refund
After January 25 No refund
Classes dropped after January 25..... 100% charge

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 now processed through the Registrar's office. (774-3777 or 774-3778)

Every Title IV aid recipient who enacts a complete withdrawal before 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 10, 2012.**

PENALTIES FOR LATE ENROLLMENT AND LATE PAYMENT OF TUITION

JAN 27 (5:00 p.m.) Late payment penalty in effect: 5% of Balance Due (Total = Balance Due x 1.05)
FEB 03 (5:00 p.m.) Any student who has not settled their account (*including applicable late penalties and fees*) will be administratively dropped and charged a minimum of 15% of the total tuition and fees assessed to that student.
FEB 05 (8:00 a.m.) Re-enrollment fee in effect (\$25) (Total = [Balance Due x 1.05] + \$25)
MAR 16 (5:00 p.m.) Additional late payment penalty in effect: 5% of Balance Due
(Total = Balance Due x 1.05)
APRIL 27 (5:00 p.m.) Additional late payment penalty in effect: 5% of Balance Due
(Total = Balance Due x 1.05)

*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 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 Associate 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): 21 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, EDU-102*).
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 in hours 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 Associate Provost or his/her designee before final enrollment processing in the Enrollment Room (A-106).
10. **OKLAHOMA SCHOLAR-LEADERSHIP ENRICHMENT PROGRAM:** 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.
12. **TELECOURSE:** Telecourses include instruction delivered via television (OETA) or video tapes and individual study (directed by SWOSU Faculty). Telecourses are identified in the course listings. Contact the office of Distance Learning (774-3149) for additional information.

FINAL EXAMS POLICY

1. Students may drop classes through April 27 (*the Friday preceding finals*).
2. During the regular semester, the three days prior to the beginning of finals (April 30, May 1, & May 2) are considered "**dead days**" in that **no examinations, quizzes, extracurricular events (other than unscheduled league play-off events)** or required field trips are to be scheduled, and no papers, reports or projects be due or presented during these days.
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 and Finance.
5. Exams for single classes must follow the schedule.
6. Multi-section exams scheduled by an instructor must have the approval of the Associate Provost 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** (*Thursday, 5 p.m., April 26*) 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 Associate Provost 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 Thursday 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.

NIGHT CLASSES ONLY

First meeting date for **Night Classes** scheduled for M only– January 23; W or MW – January 11; R or TR - January 12; T only – January 17. See Final Examination Schedule for last meeting date.

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 www.swosu.edu/administration/shs 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, 1-580-774-3767).

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, selection #4) 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.

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE STATEMENT

This institution in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Southwestern Oklahoma State University in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, Americans With Disabilities Act Amendments Act of 2009, and other Federal laws and regulations does not discriminate on the basis of race, color, national origin, gender, 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 assistance, and educational service.

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
Finals Schedule
Fall 2011

Time	Thursday Dec 8	Friday Dec 9	Monday Dec 12	Tuesday Dec 13	Wednesday Dec 14
8:30 – 10:20	8 TR 8:00 – 9:15 TR	9 MW or MWF 9 o'clocks meeting 4-5 days a week	Multi-Section English Comp Physics Ed Psych	9 TR	8 MW or MWF 8 o'clocks meeting 4-5 days a week
10:30 – 12:20	11 TR 11 – 12:15 TR	Multi-Section Allied Health Art Technology	10 MW or MWF 10 o'clocks meeting 4-5 days a week	10 TR 9:30 – 10:45 TR	11 MW or MWF 11 o'clocks meeting 4-5 days a week
12:30 – 2:20	1 TR 12:30 – 1:45 TR	1 MW or MWF 1 o'clocks meeting 4-5 days a week Multi-Section Music Ath. Training	12 MW or MWF 12 o'clocks meeting 4-5 days a week Multi-Section Political Sci Counseling	12 TR Multi-Section Psychology Economics	Multi-Section Intro to Lit Social Work Lib Ed.
2:30 – 4:20	3 TR or MTR 3:30 – 4:45 TR 3 o'clocks meeting 4-5 days a week Multi-Section Biol Sciences Management	2 MW or MWF Multi-Section Elem/Sec Prog Accting/Finance	3 MW or MWF Multi-Section History Nursing	2 TR or MTR 2 – 3:15 TR 2 o'clocks meeting 4-5 days a week Multi-Section Philosophy Health Info Mgmt	Multi-Section EDAD Public Speaking Sociology
4:30 – 6:20	Multi-Section Geography Comp Sci	4 MW or MWF Multi-Section Math	Multi-Section Chemistry Criminal Justice Gen Business	4 TR or MTR Multi-Section Kinesiology	Multi-Section Marketing Parks&Rec Mgmt Sci Elem Tchrs
6:30 – 8:20	5 – 7:45 TR Classes which meet on R nights only	Multi-Section Education English Comp	5 – 7:45 MW Classes which meet on M night only	Classes which meet on T Night only	Classes which meet on W Night only
8:30 – 10:20	7:45 PM or later Multi-Section Not listed	Special for Multi-Section Not listed	8 PM or later classes which meet on M nights only	8 PM or later TR 7:45 PM or later T only	8 PM or later MW 7:45 PM or later W only

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.

The Registrar would appreciate your turning in grades for classes as you complete them. **All final grades are due in the Registrar's Office by 5:00 p.m., Thursday, May 10, 2012.**

**SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
Finals Schedule
Spring 2012**

Time	Thursday May 3	Friday May 4	Monday May 7	Tuesday May 8	Wednesday May 9
8:30 – 10:20	9 TR	8 MW or MWF 8 o'clocks meeting 4-5 days a week	9 MW or MWF 9 o'clocks meeting 4-5 days a week	8 TR 8:00 – 9:15 TR	Multi-Section English Comp Physics Ed Psych
10:30 – 12:20	10 TR 9:30 – 10:45 TR	11 MW or MWF 11 o'clocks meeting 4-5 days a week	Multi-Section Allied Health Art Technology	11 TR 11 – 12:15 TR	10 MW or MWF 10 o'clocks meeting 4-5 days a week
12:30 – 2:20	12 TR Multi-Section Psychology Economics	Multi-Section Intro to Lit Social Work Lib Ed.	1 MW or MWF 1 o'clocks meeting 4-5 days a week Multi-Section Music Ath. Training	1 TR 12:30 – 1:45 TR	12 MW or MWF 12 o'clocks meeting 4-5 days a week Multi-Section Political Sci Counseling
2:30 – 4:20	2 TR or MTR 2 – 3:15 TR 2 o'clocks meeting 4-5 days a week Multi-Section Philosophy Health Info Mgmt	Multi-Section EDAD Public Speaking Sociology	2 MW or MWF Multi-Section Elem/Sec Prog Accting/Finance	3 TR or MTR 3:30 – 4:45 TR 3 o'clocks meeting 4-5 days a week Multi-Section Biol Sciences Management	3 MW or MWF Multi-Section History Nursing
4:30 – 6:20	4 TR or MTR Multi-Section Kinesiology	Multi-Section Marketing Parks&Rec Mgmt Sci Elem Tchrs	4 MW or MWF Multi-Section Math	Multi-Section Geography Comp Sci	Multi-Section Chemistry Criminal Justice Gen Business
6:30 – 8:20	5 – 7:45 TR Classes which meet on R nights only	Multi-Section Education English Comp	5 – 7:45 MW Classes which meet on M night only	Classes which meet on T Night only	Classes which meet on W Night only
8:30 – 10:20	7:45 PM or later Multi-Section Not listed	Special for Multi-Section Not listed	8 PM or later classes which meet on M nights only	8 PM or later TR 7:45 PM or later T only	8 PM or later MW 7:45 PM or later W only

COST STATEMENT

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