REGISTRAR

OFFICE OF THE REGISTRAR
www.osuokc.edu/registrar
405-945-3291
records@osuokc.edu

ENROLLMENT
Students may enroll with an academic advisor or online via SIS/Web for Student at http://pro-
dokc.okstate.edu/. Enrollment holds such as an outstanding balance, missing transcripts or docu-
ments, or other registration holds may prevent enrollment until holds have been cleared.

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

ADDITION AND DROPPING COURSES
Adding Courses. Once enrollment opens,
students may add courses to their schedule during the non-restrictive add period (generally the first
week of a regular 16-week term, less for shorter terms; see Academic Calendar for specific dates)
through an academic advisor or via SIS/Web for Students. After the non-restrictive period ends,
students must obtain permission from the instructor to enroll in a course. No section changes after
the non-restrictive add period are permitted unless approved by the instructor and department
head.

Dropping Courses. Students may drop a
course online or by submitting the Add/Drop/
Withdrawal form, with a full refund, at any time
during the refund period. The refund period is
the first two-weeks of a 16-week course, the first
week of an 8-week course and the first day of a
fast-track, 4-week, or other short course. A drop
with refund does not appear on the student’s of
form for submission options). After this period,
students may not drop a course. An official grade
for the course will be issued for the student at the
end of the term. The date the Add/Drop/With-
drawal form is received by the Office of the Regis-
trar is the official date of the transaction. It is the
student’s responsibility to ensure that the form is
received in the Office of the Registrar.

Non-attendance does not automatically war-
rant 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, adminis-
tratively 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.

A student may not drop any course for which
a formal charge of academic dishonesty is pend-
ing 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.

Exceptions to these deadlines may be consid-
ered by filing an Enrollment Appeal and providing
documented extraordinary circumstances and
approval by the Enrollment Appeals Committee
(see Enrollment Appeals).

VETERAN SERVICES
OSU-OKC’s Office of the Registrar provides a
Veterans’ Services Center (VSC) to assist student
veterans and their dependents with Department
of Veterans Affairs educational benefits. The VSC
provides information and assistance with com-
pleting VA forms as well as certification services
for payment of benefits. VA educational benefits
require strict adherence to attendance and course
requirement policies. Contact the Veterans’ Services Center on the first floor of the Student
Center at 405-945-8692 or visit www.osuokc.edu/

STUDENT RESOURCES
WEB FOR STUDENTS /STUDENT
INFORMATION SYSTEM (SIS)
Web for Students/SIS allows students to access
their academic and personal records at OSU-OKC
and provides select self-service options. Students
may use SIS to add and drop classes, view their
course schedule, request transcripts, view tran-
script information, update personal data, view per-
sonal 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 ac-
count upon admission. The O-KEY provides each
student with an email account that can be used
to gain access to the campus network, D2L, and
SIS. The O-KEY email account serves as the of-
cial 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. The official transcript may be requested by a student in the following ways:

1. Online via SIS/Web for Students,
2. Complete the Transcript Request form and mail, fax, or scan to the Office of the Registrar,
3. In person at the Admissions counter, with a photo ID.

Students who request an official transcript with transcript holds (such as an outstanding financial obligation, etc.) will not be processed until the hold has been cleared with the appropriate office. Official transcripts submitted from other academic institutions become a part of the student’s permanent academic record at OSU-OKC and will not be released to the student.

**Change of 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 official documentation (i.e., marriage license, divorce decree) of the change requested. Name changes will be made to a student’s permanent transcript record only during semesters in which the student is enrolled.

**Students’ Rights to Privacy**

**Federal Educational Rights & Privacy Act of 1974 (Buckley Amendment)**

The Family Educational Rights and Privacy Act (FERPA) afford 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 the Oklahoma State University – Oklahoma City (“School”) receives a request for access. A student 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 request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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 the school official responsible for the record, clearly identify the part of the record 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.

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-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 responsibilities for OSU-OKC.

Upon request, the school also discloses education records without consent to 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 postsecondary 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. (§§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 a 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 child’s 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 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
• 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 educational institution

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. 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.