

TABLE OF CONTENTS

Abbreviations of Campus Buildings	1
Enrollment Procedures	2
Entrance Requirements.....	3
Final Exams Policy	5
Final Exam Schedule.....	5
Precautions and Special Information	4
Summer 2012 Calendar	1

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	Education Building	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

SUMMER SEMESTER 2012 CALENDAR

June 4	Monday	Enrollment for students who did not pre-enroll
June 5	Tuesday (8:00 a.m.)	Class work begins (8 week & 1st 4 week classes)
June 6	Wednesday (4:30 p.m.)	Last day to add classes
June 11	Monday (4:30 p.m.)	Last day to drop a class or totally withdraw for a refund
July 2	Monday	Final exams for the 1 st 4 week classes
July 4	Wednesday	Independence Day Holiday
July 13	Friday (4:30 p.m.)	Last day to drop with a guaranteed "W" and last day to add CAI courses
July 27	Friday	Last day to drop classes with a WP/WF
July 30-31	Monday, Tuesday	Final exams for the 2nd 4 week and 8 week classes
August 1	Wednesday (5:00 p.m.)	Final grades due
August 1	Wednesday	Semester ends

**ENROLLMENT FOR 2012 SUMMER SEMESTER
BEGINS FEBRUARY 13, 2012**

ENROLLMENT ROOM HOURS Mon: (8:30 a.m. - 5:30 p.m.) Tues - Fri: (8:30 a.m. - 3:30 p.m.)

- FEB 6: Students may arrange advisement. Contact advisor for appointment.
- FEB 13: Seniors (*90 or more semester hours **completed***), Juniors (*60 or more semester hours **completed***), and all graduate students may enroll.
- FEB 13: Students not currently enrolled at SWOSU for the Spring 2012 semester may enroll throughout the enrollment period. Contact the Registrar's Office for instructions.
- FEB 20: Sophomores (*30 or more semester hours **completed***) may enroll.
- FEB 27: 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.

Advisement opportunities will be limited during Spring Break (March 19 - 23) and the Intersession (May 14 – June 4) 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 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.
--

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 JUNE 4, 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 June 4, 2012. Follow the general enrollment procedures stated previously.

ONLINE ENROLLMENT

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

PLEASE NOTE: All students taking telecourses are required to attend an on-campus orientation session on **Wednesday, June 6, 2012 – Library Auditorium – 6:30 PM.**

SPECIAL NOTICE TO HIGH SCHOOL SENIORS:

Welcome to Southwestern

The 1000 and 2000 level courses are appropriate for your enrollment. These are regular classes taken by University freshmen and sophomores. Work with your advisor to select up to a total of nine credit hours.

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:

June 5 -11 inclusive85% refund

After June 11No refund

Classes dropped after June 11 100% 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 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 June 4, 2012.**

PENALTIES FOR LATE PAYMENT OF TUITION

- June 15 (5:00 p.m.)** Late payment penalty in effect: 5% of Balance Due (Total = Balance Due x 1.05)
- June 22 (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.
- June 25 (8:00 p.m.)** Re-enrollment fee in effect: \$25 (Total = [Balance Due x 1.05] + \$25)
- July 20 (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 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. Interim Seminars do not count on a student's summer load. Seminars during the regular summer semester DO count on the summer load. AN OVERLOAD IS DEFINED AS: Undergraduate--regular eight weeks summer semester--11 or 12 HOURS; Graduate--regular eight weeks summer semester--10 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 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-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.
12. **TELECOURSE:** Telecourses include instruction delivered via television (OETA) or video tapes and individual study (directed by SWOSU Faculty). Contact the office of Distance Learning (774-3149) for additional information.

SUMMER 2012 FINAL EXAMINATIONS

- Finals for the 1st 4 week classes will be held on Monday, July 2.
- Finals for the 2nd 4 week classes (which began on July 3) will be held on Monday, July 30, and Tuesday, July 31.
- Finals for night classes will be held on the last regular class night, except for those meeting during Final Exam days.

Monday, July 30, 2012

8:00 - 9:50 a.m.....All classes meeting at 8:00 a.m.
10:00 - 11:50 a.m.All classes meeting at 9:25 a.m.
12:30 - 2:20 p.m.All classes meeting at 1:40 p.m.

Tuesday, July 31, 2012

8:00 - 9:50 a.m.....All classes meeting at 12:15 p.m.
10:00 - 11:50 a.m.All classes meeting at 10:50 a.m.

FINAL EXAM POLICY

1. Students may drop classes through July 27 (*the Friday preceding finals*).
2. Exams for classes must follow the schedule.
3. NO EARLY FINALS.
4. 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.
5. When 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 or his/her designee on the Weatherford campus or from the Dean at the Sayre Campus.

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., Wednesday, August 1, 2012.**

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 appropriate 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 your specific accommodations. If special physical accommodations will be required, notify the Dean of Students (STF-214, 1-580-774-3767) upon admission to the university

AFFIRMATIVE ACTION COMPLIANCE STATEMENT

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.

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 go to <http://www.swosu.edu/administration/shs/index.asp> or contact Student Health Services at 580-774-3776.

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

This publication, printed by the University Press, is issued by Southwestern Oklahoma State University as authorized by Mr. Randy Beutler, President. A total of 100 copies have been prepared for distribution at a cost to the taxpayers of the State of Oklahoma of \$196.00.