

## REGISTRAR

### OFFICE OF THE REGISTRAR

[www.osuokc.edu/registrar](http://www.osuokc.edu/registrar)

405-945-3291

[okc.registrar@okstate.edu](mailto:okc.registrar@okstate.edu)

### ENROLLMENT

Students may enroll online at the MyOKSTATE Student Portal at <http://my.okstate.edu>. Enrollment holds such as an outstanding balance, missing transcripts or documents, or other registration holds may prevent enrollment until holds have been cleared. Academic advisors are available to provide students with academic guidance and planning.

### MATRICULATION

When a student enters the university, he or she is given a matriculation of enrollment. Students who are enrolled in at least six hours of major-specific courses in an academic year are considered to have an open matriculation. Students who do not attend for one academic year, or do not take courses related to their major for an academic year, are considered to have broken matriculation and must reapply to the university.

### ADDING AND DROPPING COURSES

Once enrollment opens, students may add courses to their schedule during the add period using the MyOKState Student Portal. Add periods are calculated in relation to Oklahoma State Regents policy for drop periods. Add periods are as follows:

- 16-week: six business days
- 14-week: five business days
- 12-week: five business days
- 10-week: three business days
- 8-week: three business days
- 4-week: two business days
- Other: one business day

### DROPPING COURSES

Students may drop a course online at any time during the refund period. Refund periods are Drop periods are calculated in business days and align with the following schedule as outlined in Oklahoma State Regents Policy (3.19.2 C):

- First ten business days of a 16-week class

- First nine business days of a 14-week class
- First eight business days of a 12-week class
- First six business days of a 10-week class
- First five business days of an 8-week class
- First three business days of a 4-week term
- First business day of a fast-track term

A drop with a refund does not appear on the student's official academic record. After the refund period, a student may drop a course with a grade of "W" through the 12th week of a 16-week term, the 6th week of an 8-week term or three-quarters of the length of a fast-track, 4-week, or another short course. See the Academic Calendar for specific dates.

Drops during this period will be completed online. After this period, students may not drop a course. An official grade for the course will be issued to the student at the end of the term. The date of the Add/Drop/ Withdrawal is the official date of the transaction and is generally counted as the day the completed form

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arrives to the Registrar's office.

A student with a hold on their academic record must contact the Office of the Registrar through their OKState email requesting to drop and complete the form "Request to Drop Due to Hold" and return to the Office of the Registrar via email, fax, or in-person. It is the student's responsibility to ensure the transaction is completed through the MyOKState Student Portal.

Non-attendance does not automatically warrant a drop from a course, nor does it relieve the student of financial obligations to OSU-OKC. An instructor may, but is not required to, administratively withdraw a student for non-attendance. This will appear on the transcript as a grade of "AW". The student will remain responsible for the payment of charges for a course in which an "AW" is received. Charges due to failure to drop or withdraw from courses will not be waived. Exceptions to these deadlines may be considered by filing an Enrollment Appeal and providing documented extraordinary circumstances and approval by the

Enrollment Appeals Committee (see Enrollment Appeals).

A student may not drop any course for which a formal charge of academic dishonesty is pending against the student. If the student is absolved of the formal charge, he or she may withdraw or drop the course. If the student is found guilty, the instructor may take appropriate disciplinary action, including assigning the grade of "F" for the course.

### VETERAN SERVICES

OSU-OKC's Office of the Registrar provides a Military Services Coordinator to assist student veterans and their dependents with Department of Veterans Affairs educational benefits. The Military Services Coordinator provides information and assistance with completing VA forms as well as certification services for payment of benefits. Contact the Military Services Coordinator on the first floor of the Student Center at 405- 945-8692 or visit [www.osuokc.edu/veterans](http://www.osuokc.edu/veterans).

Applying for VA Education benefits does not prevent late payment penalties. Students

receiving benefits under Chapters 31 (Veterans Readiness and Employment - VR&E) and Chapter 33 (Post 9/11-awarded percentage from VA for tuition/fees only) will not be penalized due to delayed payment by the VA (i.e., restriction of enrollment, late fees, requirement of alternative/additional funding or denial of access to school resources available to another student).

In all other instances you are responsible for payment of tuition and fees by published payment deadlines. Non-receipt of benefits from the VA to the student will not prevent late penalties from applying to your Business Services account.

### STUDENT RESOURCES MYOKSTATE STUDENT PORTAL

MyOKState Student Portal allows students to access their academic and personal records at OSU-OKC and provides select self-service options. Students may use the MyOKState Student Portal to add and drop classes, view their course schedule, request transcripts, view transcript information, update personal data, view

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personal financial aid information, view billing and payment options, and other student self-services.

### **ORANGE KEY (O-KEY) ACCOUNT**

OSU-OKC students activate an O-KEY account upon admission. The O-KEY provides each student with an email account that can be used to gain access to the campus network, online classroom, and MyOKState Student Portal. The O-KEY email account serves as the official method of email communication from the university to students including announcements, important dates/deadlines, and registration/course information.

### **OFFICIAL RECORDS/OFFICIAL TRANSCRIPTS**

All official academic transcripts are prepared and released by the Office of the Registrar. The transcript is the official record of a student's academic work. Transcripts list all academic work earned at the institution, all accepted transfer work,

and advanced standing credit. An official paper transcript may be requested by a student in the following ways:

- Online via the MyOKState Student Portal,
- Complete the Transcript Request form and mail, fax, or scan to the Office of the Registrar, or
- In person at the Admissions & Registrar counter, with photo ID. Electronic transcripts are also available to students for an additional fee.

For more information visit [www.osuokc.edu/transcripts](http://www.osuokc.edu/transcripts). Students who request an official transcript with transcript holds (such as an outstanding financial obligation, etc.) will not be processed. Once the holds are released, the student must resubmit the official transcript request.

### **UNOFFICIAL TRANSCRIPT**

Students may view and print their unofficial academic transcript from the Academic Transcript link in the Student Records section of Self Service. An unofficial

transcript lists degrees awarded, all of the student's courses and grades, plus coursework in progress. **The Office of the Registrar does not provide copies of unofficial transcripts.**

### **ANNUAL NOTIFICATION OF STUDENTS' RIGHTS TO PRIVACY & DIRECTORY INFORMATION**

#### **FEDERAL EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (BUCKLEY AMENDMENT)**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Oklahoma State University-Oklahoma City receives a request for access. A student

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<p>should submit to the Registrar, Division Head, Vice President, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the re-quest was submitted, that official shall advise the student of the correct official to whom the re-quest should be addressed.</p>	<p>the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.</p>	<p>OKC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of OSU-OKC who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional</p>
<p>2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the school to amend a record should write to the school official responsible for the record, clearly identify the part of the record</p>	<p>3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by OSU-</p>	

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responsibilities for OSU- OKC.

Upon request, the school also discloses education records without consent from officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by OSU-OKC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue SW, Washington, DC 20202.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and

disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A post-secondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within OSU-OKC whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the

requirements of §99.34. (99.31 (a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

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- (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
  - To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (99.31(a)(6))
  - To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
  - To parents of an eligible student if the student is dependent for IRS tax purposes. (§99.31(a)(8))
  - To comply with a judicial order or

- lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
  - Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
  - To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
  - To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation

- of the school’s rules or policies with respect to the allegation made against him or her. (99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

### DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that OSU-OKC, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, OSU-OKC may disclose appropriately designated “directory information” without written consent, unless you have advised the institution to the contrary in accordance with OSU-OKC

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procedures. The primary purpose of directory information is to allow OSU-OKC to include this type of information from your education records in certain situations. Examples include, but are not limited to:

- Student organization events
- Honor roll or other recognition lists and
- Graduation programs

If you do not want OSU-OKC to disclose directory information from your education records without your prior written consent, you must notify the Office of the Registrar in writing by completing the Request to Withhold Directory Information form. OSU-OKC has designated the following information as directory information:

- Student’s name
- Student’s address & telephone number
- Institutional electronic mail address
- Student’s date/place of birth

- Major/certificate
- Honors and awards
- Dates of attendance
- Degrees earned, completion dates
- Participation in officially recognized organizations, activities or sports
- Enrollment status (full-time, part-time)
- Most recent previous attended an educational institution.

Any student who has submitted a request to withhold directory information will not have his/her name printed in the Commencement Program, honor roll lists, student organization lists, or any other institutional honors lists for public view.

### **CHANGE OR ADDRESS, NAME OR STUDENT DATA**

Changes in address, name or other student demographic data should be reported immediately to the Office of the Registrar. Name changes necessitate the presentation of two forms of official ID:

1. Social Security Card or IRS letter assigning ITIN (choose one)
2. Government issued photo ID (choose one from below):
  - a. Driver’s license (or other state-issued photo ID)
  - b. Passport
  - c. Military ID

Name changes will be made to a student’s permanent transcript record only during semesters in which the student is enrolled.

### **PARENTAL ACCESS TO RECORDS**

OSU-OKC cannot release educational records to parents about their son or daughter without written consent of the student. We encourage students to communicate with their parents regarding grades, billing, class schedule, and other records. A student may consent for his or her information to be released to a parent, guardian or spouse. The student must complete the Student Consent for Release of Education Record Information form in person and must be free of duress or coercion.

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Upon receipt of this form, information will be released to the designated person(s) unless rescinded by the student in writing. Parents of a dependent student may challenge denial of access to educational records by producing the most current copy of the Internal Revenue Form 1040.

### **ADDITIONAL INFORMATION**

For more information about FERPA, visit the U.S. Department of Education website.