

Request to Add Course(s)



Office of the Registrar
900 N. Portland Ave.
Oklahoma City, OK 73107
405-945-3291
Fax: 405-945-3277
okc.records@okstate.edu

Instructions: Complete form and return to Admissions/Registrar Services. Form may be returned in person, by fax or through students' O-Key email address (see above for contact information). The effective date of the course add will be the date this form is received in the Records office. Please consult the class schedule, university catalog or www.osuokc.edu for drop dates and refund deadlines (deadlines will differ depending on course length/start date). The student is responsible for verifying that OSU-OKC has received this form if not submitted in person.

Student Information:

Year/Semester: 20____ Fall
 Spring
 Summer

Student Name: last _____ first _____ middle _____

O-Key email (@okstate.edu) _____ phone number _____ Student ID or SSN _____

**The official method of communication from OSU-OKC Student Services and Business Services is to the students' O-Key (okstate.edu) email address. By listing a different email address, you give OSU-OKC permission to email you information that may contain personal or confidential details.*

Course Action:

Please add the following courses to my course schedule:

Reason: _____

CRN	Course Prefix	Course Number	Credit Hours

Additional Information:

By signing below, I acknowledge that I understand that I am officially enrolled in the courses listed above and that tuition and fees for these courses are my responsibility. I also understand:

- Students are not dropped from courses with full refund for non-attendance, non-payment of tuition and fees, or lack of Financial Aid. It is the responsibility of the student to drop/withdraw from the course(s).
- To receive a refund, I must drop the class(es) before 11:59 pm on Friday of the second week of a 16-week semester or 11:59 pm on Friday of the first week of an eight-week class, or before the first session of another other class type.
- Tuition is due the first day of classes unless financial arrangements have been made.
- Changes to my schedule can be verified through the portal at <https://my.okstate.edu>.

I wish to make the above enrollment changes and have read and understand my responsibilities upon submission:

Student Signature _____ Date _____

For Records use:

processed by: _____ date rec'd: _____

Instructor/Department Approval (if necessary)

Instructor _____
Department _____