

Registrar Quick Reference

SCT HINTS

Dropping Authorized/Permit Courses

When dropping a course that is authorized or permitted, you must actually drop the course twice. The first one drops the student from the course, but the second is necessary to drop the authorization or permit. If left, the student can enroll and override the seating limit.

Additionally, a refund for the student will not be fully processed until the permit is dropped.

Commonly used SCT screens

- 048 view comment and/or holds
- 136 transcript display
- 681 degree audit screen
- 105 view all sections of courses offered
- 107 view class roster
- RG1 enroll a student using the course number and section
- RG2 enroll a student using the call number

DEGREE AUDITS (Screen 681)

A student's degree audit can be seen on SCT screen 681 using the following information:

- verify that the correct degree program information is listed. Change the degree information manually if you would like to see an audit of a different major.
- enter the correct term
- enter a 'P' into the field labeled 'Select Primary or Secondary'
- The degree audit will display.
- Report any substitutions or corrections to the Records office.
- Press F9 to return to SCT

SIS-WEB FOR FACULTY

How to Sign On

- Go to <http://prodfokc.okstate.edu>
- Select "Enter Faculty and Advisor Services"
- Log in using your Faculty ID & Pin* or O-Key and password (*if you need your PIN reset, contact the Records office x291)

Entering Grades

- Select "Faculty" on the orange menu bar and choose "Grade Courses"
- Select the course you want to enter grades on
- Enter grades under the "Final Grade Entry on Record" option
- If an F grade is assigned, please record the attendance status and date stopped attending as accurately as you can. These are important for the student's financial aid and/or Veteran's Affairs funding.

ONLINE REGISTRATION

Students should register themselves when possible using SIS. If unable to register themselves, students should request enrollment in writing with a signature for future reference in the event of a dispute or enrollment appeal. Email requests from the student's @okstate.edu address are acceptable because we provide an individual and secure connection/log-in. Due to FERPA laws, we cannot enroll a student via telephone.

REGISTRAR FORMS

Most forms are available on the Registrar's office website at www.osuokc.edu/registrar/forms. These forms are:

Data Update/Change of Major needed for a student to declare or change his or her major in SCT. Students can update address/phone information using this form or using SIS.

Excessive Hours Waiver is available for students requesting to enroll in excessive hours (overload). Regular enrollment is limited to 18 hours for a 16-week semester and 9 hours for Summer. Students must have at least a 3.0 GPA to request an overload. Registrar approval is required *before* students can be enrolled beyond Max Load.

Course Substitution form is used to communicate to the Records office any courses being substituted on the student's degree plan.

FERPA release form gives permission to OSU-OKC to release the student's educational information to a third party (such as a parent). The student must fill out the form in person at the Admissions counter or bring in a notarized copy.

Graduation Application should be submitted at the beginning of the semester the student plans to graduate. Students submit this to their department for signatures and a degree audit (screen 681).

For security reasons, the following forms are NOT available on the website but may be picked up in your division secretary's office or in Records:

- Incomplete Contract
- New Instructor Request for SIS-WEB access
- SCT Access request
- Grade Change form (only available in Records)

COURSE SUBSTITUTIONS

Course substitutions in the Tech/Occ and Related areas may be made as necessary by the department that oversees the degree. General Education substitutions must be approved by the department from which the course originates.

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ENROLLMENT APPEALS

Enrollment appeals are a method for students to petition enrollment and request a refund, late withdrawal, etc. Enrollment appeals are only approved if the student has experienced an extraordinary hardship (such as severe illness, death of immediate family member, extended hospitalization, etc) or if he/she believes the university made a processing error. No refunds are given for students who enroll but do not attend or drop their courses. Enrollment appeals can be submitted at www.osuokc.edu/appeals.

ELECTRONIC FILING

The Registrar's office oversees the digital imaging filing of student records for the campus. Any documents regarding the student are considered an educational record should be scanned into the student's permanent file. Please send to the Records Office for scanning.

GRADUATION

Grade Point Average for Graduation

A graduation/retention grade point average minimum of 2.00 is required for graduation.

Graduation Forms/Deadlines

Graduation forms should be submitted by March 31 (Spring), July 1 (Summer) or October 31 (Fall) with a completed degree audit showing any course substitutions and signed by the department.

ADVANCED STANDING

Advanced standing (AS) is credit awarded for knowledge obtained from methods outside of a traditional classroom (often from job-training or military experience). It is important to understand that AS is for knowledge, not for work experience.

There are 2 ways for a student to earn advanced standing: 1) by exam or 2) by portfolio.

The **exam method** means the student takes an approved national exam (such as the CLEP or licensing exams), or they can take the departmental exam (comprehensive final exam for the course). If they pass with 70% or higher, they may earn credit for the course. A passing grade shows the student already has the knowledge that would be taught in the course and repeating it would be unnecessary. The instructor is under NO obligation to provide the student with course info/outline/books/study materials, etc. If they don't already have the knowledge on their own, they should not be taking the exam.

The **portfolio method** is essentially a documentation notebook put together by the student showing that he or she has the knowledge that would meet all of the course objectives outlined in the syllabus. The portfolio should

contain examples of work that would be equivalent to the assignments given in the course. For example, if a paper was required for the course, the portfolio should contain a writing sample demonstrating that the student has the same knowledge as a student in the course would. CLEET is a good example of this because the students can provide documentation/training certificates that shows they have the same knowledge that those taking the course at OSU-OKC would have obtained.

The Advanced Standing form can be found at www.osuokc.edu/registrar. All forms must include attached documentation.

FERPA

The Family Education Rights and Privacy Act of 1974 (FERPA) is a federal law that gives students specific rights to access educational records and protects the privacy of these records. Student information cannot be released to a third party without the student's written consent.

FERPA allows institutions to release limited information about students defined as 'Directory Information'. Directory information may be released without the written consent of the student, unless the student has filed a written request to withhold directory information (called a Buckley Flag).

OSU-OKC's directory information includes the following:

- Student's name
- Major/certificate
- Dates of attendance
- Degrees earned, completion dates
- Participation in officially recognized organizations, activities or sports
- Enrollment status (full-time, part-time)

Any other requests for information or questions should be directed to the Registrar's office.

VETERANS' SERVICES

Veterans receiving educational benefits from the VA (such as the GI Bill) must complete certification forms each semester.

The following are NOT allowed for VA students:

- courses not listed on the student's degree plan
- physical education courses
- online remedial courses
- repeated courses previously passed

Any changes to the veteran's schedule must be reported to the VA. Students are responsible for reporting changes to the Vet Services Office.