### NORMAN CAMPUS CALENDAR

**REGISTRATION**
- Advance Registration: March 28 - April 24
- Continuing Registration and Add/Drop: April 25 - Aug. 21
- Last Day to Register Before Classes Begin: Aug. 21
- Final Day to Register: Aug. 26
- Registration for Next Term Begins: Oct. 24
- Final Day of Full Term Classes: Dec. 9
- Final Day of Winter Session part of fall term Classes: Jan. 13

**FINAL EXAMINATIONS**
- Final Exam Preparation Period: Dec. 5-11
- Final Examinations: Dec. 12-16
- Final Grades Due: Dec. 20

**ADD/DROP (Changes in schedule, retaining at least one course)**
- 100% Reduction of Charges on Dropped Courses: Aug. 22 - Sept. 2
- No Reduction of Charges on Dropped Courses after this Date: Sept. 2
- Final Day to Add a Course without Permission of the Instructor: Aug. 26
- Automatic Grade of W for Dropped Course(s) for Graduate Students: Sept. 6 - Oct. 28
- Grade of W or F for Dropped Course(s) for Undergraduate Students: Sept. 6 - Oct. 28
- Final Day to Add a Course without Permission of the Instructor: Aug. 26
- Final Day to Change from Audit to Credit for Undergraduate Students: Sept. 2
- Grade of W or F on Complete Withdrawal for Undergraduate Students: Oct. 31 - Dec. 9
- Automatic Grade of W on Complete Withdrawal for Undergraduate Students: Oct. 31 - Dec. 9

**COMPLETE WITHDRAWAL (dropping all courses for a semester)**
- Cancellation Deadline: Aug. 21
- 100% Reduction of Charges on Complete Withdrawal: Aug. 22 - Sept. 2
- No Reduction of Charges on Complete Withdrawal after this Date: Sept. 2
- Automatic Grade of W on Complete Withdrawal for Graduate Students: Aug. 22 - Oct. 28
- Grade of W or F on Complete Withdrawal for Undergraduate Students: Oct. 31 - Dec. 9
- Grade of W or F on Complete Withdrawal for Undergraduate Students: Oct. 31 - Dec. 9

**AUDIT**
- Final Day to Change from Audit to Credit for Undergraduate Students: Sept. 2
- Final Day to Change from Audit to Credit for Undergraduate Students: Sept. 2
- Final Day to Change from Audit to Credit for Graduate Students: Sept. 2
- Final Day to Change from Audit to Credit for Graduate Students: Oct. 28

**GRADUATION AND RELATED REQUIREMENTS**
- Final Day to File as a Candidate for Master’s Degree: First Monday in April
- Final Day to Request Authority for Dissertation Defense: Nov. 23
- Final Day to Request Authority for Thesis Defense: Dec. 2
- Final Day for Oral Defense of Dissertation: Dec. 9
- Final Day for Defense of Thesis: Dec. 9
- Final Day to Complete Doctoral General Examination: Dec. 9
- Final Day to Complete Work Needed for Graduation: Dec. 16
- Final Day to Deposit Thesis in Library: Dec. 16
- Commencement Weekend: May 12-13

**HOLIDAYS AND VACATION DAYS**
- Martin Luther King Holiday: Jan. 16
- Spring Vacation: Mar. 11-19
- Memorial Day Holiday: May 29
- Independence Day Holiday: July 4
- Labor Day Holiday: Sept. 5
- Thanksgiving Vacation: Nov. 23-27

**BURSAR AND FINANCIAL AID DEADLINES**
- First Billing Statement: Sept. 1
- First Payment Deadline without accruing service charge: Sept. 21
- $50 end-of-semester late penalty assessed after this date: Dec. 21

* See Summer Calendar for Summer Dates and Deadlines.
**College of Liberal Studies students have the first week of every 8-week session to drop courses with 100% reduction of charges.

Any calendar is subject to change when it is determined to be in the best interest of the University to do so.
## Summer/Intersession 2017 Academic Calendar

Any calendar is subject to change when it is determined to be in the best interest of the University to do so.

<table>
<thead>
<tr>
<th></th>
<th>Law</th>
<th>Summer Block</th>
<th>June Block</th>
<th>July Block</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7 weeks</td>
<td>8 weeks</td>
<td>4 weeks</td>
<td>4 weeks</td>
</tr>
<tr>
<td></td>
<td>May 22–July 7</td>
<td>June 5–Aug 1</td>
<td>June 5–June 30</td>
<td>July 5–Aug 1</td>
</tr>
</tbody>
</table>

### Registration

<table>
<thead>
<tr>
<th>Event</th>
<th>Law</th>
<th>Summer Block</th>
<th>June Block</th>
<th>July Block</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day to Register Before Classes Begin</td>
<td>May 21</td>
<td>June 4</td>
<td>June 4</td>
<td>July 4</td>
</tr>
<tr>
<td><strong>CLASSES BEGIN</strong></td>
<td>May 22</td>
<td>June 5</td>
<td>June 5</td>
<td>July 5</td>
</tr>
<tr>
<td>First Day for Late Registration Fee of $20.00</td>
<td>May 22</td>
<td>June 5</td>
<td>June 5</td>
<td>July 5</td>
</tr>
<tr>
<td>Final Day to Register</td>
<td>May 23</td>
<td>June 6</td>
<td>June 6</td>
<td>July 6</td>
</tr>
<tr>
<td>Final Day of Classes</td>
<td>July 7</td>
<td>August 1</td>
<td>June 30</td>
<td>Aug 1</td>
</tr>
</tbody>
</table>

### Add/Drop (changes in schedule, retaining at least one course)

<table>
<thead>
<tr>
<th>Event</th>
<th>Law</th>
<th>Summer Block</th>
<th>June Block</th>
<th>July Block</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% Reduction of Charges on Dropped Courses</td>
<td>May 22 - 25</td>
<td>June 5 - 9</td>
<td>June 5 - 7</td>
<td>July 5 - 7</td>
</tr>
<tr>
<td>No Reduction of Charges on Dropped Courses after this Date</td>
<td>May 25</td>
<td>June 9</td>
<td>June 7</td>
<td>July 7</td>
</tr>
<tr>
<td>No Record of Grade on Dropped Courses</td>
<td>May 22 - 25</td>
<td>June 5 - 9</td>
<td>June 5 - 7</td>
<td>July 5 - 7</td>
</tr>
<tr>
<td>Final Day to Add a Class</td>
<td>May 23</td>
<td>June 6</td>
<td>June 6</td>
<td>July 6</td>
</tr>
<tr>
<td>Automatic Grade of W for Dropped Course(s) for Undergraduate Students</td>
<td>N/A</td>
<td>June 10 – July 7</td>
<td>June 8 - 21</td>
<td>July 8 - 21</td>
</tr>
<tr>
<td>Automatic Grade of W for Dropped Course(s) for Graduate Students</td>
<td>May 26 –June 8</td>
<td>June 10 - 23</td>
<td>June 8 - 13</td>
<td>July 8 - 13</td>
</tr>
<tr>
<td>Grade of W or F for Dropped Course(s) Graduate Students</td>
<td>June 9 – July 7</td>
<td>June 23 – July 7</td>
<td>June 14 – June 30</td>
<td>July 14 – August 1</td>
</tr>
</tbody>
</table>

### Complete Withdrawal (dropping all courses for a semester)

<table>
<thead>
<tr>
<th>Event</th>
<th>Law</th>
<th>Summer Block</th>
<th>June Block</th>
<th>July Block</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancellation Deadline (no record of grade on transcript)</td>
<td>May 21</td>
<td>June 4</td>
<td>June 4</td>
<td>July 4</td>
</tr>
<tr>
<td>100% Reduction of Charges on Complete Withdrawals</td>
<td>May 22 – 25</td>
<td>June 5 - 9</td>
<td>June 5 - 7</td>
<td>July 5 - 7</td>
</tr>
<tr>
<td>No Reduction of Charges on Complete Withdrawal after this Date</td>
<td>May 25</td>
<td>June 9</td>
<td>June 7</td>
<td>July 7</td>
</tr>
<tr>
<td>Automatic Grade of W on Complete Withdrawal for Undergraduate Students</td>
<td>N/A</td>
<td>June 10 – July 7</td>
<td>June 8 - 21</td>
<td>July 8 - 21</td>
</tr>
<tr>
<td>Automatic Grade of W on Complete Withdrawal for Graduate Students</td>
<td>May 22 – June 8</td>
<td>June 10 - 23</td>
<td>June 8 - 13</td>
<td>July 8 - 13</td>
</tr>
<tr>
<td>Grade of W or F on Complete Withdrawal for Undergraduate Students (assigned by instructor)</td>
<td>N/A</td>
<td>July 8 – August 1</td>
<td>June 22 - 30</td>
<td>July 22 – August 1</td>
</tr>
<tr>
<td>Grade of W or F on Complete Withdrawal for Graduate Student (assigned by instructor)</td>
<td>June 9 – July 7</td>
<td>June 24 – August 1</td>
<td>June 14 – June 30</td>
<td>July 14 – August 1</td>
</tr>
</tbody>
</table>

### Audit Enrollment (attend a class regularly without receiving credit)

<table>
<thead>
<tr>
<th>Event</th>
<th>Law</th>
<th>Summer Block</th>
<th>June Block</th>
<th>July Block</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Day to Change from Audit to Credit</td>
<td>May 23</td>
<td>June 6</td>
<td>June 6</td>
<td>July 6</td>
</tr>
<tr>
<td>Final Day to Change from Credit to Audit (Undergraduate)</td>
<td>May 23</td>
<td>June 6</td>
<td>June 6</td>
<td>July 6</td>
</tr>
<tr>
<td>Final Day to Change from Credit to Audit (Graduate)</td>
<td>June 20</td>
<td>July 7</td>
<td>June 21</td>
<td>July 21</td>
</tr>
</tbody>
</table>

### Final Examinations

<table>
<thead>
<tr>
<th>Event</th>
<th>Law</th>
<th>Summer Block</th>
<th>June Block</th>
<th>July Block</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Examinations</td>
<td>July 7</td>
<td>August 1</td>
<td>June 30</td>
<td>August 1</td>
</tr>
<tr>
<td>Final Grades Due</td>
<td>July 11</td>
<td>August 3</td>
<td>July 5</td>
<td>August 3</td>
</tr>
</tbody>
</table>

### Holidays and Vacation Days

<table>
<thead>
<tr>
<th>Event</th>
<th>Law</th>
<th>Summer Block</th>
<th>June Block</th>
<th>July Block</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memorial Day Holiday</td>
<td>May 29</td>
<td>May 29</td>
<td>May 29</td>
<td>May 29</td>
</tr>
<tr>
<td>Independence Day Holiday</td>
<td>July 4</td>
<td>July 4</td>
<td>August 1</td>
<td>August 1</td>
</tr>
</tbody>
</table>

### Graduation and Related Requirements

<table>
<thead>
<tr>
<th>Event</th>
<th>Law</th>
<th>Summer Block</th>
<th>June Block</th>
<th>July Block</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Day to File as a Candidate for Master's Degree</td>
<td>First Monday in March</td>
<td>First Monday in March</td>
<td>First Monday in March</td>
<td>First Monday in March</td>
</tr>
<tr>
<td>Final Day to Apply for General Exam</td>
<td>June 16</td>
<td>June 16</td>
<td>June 16</td>
<td>June 16</td>
</tr>
<tr>
<td>Final Day to File Graduation Application</td>
<td>June 1</td>
<td>June 1</td>
<td>June 1</td>
<td>June 1</td>
</tr>
<tr>
<td>Final Day to Request Authority for Dissertation Defense</td>
<td>July 11</td>
<td>July 11</td>
<td>July 11</td>
<td>July 11</td>
</tr>
<tr>
<td>Final Day to Request Authority for Thesis Defense</td>
<td>July 18</td>
<td>July 18</td>
<td>July 18</td>
<td>July 18</td>
</tr>
<tr>
<td>Final Day for Comprehensive Exam</td>
<td>August 1</td>
<td>August 1</td>
<td>August 1</td>
<td>August 1</td>
</tr>
<tr>
<td>Final Day to Complete Work Needed for Graduation</td>
<td>August 1</td>
<td>August 1</td>
<td>August 1</td>
<td>August 1</td>
</tr>
<tr>
<td>Final Day to Deposit Dissertation in Library</td>
<td>August 1</td>
<td>August 1</td>
<td>August 1</td>
<td>August 1</td>
</tr>
<tr>
<td>Final Day to Deposit Thesis in Library</td>
<td>August 1</td>
<td>August 1</td>
<td>August 1</td>
<td>August 1</td>
</tr>
<tr>
<td>Final Day to Submit Work Needed (e.g. transfer work) for Graduation to Admissions &amp; Records</td>
<td>August 11</td>
<td>August 11</td>
<td>August 11</td>
<td>August 11</td>
</tr>
</tbody>
</table>
ALPHABETIC INDEX

Academic Calendar .............................................. 1
Academic Calendar (Summer) ............................. 2
Admission Information ........................................ 12
Advising Instructions .......................................... 12
Audit Enrollment ................................................. 15
Campus Map Link .............................................. 18
Cancellation of Enrollment ................................. 15
Class Attendance Policy .................................... 14
Complete Withdrawals ....................................... 16
Degree Candidates ............................................ 17
Enrollment Limits ................................................ 14
Enrollment Windows .......................................... 13
Final Exam Preparation Period ............................ 5
Final Examination Schedule ................................. 6
Financial Assistance .......................................... 11
Full-Time Enrollment .......................................... 14
Guaranteed Tuition Rate Program ....................... 8
General Education Courses ............................... 17
Incompletes ..................................................... 16
Important Policy Links ....................................... 18
Information Directory ........................................ 4
Pass/No Pass Enrollment ................................... 15
Probation Regulations ........................................ 16
Racial and Ethnic Harassment Policy ................ 18
Refund Policy .................................................... 10
Registration Instructions .................................... 13
Repeated Courses ............................................. 17
Retention Regulations ....................................... 16
Student I.D. Cards .............................................. 13
Student Services ............................................... 11
Suspension Regulations ...................................... 16
Tuition and Fees ............................................... 8
Veterans’ Services .............................................. 11
CAMPUS INFORMATION DIRECTORY

QUESTIONS

OFFICE

LOCATION

TELEPHONE

ACT Test
Counseling & Testing Services
Goddard Health Center
325-2911

Address Changes
Online

Buchanan Hall, Rm. 127
325-2252

Admissions
Admissions Office
Buchanan Hall, Rm. 127
325-3163

Adult Student Services
Center for Student Life
Buchanan Hall, Rm. 127
325-2252

Advance Standing Exams
Admissions Office
See List Below

Advising
College Office

American Indian Student Services
Center for Student Life
Student Union, Suite 370
325-3163

Asian American Student Services
Center for Student Life
Student Union, Suite 370
325-3163

Books and Supplies
Bookstores
Asp Ave. Parking Facility or Student Union
325-3511

Cancellation of Enrollment (Undergraduate)
Online
enroll@ou.edu
325-3572

Cancellation of Enrollment (Graduate)
Online

Catalog
Online

ozone.ou.edu
325-3511

Class Schedule
Online

ozone.ou.edu
325-3511

CLEP Examination
Independent Study
1600 S. Jenkins
325-4414

Commuter Student Information
Commuter Student Assoc.
Conoco Student Leadership Wing
325-1031

Continuing Education
Continuing Education
OCCE Administration Bldg.
325-4414

Cooperative Education (Co-op)
Career Services
OMU, Rm. 323
325-1974

Counseling (Personal)
Counseling & Testing Services
Goddard Health Center
325-2911

Disabled Student Services
Office of Disability Services
Goddard Health Center, Rm. 166
325-3852*

Employment
Personnel Services
Nuclear Engr. Lab. (2nd Floor)
325-1826

Enrollment
Online

ozone.ou.edu
325-3572

Fees (payment of University Bills)
Bursar
Buchanan Hall (1st Floor)
325-3122

Financial Aid
Financial Aid Services
Buchanan Hall, Rm. 216
325-4521

Food Services
Housing & Food Services
Walker Center, Rm. 135
325-6581

Grades (Semester)
Records Office

Buchanan Hall, Rm. 330
325-4147

Graduation
Graduation Office
See List Below

(a) Application
College Office

(b) Cap and Gown
Bookstore
Asp Ave. Parking Facility
325-3511

(c) Diplomas
Records Office
Buchanan Hall, Rm. 230
325-4147

(d) Invitations
Bookstore
Asp Ave. Parking Facility
325-3511

(e) Rings
Bookstore
Asp Ave. Parking Facility
325-3511

Greek Affairs
Center for Student Life
Student Union, Rm. 370
325-6350

Health Insurance (Student)
Health Insurance Office
NEL
325-9196

Housing
Housing & Food Services
Walker Center, Rm. 126
325-2251

I D Cards
OneCard Office
OMU, Rm. 126
325-3113

International Student Services
International Exchange Programs
Old Science Hall, Room 103
325-3337

Internships
Career Services
OMU, Rm. 323
325-1974

Intramural-Recreational Sports
Recreational Services
Huston Huffman Center, Rm. 149
325-3053

Latino Student Services
Center for Student Life
Student Union, Suite 370
325-3163

Library Books
Bizzell Library

325-3341

Loans, Scholarships, Grants
Financial Aid Services
Buchanan Hall, Rm. 216
325-4521

(a) Disbursement
Bursar’s Office
Buchanan Hall (1st Floor)
325-3123

Medical Services
Goddard Health Center
620 Elm St.
325-4441

Name Changes
Records Office
Buchanan Hall, Rm. 230
325-4147

New Student Information
Prospective Student Services
Jacobson Faculty Hall, Level I
325-2251

Parking Permits
Parking & Transit
1107 Elm Ave, Stubbe Place
325-3311

Placement Tests
Assessment & Learning Center
Lissa and Cy Wagner Hall, Rm. 270
325-4536

Reading Clinic
Education Bldg., Rm. 127
325-4444

Readmission
Admissions Office
Buchanan Hall, Rm. 127
325-2252

Records (Academic)
Records Office
Buchanan Hall, Rm. 230
325-4147

Residency
Admissions Office
Buchanan Hall, Rm. 127
325-2252

Scholarship Programs (McNair)
Center for Student Life
Student Union, Suite 370
325-2252

Tickets (Athletic)
Athletic Ticket Office
Stadium (Gate 15)
325-6511

Tickets (Fine Arts)
Fine Arts Ticket Service
Catlett Music Center, Gothic Hall
325-4101

TOEFL
Counseling & Testing Services
Goddard Health Center
325-2911

Tutoring
Housing Learning Center
Adams Center, Rm. 105
325-4444

Transfer of Credit
Record Office
Buchanan Hall, Rm. 230
325-4147

Transfer Student Information
Prospective Student Services
Jacobson Faculty Hall, Level I
325-2251

Verification of Enrollment
Records Office
Buchanan Hall, Rm. 230
325-4147

Veterans Student Services
Veteran’s Student Services
Buchanan Hall, Rm. 330
325-4308#

Withdrawal from University (all Classes)
College Office
See List Below

Women’s Issues (Women’s Outreach Center)
Center for Student Life
Student Union, Suite 247
325-4929

* or 325-4173 TDD

COLLEGE OFFICE LOCATIONS

Academic Affairs
Room 124, Ellison Hall
(405) 325-4411

Engineering
Suite 112, Felgar Hall
(405) 325-4096

Academic Advising
Room 418, Cate I
(405) 325-1596

Fine Arts
Room 122, Fred Jones Art Center
(405) 325-7370

Resource Center
Room 180, Gould Hall
(405) 325-2444

Graduate
Room 100, Robertson Hall
(405) 325-3811

Architecture
Room 124, Ellison Hall
(405) 325-4411

International Studies
Room 155, Hester Hall
(405) 325-2337

Arts and Sciences
Room 3630, National Weather Center
(405) 325-3095

Journalism
Room 2629, Gaylord Hall
(405) 325-2721

Atmospheric & Geographic Sciences
Room 3630, National Weather Center
(405) 325-3095

Liberal Studies
Room 226, Administration Bldg., OCCE
(405) 325-1061

Business
Room 1010, Michael F. Price Hall
(405) 325-6021

Law
Room 100, Administration Bldg., OCCE
(405) 325-4699

Continuing Education
OCCE Administration Building
(405) 325-4414

Special Students
Room 100, Lissa and Cy Wagner Hall
(405) 325-3521

Earth and Energy
Room N117, Sarkeys Energy Center
(405) 325-4005

(a) With Degrees
Room 418, Cate I
(405) 325-1596

Education
Room 137, Collings Hall
(405) 325-1081

(b) Without Degrees
Room 100, Lissa and Cy Wagner Hall
(405) 325-3521

* or 325-4173 TDD
**FINAL EXAM PREPARATION PERIOD**

Pre-finals week will be defined as the seven calendar days before the first day of finals. Faculty may cover new course material throughout this week.

**STUDENT-FACULTY POLICIES**

(A) Assignments, examinations, or projects worth less than 10 percent of a student's grade may be assigned at any time prior to pre-finals week and may be due during pre-finals week. However, no assignments, examinations, or projects may be due on the last two days of pre-finals week.

(B) Assignments, take-home examinations, in-class examinations, or projects worth more than 10 percent of a student's grade must be scheduled at least 30 days prior to the first day of finals and must be due or given prior to pre-finals week. Any assignment that is to take the entire semester to complete may be accepted or presented during pre-finals week provided the syllabus explicitly states that the assignment can be turned in prior to pre-finals week. In-class presentation of semester assignments due before pre-finals week may be scheduled for any day other than the last two days of pre-finals week.

(C) Special case deviations from this policy must be clearly stated in the course syllabus and approved by the chair of the department through which the course is offered.

(D) Special requests made by a student for an extension of assignment deadlines into pre-finals week may be granted subject to the discretion of the instructor.

**ADDITIONAL INFORMATION**

This policy applies only to 16-week courses during the spring and fall semesters.

This policy excludes make-up assignments, make-up tests, and laboratory examinations. It also does not apply to classes meeting one day a week for more than one hour with a start time before 5:00 p.m. and evening classes.

All University laboratory classes are exempt from this policy.

No University of Oklahoma Student Association (UOSA) organization may hold meetings, banquets, or receptions or sponsor or participate in any activity, program, or related function that requires student participation during pre-finals week.

Violations to this policy should be reported to the chair of the department in which the course is taught or, in special circumstances, to the dean of the college and may be grounds for grade appeal.
**FINAL EXAMINATION SCHEDULE**

**FALL SEMESTER 2016**

Last Day of Classes, Friday, DEC. 11

<table>
<thead>
<tr>
<th>MONDAY, DEC 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASS TIME</td>
</tr>
<tr>
<td>10:30 TR</td>
</tr>
<tr>
<td>7:30 MWF</td>
</tr>
<tr>
<td>12:30 MWF</td>
</tr>
<tr>
<td>3:00 MW</td>
</tr>
<tr>
<td>3:30 MWF</td>
</tr>
<tr>
<td>Uniform Exams</td>
</tr>
<tr>
<td>CHEM 1315, 1415</td>
</tr>
<tr>
<td>FIN 4413</td>
</tr>
<tr>
<td>P E 3223</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TUESDAY, DEC 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASS TIME</td>
</tr>
<tr>
<td>1:30 MWF</td>
</tr>
<tr>
<td>1:30 MW</td>
</tr>
<tr>
<td>11:30 TR</td>
</tr>
<tr>
<td>2:30 TR</td>
</tr>
<tr>
<td>2:30 MWF</td>
</tr>
<tr>
<td>Uniform Exams</td>
</tr>
<tr>
<td>ACCT 3113</td>
</tr>
<tr>
<td>ARAB 1115, 1225, 2113, 2223</td>
</tr>
<tr>
<td>FR 1115, 1225</td>
</tr>
<tr>
<td>GERM 1115, 1225</td>
</tr>
<tr>
<td>SPAN 1115, 1225</td>
</tr>
<tr>
<td>RUSS 1115, 1225</td>
</tr>
<tr>
<td>ITAL 1115, 1225</td>
</tr>
<tr>
<td>FIN 4113/5113 (sec. 001, 900)</td>
</tr>
<tr>
<td>P E 2113</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WEDNESDAY DEC 14</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASS TIME</td>
</tr>
<tr>
<td>9:00 TR</td>
</tr>
<tr>
<td>9:30 TR</td>
</tr>
<tr>
<td>7:30 TR</td>
</tr>
<tr>
<td>11:30 MWF</td>
</tr>
<tr>
<td>4:30 TR</td>
</tr>
<tr>
<td>Uniform Exams</td>
</tr>
<tr>
<td>FIN 3503/5103 (Sec. 001, 004)</td>
</tr>
<tr>
<td>FIN 3703 (Sec. 001)</td>
</tr>
<tr>
<td>JMC 2033</td>
</tr>
<tr>
<td>MATH 1743, 2123</td>
</tr>
<tr>
<td>PE 3723</td>
</tr>
<tr>
<td>PHYS 2524</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THURSDAY, DEC 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASS TIME</td>
</tr>
<tr>
<td>9:30 MWF</td>
</tr>
<tr>
<td>4:30 MWF</td>
</tr>
<tr>
<td>4:30 MW</td>
</tr>
<tr>
<td>1:30 TR</td>
</tr>
<tr>
<td>8:30 TR</td>
</tr>
<tr>
<td>Uniform Exams</td>
</tr>
<tr>
<td>MATH 1503, 1523, 1643</td>
</tr>
<tr>
<td>FIN 3603/5303 (002, 003)</td>
</tr>
<tr>
<td>P E 3123</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FRIDAY, DEC 16</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASS TIME</td>
</tr>
<tr>
<td>10:30 MWF</td>
</tr>
<tr>
<td>8:30 MWF</td>
</tr>
<tr>
<td>12:00 TR</td>
</tr>
<tr>
<td>12:30 TR</td>
</tr>
<tr>
<td>3:00 TR</td>
</tr>
<tr>
<td>3:30 TR</td>
</tr>
<tr>
<td>Uniform Exams</td>
</tr>
<tr>
<td>MATH 1823, 1914, 2423, 2924</td>
</tr>
<tr>
<td>P E 3313, 4323</td>
</tr>
</tbody>
</table>

**NOTE 1:** Classes meeting one-day-a-week, with a start time before 5:00 PM, will test according to Regulation #7, on next page. Also, see Regulation #9.

**NOTE 2:** Day classes (class start time prior to 5:00 PM) meeting on-the-hour more than one day a week will test at the same time as classes meeting on the same days at the following half-hour. For example, classes meeting M W 8:00 AM will test at the same time as classes meeting MWF 8:30 AM. Standard on-the-hour meeting times are listed in the schedule above. See Regulation #8 on the following page for testing of evening classes.

**FINAL EXAMINATION REGULATIONS CONTINUED ON NEXT PAGE**
FINAL EXAMINATION REGULATIONS

1. Oklahoma State Regents for Higher Education regulations require that those institutions that reserve the final week of the semester as a testing period shall ensure that all classes meet during the testing period. Final examinations are given at the discretion of the instructor, or, in the case of multiple sections, the department in which the class is offered*. When a final examination is given, the student must take the examination.

*EXCEPTIONS

a. The College of Arts and Sciences requires that an examination (either a last or final examination) be given during the scheduled final examination period for each regularly scheduled undergraduate course. Independent study and pure laboratory courses are excluded.

b. The College of Engineering and the College of Atmospheric and Geographic Sciences require comprehensive examinations to be given during the regularly scheduled examination periods in all undergraduate courses excluding directed readings, pure laboratory courses and project type design courses and seminars.

2. If a final examination is given, no faculty member is authorized to depart from the published examination schedule for either a class or an individual without approval, as stated in the Faculty Handbook. Early final examinations are prohibited. Final Examination has been defined as follows: an examination that is comprehensive in nature or that accounts for a greater proportion of the final grade than an exam given during the semester.

3. Uniform final examinations are listed by department and course number at the times they are scheduled to be given.

4. Two-hour classes which have one of their meetings on MWF will have the examination at the time scheduled for MWF classes. Those meeting both days of TR will have the examination at the time scheduled for TR classes.

5. Three-hour classes must follow the examination schedule. Classes meeting both Tuesday and Thursday are considered to be TR classes. Classes meeting two of the days Monday-Wednesday-Friday are considered to be MWF classes.

6. Classes meeting four or five days a week will have the final examination at the time scheduled for MWF classes with the same meeting time.

7. Classes meeting one day a week for more than one hour with a start time before 5:00 PM will have the final examination during the last lecture period*. Classes in this format have been scheduled with sufficient meeting time during the semester to compensate for time lost in the final examination week.

*EXCEPTION: Courses offered by the College of Business Administration will test during the final examination week.

8. Evening Classes. Classes that begin at 5:00 PM or later will have the final examination during the last lecture period. Evening classes have been scheduled with sufficient meeting time during the semester to compensate for time lost in the final examination week.

9. If laboratory examinations are given, they will be held during the last regularly scheduled meeting of the lab.

10. A student will not be expected to take more than two final examinations in one day. In cases where a student has three or more exams scheduled for the same day, instructors must offer make-up exams. The student's number of exams will be reduced to two by the following procedure:

   a. If a student has three or more exams on the same day, the instructor(s) giving the third and subsequent exams must provide make-up exams during the week designated for final exams for that semester;

   b. The student must notify the instructor or department of the third and subsequent final exams scheduled within a single day. Such notification must be given to the specific instructor or department before the end of the twelfth week of classes (sixth week of summer session).

11. In the event a conflict should arise from the scheduling of two or more examinations at the same time, the student will attend the examination for the class that met first during the week, according to the student's class schedule. The instructor(s) giving the second and subsequent exams must provide make-up exams during the week designated for final exams for that semester.

This institution in compliance with all applicable Federal and State laws and regulations does not discriminate on the basis of race, color, national origin, sex, 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 aid and educational services.
TUITION AND FEES

DEADLINES AND PENALTIES

<table>
<thead>
<tr>
<th>Last day to pay tuition and fees without penalty or service charge</th>
<th>Fall 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to pay without $50 end-of-semester penalty</td>
<td>Oct. 21</td>
</tr>
</tbody>
</table>

Use online payments or make checks payable to the University of Oklahoma. Students may pay tuition and fees online (e-Checks or Credit Cards) at ozone.ou.edu or in person at Bursar Services. Only cash and check payments are accepted in Bursar Services. Students login to the online Pay site with his/her OU Net ID and password. Each student may authorize additional user access to his/her Bursar account through the pay site. Go to ozone.ou.edu for more information. Charges and credits incurred during the month are billed on the last day of every month. eNotification of your student eBill is sent to you and your authorized users the first of every month. Failure to receive a statement will not exempt a student from late penalties. It is the responsibility of the student to determine his/her financial obligation and how to pay. When mailing payments, Bursar Services must receive your payment prior to the due date to avoid additional service charges and late fees. Checks should include the student’s name and nine-digit Sooners I.D. number to ensure proper posting. If this information is not included, the check may be returned to the sender. You may contact Bursar Services at (405) 325-3121, 8 a.m. – 5 p.m., Monday thru Friday.

BURSAR PAYMENT PLAN

All charges are due the first month after they are billed. Paying in full by the first due date ensures that you pay no additional service charges or late fees. The university does provide a Tuition Payment Plan (TPP) for eligible students. Participation in TPP will be limited to currently enrolled students for the semester in progress, including Summer Session. Participation in the plan requires no application. To participate, pay the percentage (listed below) of your total charges by the due date. Payments are due on the 21st of each month. College of Continuing Education charges are excluded from the payment plan. It is the student’s responsibility each semester to check on oZone or in Bursar Services to ensure that any university administered scholarship or resident or non-resident tuition waiver is applied. Students receiving financial aid are required to apply all of their financial aid to their account.

All unpaid balances are subject to a 1.5% service charge assessed on the 22nd of each month. The following percentages are used to calculate the minimum payment due so that all charges are paid in full by the end of the semester. Figure used for example only:

**Fall and Spring Semesters**

<table>
<thead>
<tr>
<th>Month</th>
<th>1st Month</th>
<th>2nd Month</th>
<th>3rd Month</th>
<th>4th Month</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>25%</td>
<td>33%</td>
<td>50%</td>
<td>100%</td>
</tr>
<tr>
<td>Beginning</td>
<td>$5000</td>
<td>$3806.25</td>
<td>$2588.44</td>
<td>$1313.63</td>
</tr>
<tr>
<td>Due &amp; paid</td>
<td>$1250</td>
<td>$1256.06</td>
<td>$1294.22</td>
<td>$1294.22</td>
</tr>
<tr>
<td></td>
<td>$3750</td>
<td>$2550.19</td>
<td>$1294.22</td>
<td>$1313.63</td>
</tr>
<tr>
<td>1.5% unpaid</td>
<td>$66.25</td>
<td>$38.25</td>
<td>$19.41</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Summer Enrollment**

<table>
<thead>
<tr>
<th>Month</th>
<th>1st Month</th>
<th>2nd Month</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>50%</td>
<td>100%</td>
</tr>
<tr>
<td>Beginning</td>
<td>$5000</td>
<td>$1313.63</td>
</tr>
<tr>
<td>Due &amp; paid</td>
<td>$1250</td>
<td>$1294.22</td>
</tr>
<tr>
<td></td>
<td>$3750</td>
<td>$1294.22</td>
</tr>
<tr>
<td>1.5% unpaid</td>
<td>$66.25</td>
<td>$19.41</td>
</tr>
</tbody>
</table>

If the student is not current with the payment plan: Registration, Transcript and Graduation holds may be placed on the account. A $50 late penalty is added at the end of the semester if all current tuition and fees are not paid in full. Please note that service charges are assessed on all unpaid accounts (student, former student, faculty, staff, etc.) until the account is paid in full.

Please note: Students with unpaid tuition may continue to attend classes through the last day of finals. All service charges and penalties will be added, enrollment for future semesters will not be allowed, and record of grades and transcripts will not be released until past-due amounts are paid in full. Students with unpaid tuition and fees will not be eligible for graduation from the university. Bursar Services cannot extend the payment due dates. Past-due accounts will be subject to collection and collection fees. When paying delinquent accounts, the total amount due is required.

GUARANTEED TUITION RATE PROGRAM

First time full-time undergraduate students who are residents of Oklahoma may participate in the Guaranteed Tuition Rate Program. For additional information about the Guaranteed Tuition Rate Program, please go to www.ou.edu/content/bursar/tuition_fees/tuition_plan.html.

UNIVERSITY OF OKLAHOMA TUITION AND FEES CONTINUED ON NEXT PAGE
### REQUIRED TUITION AND FEES  
(SUBJECT TO CHANGE)

#### I. TUITION:

- **A. RESIDENT (per credit hour):**
  - Undergraduate level (1 – 11 hours) ...... $152.20
  - Graduate courses.................................. $203.60
  - Law courses  ......................................... $473.00

- **B. NON-RESIDENT (per credit hour):**
  - Undergraduate level (1 – 11 hours) ...... $629.90
  - Graduate courses.................................. $791.20
  - Law courses  ......................................... $820.50

**Undergraduate Flat Rate Tuition (12 – 21 hours):**
- Undergraduate Resident .................... $2,287.50
- Undergraduate Non-Resident ............ $9,448.50
- Hourly Mandatory Fees ...................... $1,901.25

#### II. MANDATORY PER-SEMESTER FEES:
(Required in addition to Tuition)

- **A. Spring 2017**
  - Undergraduate & Graduate ............ $126.50
  - International Students.................. $201.50
- **B. Summer 2017**
  - Undergraduate & Graduate ............ $63.25
  - International Students.................. $113.25

- Academic Excellence Fee
  - For New Students, Re-Admits, and Change of Status students effective:
  - *Beginning Fall 2016 ......................... $75.00
  - *Beginning Fall 2015 ......................... $67.50
  - *Beginning Fall 2014 ......................... $60.00

- **College Technology and Program Fees**
  - (per credit hour):
    - Architecture........................................ $48.80
    - Arts & Sciences.................................. $21.50
    - Atmospheric and Geographic Sciences .............. $44.50
    - Business (Undergrad).......................... $51.00
    - Business (Graduate)............................ $34.25
    - Earth and Energy................................ $47.50
    - Education......................................... $43.45
    - Engineering..................................... $56.00
    - Fine Arts......................................... $41.00
    - International Studies.......................... $33.00
    - Journalism and Mass Comm .................. $72.75
    - Law .................................................. $83.40
    - University College............................ $33.00

#### III. HOURLY MANDATORY FEES:

- **A. Undergraduate level**
  - Per credit hour (1–11 hrs)............... $126.75/hr
  - Flat Rate (12-21 hrs) ....................... $1,901.25
- **B. Graduate per credit hour** ............. $126.25
- **C. Law per credit hour** ..................... $133.50

- Student Facility Fee
- Student Activity Fee
- Assessment Fee
- Academic Excellence
- Library Excellence Fee
- Connectivity Fee
- Security Services Fee
- Transit Fee
- Academic Facilities and Life Safety Fee
- Special Event Fee
- International Programs Fee

- **IV. ANNUAL FEES:**
  - International Student Health Insurance $1,640.00

- **V. INDIVIDUAL COURSE SPECIAL FEES:**
  - A. Chemistry Department Fee ........ $6.50 per Course
  - B. OKC Grad Center Fee .......... $100.00 per Credit Hour
  - C. Business College Full-Time MBA Fee ... $1500.00
  - D. Organ, Piano, and Percussion Instrument Use Fee .......... $75.00 per Course
  - E. Online Course Fee ........ $40.00 per Credit Hour

There are additional individual course special fees listed in the Class Schedule which are in addition to the above fees.

- **Late Registration Fee**
  - There is a late registration fee of $20.00 for any registration which occurs on or after the first official day of classes each semester. The first official day of class for Fall is August 22, 2016.
STUDENT ACTIVITY FEE

The Student Activity Fee was approved by the Oklahoma Regents for Higher Education. The funds collected are distributed in the current fiscal year approximately as indicated:
- Facility Bond, 4.03%
- Student Government Association, 17.65%
- Dean of Students, 14.75%
- University Counseling Center, 13.19%
- Fitness and Recreation, 10.43%
- Student Media, 5.13%
- Reserve, 2.01%
- Student Life, 17.44%
- Gender & Equality Center, 3.00%
- Capital Projects, 12.36%

GRADUATION

All students graduating from the University of Oklahoma must apply for graduation. This is now an online process in OZONE. Under the Home tab in OZONE, students can click on GRADUATION APPLICATION and it will take them to the graduation application. Be sure to apply for the term you are planning to graduate by the deadline of:
- Fall graduates September 15
- Spring graduates February 15
- Summer graduates June 1

All tuition and fees must be paid before a student can officially graduate and receive the diploma.

Please contact the Office of Academic Records (405) 325-2017 regarding the graduation application.

CAP AND GOWN FEE

Students who plan to participate in the Commencement ceremonies in May and/or their college convocation must pay a fee for caps and gowns. Students should contact the University Bookstore for ordering caps and gowns. Students will need to register for Commencement or their college convocation. Students should go to the Graduation website www.ou.edu/commencement for information.

If there are questions regarding participation in commencement or other general questions, please contact the Graduation Office at 325-0841.

UNIVERSITY OF OKLAHOMA REFUND POLICIES

The refund policies listed below describe the financial obligation of students who withdraw from classes after the official beginning of a semester. Students are advised to read these refund policies carefully to determine which apply to their specific circumstances.

I. COMPLETE WITHDRAWALS FROM THE UNIVERSITY:

A. REFUND POLICY FOR COMPLETE WITHDRAWAL FOR ALL STUDENTS WHO ARE NOT TITLE IV AID RECIPIENTS. (See ‘B’ below for definition of Title IV Aid Recipients.)

(The Oklahoma State Regents refund policy with respect to fees and tuition is as follows:)

Complete withdrawals from the institution during the defined refund period (first ten days of classes in Fall and Spring semesters, first five days of classes in Summer Session) will result in full charges for courses added and full credit for courses dropped. No refunds will be made after the refund period except as stipulated for enrollment of Title IV recipients.

B. REFUND REGULATIONS FOR COMPLETE WITHDRAWAL FOR ALL STUDENTS WHO ARE TITLE IV AID RECIPIENTS

Any student receiving Federal Title IV funds will be subject to the following policy regarding return of Federal Title IV funds:

The University and the student will be required to return to the federal aid programs the amount of aid received that was in excess of the aid “earned” for the time period the student remained enrolled. By Federal Law, the University has 45 days from the date the University determines the student withdrew to return unearned federal aid to the specified programs.

The percentage of the semester completed is the percentage of aid earned: This is calculated by the number of days the student attended divided by the number of days in the payment period (i.e. semester). For example, if a student withdrew on the 20th day of a semester 114 days in length, the student would have only earned 17.5% of the aid he received (20/114=0.175).

Students who remain enrolled through at least 60% of the payment period (semester) are considered to have earned 100% of the aid received and will not owe a repayment of Federal Title IV grant funds.

If the University returns funds to the Title IV aid programs, it could result in the student owing OU charges that were originally paid at the time of disbursement. Students may also be required to return funds released to them for personal expenses.

Monies will be returned to the Title IV programs and not to recipients. Monies returned to the Title IV aid programs will be applied first to loans to reduce the loan debt of the student and/or parent borrower.

II. REFUND POLICY FOR DROPPING A PORTION OF YOUR SCHEDULE AFTER CLASSES BEGIN

Changes in schedules during the first ten days of classes in Fall and Spring semesters, first five days of classes in Summer Session will result in full charges for courses added and full credit for courses dropped. No refunds for dropped courses will be made after this time.
FINANCIAL ASSISTANCE

Fall 2016 – Students who wish to apply for financial aid for the Fall 2016 semester must complete the 2016-17 Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Be sure to include OU’s Title IV School Code of 003184 on the FAFSA. Have your FAFSA application and all requested documents in to OU Financial Aid Services by Dec 1, 2016 for processing of Spring financial aid. Applications complete after this date are processed in the order received and aid may not be available by the tuition deadline.

Visit OU Financial Aid Services website at financialaid.ou.edu for complete information including application deadlines, aid requirements and links to additional scholarships and resources. Financial Aid Services, 1000 Asp Ave. Room 216, Norman, OK, 73019-4078. Phone: 405-325-4521, FAX: 405-325-7608.

FINANCIAL AID EARLY DISBURSEMENT

Disbursement begins Monday, August 15, 2016 and continues throughout the semester

IMPORTANT!! Aid disbursement depends on the following two (2) factors:
1. Aid availability
2. All eligibility requirements must be met at the time you are picking up your aid, including enrollment requirements.

If you come, beginning August 15 to pick up your aid, bring a photo ID for identification. Staffing is reduced during lunch hours, 11: 30 AM – 1:45 PM, resulting in an increase in waiting time. Normal operating hours are Monday through Friday, 8:00 AM – 5:00 PM.

The University of Oklahoma is pleased to be one of the few schools in the country that disburses financial aid funds to students before the beginning of classes. We offer disbursement early so that student can focus on their classes rather than taking care of financial matters. Students can be supportive in the process by being informed of their aid eligibility and by following the disbursement schedule.

STUDENT SERVICES

STUDENT LIFE

Student Life, part of Student Affairs, is located in Suite 370 of the Oklahoma Memorial Union. Student Life provides over 20 student service areas including service to over 450 student organizations, campus activities, academic support, Camp Crimson, multicultural student services, and fraternities and sororities.

Student Life provides direct assistance for scholarship information programs on cultural diversity and enrichment, peer counseling, career development, orientation and leadership training and serve as advocates for students when interacting with campus offices and programs. Some areas of focus for Student Life are:

AFRICAN-AMERICAN STUDENT LIFE
AMERICAN INDIAN STUDENT LIFE
ASIAN-AMERICAN STUDENT LIFE
LATINO STUDENT LIFE
CAMPUS ACTIVITIES PROGRAMS
FRATERNITY AND SORORITY STUDENT LIFE
FRESHMAN AND TRANSFER ORIENTATION
WOMEN’S OUTREACH CENTER
SOONER UPWARD BOUND PROGRAM
MCNAIR SCHOLARS PROGRAM
OU COUSINS
SUMMER PROGRAMS
HENDERSON SCHOLARS

You may contact the Student Life Office at (405) 325-3163 or visit their website at http://studentlife.ou.edu to learn more about the resources provided.

FOR STUDENTS WITH DISABILITIES

Located in Goddard Health Center, Room 166, Telephone, (405) 325-3852 (voice) or (405) 325-4173 (TDD), to coordinate or provide direct assistance for programmatic and architectural accessibility. Academic accommodations may include, but are not limited to, readers, scribes, volunteer note takers, interpreters/real-time transcriptionists, alternative testing, and library research assistance. Services are available to all students with disabilities who self-identify to the Disability Resource Center and provide appropriate documentation of disability that substantiates the need for accommodation.

VETERANS STUDENT SERVICES

The Office of Veterans Student Services provides education certification services for eligible veterans or their dependents receiving VA Educational Benefits as students. These services include assistance in processing forms necessary for monthly educational benefits and referring students toward any known additional resources intended for veterans of the United States.

For more information regarding these benefits, please stop by Buchanan Hall, room 330, visit veterans.ou.edu, or call (405) 325-4308. To contact the VA Regional Office in Muskogee, call toll-free 1-888-442-4551.
ADMISSION INFORMATION

THE UNIVERSITY OF OKLAHOMA, WITH THE APPROVAL OF THE OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION, MAY ALTER ADMISSION REQUIREMENTS AT ANY TIME WHEN IT IS DETERMINED TO BE IN THE BEST INTEREST OF THE UNIVERSITY.

New students must be admitted to the University before beginning registration. Former students must also be readmitted if they have graduated or been suspended after their last enrollment at OU, or have not been enrolled at OU for more than one semester and a summer session. Students who enroll only for summer sessions do not need to reapply if they were enrolled the previous summer and did not graduate or were not suspended at the end of that summer term.

Information concerning admission requirements and applications for admission, housing and scholarships is available on the web at http://www.ou.edu/go2/home.html. This information may also be obtained from the Office of Admissions & Recruitment, 550 Parrington Oval, Room L-1, Norman, Oklahoma, 73019-3032. For telephone inquiries, the number is (405) 325-2151 or toll-free 1 800 234-6868.

DISCONTINUANCE OF ACADEMIC PROGRAMS

“The University of Oklahoma reserves the right at all times to discontinue modify or otherwise change its degree programs when it determines it is in the best interest of the University to do so.”

ADVISING INSTRUCTIONS

ADVISING AND ENROLLMENT OF NEW STUDENTS:

First-time entering freshmen and transfer students who are admitted to University College who wish to enroll in classes for the Fall 2016 semester will participate in the 2016 New Sooner Enrollment Program. A postcard about the 2016 New Sooner Enrollment Program will be mailed to newly admitted students to University College. First-time entering freshmen and transfer students admitted to University College who do not participate in the 2016 New Sooner Enrollment Program will be eligible for advisement and enrollment for fall classes following the conclusion of the program in August. For questions, students may contact University College at 405-325-3521.

ADVISING AND ENROLLMENT OF CONTINUING STUDENTS:

Continuing student can go to http://www.ou.edu/advising.html to view advising directions for each individual college and additional requirements.

ADDITIONAL ASSISTANCE

Students who feel they may need additional assistance in the Advising or Registration process, or who feel offices of the university may not have properly assisted them may contact the following university offices:

- President's Action Line .................................. 325-1212
- University Registrar ....................................... 325-8481
REGISTRATION INSTRUCTIONS
ENROLLMENT OVER THE WEB
Ozone.ou.edu allows students to browse the class schedules and enroll in courses over the web. Using your OUNETID and your personal password, you can look at the class schedule information and enroll. https://ozone.ou.edu

GO TO OZONE.OU.EDU FOR SPECIFIC ENROLLMENT WINDOWS

I. ADVANCE REGISTRATION

March 28 – April 22

Students who are currently enrolled, transfer students, stop-outs and readmitted students report to college offices for instructions on advisement. Students may enroll online at ozone.ou.edu or in Enrollment Services between the hours of 8:00 am – 5:00 p.m. M-F, Room 230, Buchanan Hall, each week according to hours earned by the students on specific days.

The following weekly schedule will be observed:

<table>
<thead>
<tr>
<th>Students</th>
<th>Beginning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Students</td>
<td>March 25</td>
</tr>
<tr>
<td>Seniors</td>
<td>March 28</td>
</tr>
<tr>
<td>Juniors</td>
<td>April 4</td>
</tr>
<tr>
<td>Sophomores</td>
<td>April 11</td>
</tr>
<tr>
<td>Freshmen &amp; Special Students</td>
<td>April 18</td>
</tr>
</tbody>
</table>

Earned hours of undergraduate students is determined by earned hours plus currently enrolled OU hours.

NOTE: Students may add/drop at any time after their assigned registration time. See “How to Add/Drop.”

Students who need to add/drop should obtain advisement, if necessary, before adding or dropping classes. Students may add/drop online at ozone.ou.edu or in Enrollment Services between the hours of 8:00 am- 5:00 p.m. M-F.

II. CONTINUING REGISTRATION AND ADD/DROP:

Fall: April 25 – Aug. 26

NOTE: University Offices will be closed Nov. 24-27, Dec. 23-Jan. 3, Jan. 16, May 29, and July 4.

Students who need to register should report to their college office for instructions and/or advisement.

Students who need to add/drop: See “How to Add/Drop.”

III. LATE REGISTRATION:

Students who have not yet registered should report to their college office for advisement. Students may complete late registration online or in Enrollment Services. There is a $20.00 fee for late registration beginning the first day of the term.

COURSE PRIORITY: Not all students can obtain preferred class schedules because of limitations on classroom space and faculty availability. In advance registration students are given priority in courses according to classification, beginning with graduate students and ending with freshmen. In later registration periods, space in various courses may become extremely limited. Generally, students who register in advance have the best opportunity to obtain preferred classes.

STUDENT ID CARDS

Student ID cards are issued by the OneCard office, OMU, Room 127. Students must be currently admitted to be eligible to receive a card. One legal picture identification card is required. Lost cards should be reported immediately to the OneCard office. There is a charge of $20.00 for new and replacement cards.
HOW TO ADD/DROP

Different regulations will apply, depending on when add/drop occurs. Read the following instructions carefully to determine the rules that apply to your add or drop:

NOTE: The regulations listed below apply to courses that meet the full semester. For summer session, please refer to the Academic Calendar for specific dates for all summer periods. Courses that do not meet the full term will have different deadlines. Contact Enrollment Services, room 230 Buchanan Hall, for more information.

Period I. Free add and drop: Students may add during the first week of classes for Fall and Spring without approval of instructor. Students may add during the second week of classes for the Fall and Spring semester with approval of instructors. Students may drop without additional charges or grading penalties any time up through the end of the second week of classes in Fall or Spring, No grades will be recorded for dropped courses.

Note on tuition charges for dropped courses: You will be required to pay tuition and fees for any course dropped after the second week of classes in Fall or Spring Semesters, even if you add another course at the same time.

Beginning with the third week of fall and spring, students must go to OU Enrollment Services in Buchanan Hall room 230 to add or drop classes. Online add/drop is not available.

Effective Fall 2011

Undergraduate students: A student is allowed only five grades of W throughout the course of his/her undergraduate career at The University of Oklahoma. Once a student reaches this maximum number of W grades, he/she will not be allowed to drop any courses after the free add and drop period. After the five-drop limit has been reached, students with extreme, extenuating circumstances may apply for an exception to the limit on W grades through the Office of the Provost.

Period II. Automatic grade of W

Undergraduate students: Third through tenth week of Fall and Spring, Students may add classes only by permission of the instructor of the course and the Dean of the student’s College. Courses dropped during this time will be recorded with a grade of W. (University College and Engineering require their students to obtain approval of the Dean to drop a course after the second week of classes.)

Graduate Students: Third through sixth week of Fall and Spring, Students may add classes only by permission of the instructor of the course and the Graduate College Dean. Courses dropped during this time will be recorded with a grade of “W.”

Period III. Grade of W or F

Graduate Students: Seventh through sixteenth week of Fall and Spring, The same restrictions on added courses apply as for Period II, above. For dropped courses, instructors may assign a grade of “W” or “F.”

Period IV Petition to College Dean to Drop Course(s)
Eleventh week through end of classes in Fall and Spring. Permission of instructor and Dean is required for added classes. Students who wish to drop a course during this period must petition the Dean of the student’s College. (Instructor’s Signature and Grade of W or F is required).

ENROLLMENT REGULATIONS

CLASS ATTENDANCE POLICY
The student is responsible for class attendance after completion of registration. The student must cancel before the first day of classes to avoid being charged fees and tuition. Students who do not attend classes beginning the first day may be canceled from a course if there is high demand for seats from students who are waiting to enroll in courses.

HOWEVER, STUDENTS SHOULD UNDERSTAND THAT NON-ATTENDANCE AND/OR NON-PAYMENT OF FEES WILL NOT AUTOMATICALLY RESULT IN CANCELLATION OF ENROLLMENT. THE STUDENT IS RESPONSIBLE FOR DROPPING COURSES BY THE APPROPRIATE DEADLINES IN ORDER TO AVOID TUITION CHARGES.

FULL-TIME ENROLLMENT
To be considered full-time, a student must be enrolled in at least the number of credit hours listed below, depending on the semester:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Graduate</th>
<th>Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall/Spring</td>
<td>9*</td>
<td>12</td>
</tr>
<tr>
<td>Summer</td>
<td>4*</td>
<td>6</td>
</tr>
</tbody>
</table>

*Two credit hours are considered as full-time enrollment for graduate students in their final term.

Note to students applying for Veterans' Benefits: VA may not accept all hours taken when determining benefits. Consult the Veteran Student Services Office in Buchanan Hall, Rm. 330 for more information.

Note to students applying for Financial Aid: Additional enrollment regulations may apply. Consult Financial Aid Services for more information.

CREDIT HOUR ENROLLMENT LIMITS
There are limits on how many credit hours a student may enroll in each semester, without permission of the student's dean. These limits are listed below:

FALL/SPRING: 19 hours for undergraduates; 16 hours for graduates.
SUMMER: 9 hours for undergraduates; 9 hours for graduates.
PASS/NO PASS ENROLLMENT

Students may elect to enroll in courses on a Pass/No Pass basis, but should understand that Colleges may not count Pass/No Pass enrollments when determining whether the student has fulfilled the requirements for a degree. Specific College limits are listed below.

Academic Affairs. The Pass/No Pass option may be used to fulfill no more than 16 credit hours of free electives only. The Pass/No Pass option may not be used to fulfill requirements for any General Education, College, major, major support, or minor requirements.

Architecture. The Pass/No Pass option will not count toward any College of Architecture degree requirements.

Arts & Sciences. The Pass/No Pass option may be used to fulfill no more than 16 credit hours of free electives only. The Pass/No Pass option may not be used to fulfill requirements for any General Education, College, major, major support, or minor requirements.

Atmospheric and Geographic Sciences. A Pass/No Pass enrollment will not count toward any College of Atmospheric and Geographic Sciences degree requirement.

Business. The Pass/No Pass option may not be used with any College of Business course, General Education requirement, or specifically required course. Business majors may take a maximum of 12 hours of P/NP in free, non-business electives. Not to exceed 1 course per semester.

Continuing Education (Aviation). The Pass/No Pass option may not be used to fulfill requirements for any General Education, College, major, major support or minor requirements. P/NP may be used in the free electives, as long as they are not aviation courses.

Earth and Energy. A Pass/No Pass enrollment will not count toward any College of Earth and Energy degree requirement.

Education. The Pass/No Pass option may be used only on courses belonging to one of the general education areas of free electives.

Engineering. The Pass/No Pass option may be used only on courses belonging to one of the general education areas of free electives.

Fine Arts. Students are allowed a maximum of 16 hours of elective credit under the Pass/No Pass option. Courses completed under the pass/no pass option may not be used to fulfill the University-Wide General Education requirements, major requirements, or major support requirements.

Graduate. A Pass/No Pass enrollment will not count toward any Graduate degree requirement.

International Studies. The Pass/No Pass option may be used to fulfill no more than 16 credit hours of free electives only. The Pass/No Pass option may not be used to fulfill requirements for any General Education, College, major, major support, or minor requirements.

Journalism. No more than 16 semester credit hours earned under the Pass/No Pass option will apply toward the degree. P/NP credit may not be used to satisfy general education, college, major, major support, or minor requirements. Transfer credit graded P/NP is counted as part of the 16 semester credit hours earned.

Law. A Pass/No Pass enrollment will not count toward any Law degree requirement.

University College. The Pass/No Pass option is allowed, with Dean's permission, for University College students who are above the freshman level.

Cautions: Both grades, Pass and No Pass, are considered neutral grades in the computation of grade point averages, i.e. credit hours for Pass, though earned, will not be included in grade point averaging, and credit hours for No Pass simply will not be earned. Pre-professional students who plan to apply for admission to professional schools such as law or medicine after completion of an undergraduate degree are advised that courses taken on the Pass/No Pass option may hinder admission possibilities when grade point average is a major consideration. For advice, the student should consult the admissions office of the professional school where he/she intends to apply.

Before enrolling in courses on the Pass/No Pass option, students should consult with their advisers or personnel in college offices to be certain of approved enrollment.

Procedure:

Students may change enrollment in a course by the add/drop procedure to or from the Pass/No Pass option through the end of the second week of a regular semester or the first week of a summer session in Enrollment Services. College and/or adviser approval should be obtained prior to any change.

To prevent discrimination in grading, the student’s choice of P/NP grading will not be made known to the instructor of a course. The grade will be automatically assigned at the end of the course on the basis of the letter grade submitted by the instructor. The lowest letter grade required to receive a P grade in a course will be C.

AUDIT ENROLLMENT

Auditing is attending a class without participating in classwork or receiving credit. Enrollment as an auditor is permitted in all courses subject to the approval of the instructor in the course.

Initial enrollment in a course as an auditor may be completed only between the first day of classes and the last day permitted for late enrollment for credit in any semester or term. Students wishing to enroll in a course as an auditor need to get an add/drop form from OU Enrollment Services in Buchanan Hall 230, get instructor's approval and then return the form to Enrollment Services.

A change of enrollment from audit to credit may be made, provided the change is made no later than the end of the second week of classes in a regular semester or the first week of classes in a summer term, and provided the instructor and appropriate dean grant approval. Students wishing to change enrollment from audit to credit need to get an add/drop form from OU Enrollment Services in Buchanan Hall 230, get the appropriate approvals and then return the form to Enrollment Services.

Effective Fall 2011

Undergraduate students: a change of enrollment from credit to audit may be made during the first two weeks of classes in a semester or first week of classes in a summer term.

Graduate students: a change of enrollment from credit to audit may be made during the first ten weeks of classes in a semester or five weeks of classes in a summer term, provided the student is passing in the course at the time the change is processed and the student has received approval from the instructor. A change of enrollment processed during the first ten weeks of a semester or five weeks of a summer term requires a report of progress from the student’s instructor.

A change of enrollment to audit supersedes the original enrollment for credit, and no withdrawal from the credit enrollment is posted on the student’s academic record. To change enrollment from credit to audit, students need to get a Change Enrollment from Credit to Audit form from the OU Enrollment Services office in Buchanan Hall 230, get appropriate approvals and then return the form to Enrollment Services.

A grade of W may be assigned to a student who has not performed in a course as an auditor need to get an add/drop form from OU Enrollment Services in Buchanan Hall 230, get the appropriate approvals and then return the form to Enrollment Services.

Cancellation of Enrollment

Undergraduate students may cancel enrollment by contacting Compass Network at compassnetwork@ou.edu or by calling (405) 325-8103 and Graduate students may contact the Office of Enrollment Services by emailing enroll@ou.edu or by calling (405) 325-3572. The deadline to cancel by email for Fall semester is at Midnight, on August 21, and by phone by 5:00 pm on August 19. After classes have begun, students must withdraw from enrollment according to the following instructions.

15
COMPLETE WITHDRAWAL FROM ENROLLMENT

During the first two weeks of classes (Fall/Spring) undergraduate students withdrawing from the University should contact Compass Network and their College Office beginning the third week of classes (College Office locations are listed in the Campus Information Directory, page 4). Graduate students withdrawing from the University should contact the Office of Enrollment Services during the first two weeks of classes (Fall/Spring) and the Graduate College Office beginning the third week of classes. If you do not know your college, check with Enrollment Services, Room 230 Buchanan Hall. Withdrawn students are refunded fees and tuition according to State Regents' refund policy (see refund regulations in section on FEES AND TUITION).

OTHER UNIVERSITY REGULATIONS

ACADEMIC RETENTION, PROBATION AND SUSPENSION REGULATIONS

For continued enrollment at the University, an undergraduate student must maintain a cumulative retention/graduation grade point average as indicated below:

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-30</td>
<td>1.7</td>
</tr>
<tr>
<td>&gt;30</td>
<td>2.0</td>
</tr>
</tbody>
</table>

A student not maintaining a satisfactory cumulative retention/graduation grade point average will be placed on academic probation for one semester. To be removed from probation, the student, during the next semester of enrollment, must raise his or her cumulative retention/graduation grade point average to the minimum standard required to continue. However, a student enrolled on probation may be continued on probation provided he or she makes a 2.0 grade point average on that semester’s work. Students should check with their college office or the Office of Academic Records for specific requirements for enrollment while on academic probation. A student enrolled on probation who fails to raise his or her cumulative retention/graduation grade point average to minimum requirements or to make a grade point average of 2.0 or better on work taken while enrolled on probation will be suspended for poor scholarship.

A suspended student from the University for poor scholarship is not eligible to apply for readmission until after one full semester has elapsed following the date of suspension. To be readmitted, a suspended student must submit an application for admission and a letter of appeal to the Office of Admissions by November 1 for the Spring Semester; April 1 for Summer and Fall.

UNIVERSITY GRADING REGULATIONS GOVERNING WITHDRAWALS AND DROPS

Complete Withdrawal from the University for Undergraduate Students. An undergraduate student who withdraws from all classes during the first ten weeks of a regular semester (first five weeks of a summer session) will receive the grade of “W” for all courses. For complete withdrawals that occur after the tenth week of class (fifth week of summer session), no grade is recorded. For students who drop one or more courses after classes begin, but who remain enrolled in at least one course, the following grading regulations for dropped courses apply:

Undergraduate Students Dropping Courses After Classes Begin.

For students who drop one or more courses after classes begin, but who remain enrolled in at least one course, the following grading regulations for dropped courses apply:

In the first two weeks of the semester (first week of summer session), no grade is recorded;

From the third week through the tenth week of a semester (second to fifth week of a summer session), a grade of W will be assigned to each dropped course;

Beginning with the eleventh week of the semester (sixth week of summer session) the instructor of each course dropped will assign a grade of W or F.

Graduate Students Dropping Courses After Classes Begin.

For students who drop one or more courses after classes begin, but who remain enrolled in at least one course, the following grading regulations for dropped courses apply:

In the first two weeks of the semester (first week of summer session), no grade is recorded;

From the third week through the sixth week of a semester (second and third week of a summer session), a grade of W will be assigned to each dropped course;

Beginning with the eleventh week of the semester (sixth week of the summer session) through the last day of classes, courses may be dropped only by direct petition to the Dean of the student’s college. The student who drops a course with permission of the Dean will receive a final grade of W or F at the discretion of the instructor of the course dropped.

UNIVERSITY REGULATIONS GOVERNING INCOMPLETES

“I” is a neutral mark and means incomplete. It is not an alternative to a grade of F, and no student may be failing a course at the time an “I” grade is awarded. To receive an “I” grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. The new university-wide incomplete Contract Form that all instructional faculty will be required to use when assigning a grade of INCOMPLETE, effective with the Fall 2014 semester, will include a grade if the work is not turned in by this date (Cannot be an “I”). The instructor will indicate to the student and to the Office of Academic Records what must be done to complete the course and set a time limit appropriate to the circumstances. However, the time limit allowed may not exceed one calendar year. If by the end of the year no change in grade has been submitted, the grade of “I” will be changed to the permanent grade from the incomplete contract form. After a grade of “I” has been changed, a student may re-enroll in the course if appropriate or required. The foregoing time limitations concerning removal of an incomplete do not apply to graduate research or problem courses.

If an incomplete is received, the “I” grade remains on the student’s record and the final grade is next to the “I” (example I/B).
ALL-UNIVERSITY REGULATION ON
REPEATED COURSES
Students may not repeat a course in which they earned a
grade of A or B, unless the course is one in which there is a change of
subject matter (e.g., SLEP, Independent Study).
A student may repeat up to four courses, not to exceed 18
hours, in which the original grade was D or F and have only the second
grade count in the calculation of the student’s retention/graduation
grade point average. Students who repeat courses beyond the first 4
courses of D or F may do so with both the original grades and repeat
grades included in the calculation of the retention/graduation grade
point average.

GRADE POINT AVERAGE. The cumulative retention/graduation
grade point average is based on all work attempted, both transfer and
OU, minus those courses repeated in accordance with the policy on
repeated courses. The minimum cumulative retention/graduation grade
point average required for graduation is 2.0. Each degree-
recommending college may establish higher standards for retention and
graduation.

DEGREE CANDIDATES
Degrees are formally conferred at spring commencement
exercises. However, degrees are awarded in absentia and diplomas
mailed to graduates at the end of the fall semester and summer session.
The date of graduation for each term is: the last day of examinations in
the fall; the date of commencement in the spring; and the last day of
classes in the summer. The degree and date of the diploma are entered
on the student’s permanent academic record. When a student completes
all requirements for a degree other than at the close of a semester or
session, the Office of Admissions and Records, upon request, will issue
a certified statement that the student is eligible for the degree as of the
date when the requirements for the degree were completed. For
complete information regarding degree requirements the student should
consult with personnel in the college office in which he/she is enrolled.
A student who is a candidate for a degree must apply online
for graduation at ozone.ou.edu. Once a student is cleared for
graduation by their college, all tuition and fees must be paid before a
degree will be posted and diploma mailed. See section on Fees and
Tuition in this schedule for fee information and deadline date.
All students shall be required to have all work needed for
graduation submitted to Admissions & Records no later than ten
working days following the last day of finals for the term in which the
student wishes to graduate. This would include transfer work from
another institution, correspondence courses, incomplete grades, and
any other correction or addition to the student’s academic record. This
deadline does not take the place of the existing deadline for all work to
be completed, which is “all work required for the degree must be
completed satisfactorily by the last day of finals of the semester or
term”. This is an additional requirement that the notification of the
completion of this credit must be submitted in a timely fashion in order
for the student to graduate within that term. The appropriate deadline
for receipt of that notification is within ten working days after the last
day of finals. Requirements for graduation are cleared by the degree-
recommending colleges approximately four weeks after the close of a
regular semester and three weeks after the close of a summer session.
Diplomas are printed after degree clearances are completed and are
mailed from the Office of Admissions and Records approximately one
month later.

UNIVERSITY-WIDE GENERAL EDUCATION APPROVED COURSES
The Oklahoma State Regents for Higher Education have approved a University-wide education curriculum for the University of Oklahoma. The
required 40 hours of University-wide General Education curriculum can be summarized as follows:

Core Area I. Symbolic and Oral Communication (3–5 courses)
English Composition (English 1113 and 1213 or EXPO 1213)**)
Foreign Language (2 courses in the same language, which can be satisfied by
successfully completing two years in the same foreign language in high school)
Mathematics (one course)
Other (for example, communication, logic or public speaking)
Note: Courses in this area may not be used to meet the minimum hourly
requirement for Core Area I, but may be used to meet the 40 hour total general
education requirement.

Core Area II. Natural Science (including at least two courses, which must be
from different disciplines. At least one course must include a laboratory
component, denoted by [L]**)

Core Area III. Social Science (2 courses, one of which is Political Science
1113)**)
Core Area IV. Humanities (4 courses)
Understanding Artistic Forms (1 course)
Western Civilization and Culture (2 courses, one of which is History 1483 or
History 1493**)
Non-Western Culture (1 course)
Core Area V. Senior Capstone Experience (1 course)

Current list of approved courses can be found at https://www.ou.edu/content/gened/courses.html.
should refer to the “Online Registration System” at ozone.ou.edu or by contacting the Enrollment Office at OU-Tulsa.
Students should consult with departmental advisors regarding degree program requirements.
Students can find courses being offered by semester through the Enroll link in ozone.ou.edu. Faculty and staff can search for courses through the Faculty and Staff Academic Services channel and the Look Up Classes link on the Home tab in ozone.ou.edu. There is also a public-access view of the class schedule at https://ssb.ou.edu/StudentRegistrationSsb/ssb/registration
Important Policy Links:

Policy on Prevention of Alcohol Abuse and Drug Use on Campus and in the Workplace:

http://hr.ou.edu/Policies-Handbooks/Drug-Use-Prevention

Policy on Sexual Misconduct, Discrimination, and Harassment Policy:

https://www.ou.edu/content/eoo/policies.html

Reasonable Accommodation Policy:

http://ou.edu/content/drc/students/policies.html

Non-Discrimination Policy:

http://www.ou.edu/eoo/policies-procedures/non-discrimination.html

Release of Student Information:

http://www.ou.edu/recordsandtranscripts/release_of_information.html

Campus Maps:

Norman Campus Map:

http://www.ou.edu/home/map.html