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ABBREVIATIONS OF CAMPUS BUILDINGS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Campus Building</th>
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<th>Campus Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL</td>
<td>Al Harris Library</td>
<td>HON</td>
<td>Honors Building</td>
</tr>
<tr>
<td>ART</td>
<td>Art Building</td>
<td>HPE</td>
<td>Rankin Williams Health &amp; Physical Education Building</td>
</tr>
<tr>
<td>BUR</td>
<td>Burton House</td>
<td>HTT</td>
<td>Hilltop Theatre</td>
</tr>
<tr>
<td>BMH</td>
<td>Ed &amp; Winnie Ola Berrong Music Hall</td>
<td>PAR</td>
<td>Parker Hall</td>
</tr>
<tr>
<td>CAM</td>
<td>Campbell Building</td>
<td>PAX</td>
<td>Pharmacy Annex</td>
</tr>
<tr>
<td>CAX</td>
<td>Classroom Annex</td>
<td>SCI</td>
<td>Science Building</td>
</tr>
<tr>
<td>CPP</td>
<td>Chemistry, Pharmacy, Physics Building</td>
<td>STF</td>
<td>Gen. Thomas P. Stafford Center</td>
</tr>
<tr>
<td>FAC</td>
<td>Fine Arts Center (Replogle Music Hall)</td>
<td>TBB</td>
<td>Technology Brick Building</td>
</tr>
<tr>
<td>FIT</td>
<td>Fitness Center</td>
<td>TSB</td>
<td>Technology Stone Building</td>
</tr>
<tr>
<td>HAB</td>
<td>John Hays Administration Building</td>
<td>WEL</td>
<td>Wellness Center</td>
</tr>
<tr>
<td>HEC</td>
<td>Dr. Joe Anna Hibler Education Center</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SUMMER SEMESTER 2016 CALENDAR

June 3  Friday  Enrollment for students who did not pre-enroll
June 6  Monday (8:00 a.m.)  Class work begins (8-week & 1st 4-week classes) and last day to add 1st 4-week classes (3:30 p.m.)
June 7  Tuesday (3:30 p.m.)  Last day to add 8-week classes and last day to drop 1st 4-week classes for a partial refund
June 13 Monday (3:30 p.m.)  Last day to drop 8-week classes or totally withdraw for an 85% refund
June 24 Friday (3:30 p.m.)  Last day to drop 1st 4-week classes with a guaranteed "W"
June 27 Monday (3:30 p.m.)  Last day to drop 1st 4-week classes with instructor permission
June 30 Thursday  Final exams for the 1st 4-week classes
July 4  Monday  Independence Day Holiday
July 5  Tuesday  2nd 4-week classes begin and last day to add 2nd 4-week classes (3:30 p.m.)
July 6  Wednesday  Last day to drop 2nd 4-week classes for a partial refund
July 15 Friday (3:30 p.m.)  Last day to drop 8-week classes with a guaranteed "W" and last day to add self-paced online courses
July 22 Friday (3:30 p.m.)  Last day to drop 2nd 4-week classes with a guaranteed "W"
July 25 Monday (3:30 p.m.)  Last day to drop 8-week and 2nd 4-week classes with instructor permission
July 27-28 Wednesday, Thursday  Final exams for the 2nd 4-week and all 8-week classes
July 29 Friday (4:00 p.m.)  Final grades due
August 1 Monday  Semester ends

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ENROLLMENT FOR 2016 SUMMER SEMESTER
BEGIN FEBRUARY 8, 2016

ENROLLMENT ROOM HOURS
Mon: (8:30 a.m. - 5:00 p.m.)
Tues - Fri: (8:00 a.m. - 5:00 p.m.)

FEB 1: Students may arrange advisement. Contact advisor for appointment.
FEB 8: Seniors (90 or more semester hours completed), Juniors (60 or more semester hours completed), and all graduate students may enroll.
FEB 8: Athletes, Student Employees and students not currently enrolled at SWOSU for the Spring 2016 semester may enroll throughout the enrollment period. Contact the Registrar's Office for instructions.
FEB 15: Sophomores (30 or more semester hours completed) may enroll with advisor approval.
FEB 22: Freshmen (and others who have not enrolled) may enroll with 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 14 - 18) and the Intersession (May 11 – 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 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. 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: Incoming 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 (Adm. Bldg. 106). 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 pre-enrollment. ALL TUITION AND FEES ARE DUE ON OR BEFORE June 3, 2016. 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 (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 June 3, 2016. Follow the general enrollment procedures stated previously.

ONLINE ENROLLMENT
Online enrollment is available to eligible 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.

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. 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 and should contact the Office of International Student Affairs.
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 for 8-week courses are made for approved total withdrawals from the University as follows.
See semester calendar for 4-week course refunds.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 6 - 13</td>
<td>Classes dropped after June 13</td>
<td>No refund</td>
</tr>
<tr>
<td>After June 13</td>
<td></td>
<td>100% charge</td>
</tr>
</tbody>
</table>

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</tr>
<tr>
<td>After June 13</td>
<td></td>
<td>100% charge</td>
</tr>
</tbody>
</table>

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) or enrollment@swosu.edu. 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 June 3, 2016.

PENALTIES FOR LATE PAYMENT OF TUITION

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 10</td>
<td>Late payment penalty in effect: 5% of Balance Due</td>
<td>Balance Due x 1.05</td>
</tr>
<tr>
<td>June 23</td>
<td>Any student who has not settled their account</td>
<td>including applicable late penalties and fees</td>
</tr>
<tr>
<td></td>
<td>and fees will be administratively dropped and</td>
<td>charged a minimum of 15% of the total</td>
</tr>
<tr>
<td></td>
<td>charged a minimum of 15% of the total tuition</td>
<td>tuition and fees assessed to that student.</td>
</tr>
<tr>
<td></td>
<td>and fees assessed to that student.</td>
<td></td>
</tr>
<tr>
<td>June 24</td>
<td>Re-enrollment fee in effect: $25</td>
<td>[Balance Due x 1.05] + $25</td>
</tr>
<tr>
<td>July 8</td>
<td>Additional late payment penalty in effect: 5% of</td>
<td>Balance Due x 1.05</td>
</tr>
</tbody>
</table>

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 MADE BY THE COLLECTION COMPANY FOR THIS SERVICE.
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. **AN OVERLOAD IS DEFINED AS: Undergraduate--summer semester--10 OR MORE HOURS; Graduate--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 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-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 (ADM-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.
WEATHERFORD CAMPUS
SUMMER 2016 FINAL EXAMINATIONS

- Finals for the 1st 4-week classes will be held on Thursday, June 30.
- Finals for the 2nd 4-week classes (which began on July 5) and all 8-week classes will be held on Wednesday, July 27, and Thursday, July 28.
- Finals for night classes will be held on the last regular class night, except for those meeting during Final Exam days.

**Monday, July 27, 2016**

<table>
<thead>
<tr>
<th>Time</th>
<th>Classes Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 9:50</td>
<td>All classes meeting at 8:00 a.m.</td>
</tr>
<tr>
<td>10:00 - 11:50</td>
<td>All classes meeting at 9:25 a.m.</td>
</tr>
<tr>
<td>12:30 - 2:20</td>
<td>All classes meeting at 1:40 p.m.</td>
</tr>
</tbody>
</table>

**Tuesday, July 28, 2016**

<table>
<thead>
<tr>
<th>Time</th>
<th>Classes Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 9:50</td>
<td>All classes meeting at 12:15 p.m.</td>
</tr>
<tr>
<td>10:00 - 11:50</td>
<td>All classes meeting at 10:50 a.m.</td>
</tr>
</tbody>
</table>

**FINAL EXAM POLICY**

1. Students may drop classes through July 25.
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 must be submitted by 4:00 p.m., Friday, July 29, 2016.**

**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, 580-774-3767) upon admission to the university.

**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.

**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](http://www.swosu.edu/administration/shs/index.asp) or contact Student Health Services at 580-774-3776.