

Oregon State University - Cascades

# REGISTRATION INFORMATION HANDBOOK

2018-2019



Oregon State University  
Cascades

# 9 Steps to OSU-Cascades



## **Step 1: Review Admissions Requirements & Deadlines**

Become familiar with them. You'll find everything you need to know at <http://osucascades.edu/admissions>. Call 541-322-3119 or email [bendbeavs@osucascades.edu](mailto:bendbeavs@osucascades.edu) with questions about the admissions requirements or process.



## **Step 2: Apply for Admission to OSU-Cascades**

Complete the online application at <http://osucascades.edu/admissions>. To be considered for admission, the Admissions Office must receive your electronic application and all required transcripts. Undergraduate degree seeking students admitted to OSU-Cascades are also admitted to Central Oregon Community College (COCC). Find priority application dates and deadlines at <http://osucascades.edu/admissions/application-deadlines>.



## **Step 3: Request Transcripts**

If you are applying as a freshman, request an official copy of your high school transcript and any college transcripts to be sent to OSU-Cascades. If you are applying as a transfer student and graduated from high school in 1997 or after, request an official copy of your high school transcript and official transcripts from any college that you have attended to be sent to OSU-Cascades. If you graduated from high school before 1997, you are not required to send OSU-Cascades your high school transcript. Transcripts must be sent from the school directly to be considered official. Certified official transcripts may be emailed to [admit@osucascades.edu](mailto:admit@osucascades.edu).



## **Step 4: Apply for Financial Aid and Scholarships**

The first step to acquiring financial aid is to complete and submit the Free Application for Federal Student Aid (FAFSA). This can be completed online at [www.fafsa.gov](http://www.fafsa.gov). Use OSU school code **003210**. Additional information on financial aid and scholarships can be found at <http://osucascades.edu/admissions/scholarships-aid>.

### **Financial Aid and Scholarship Deadlines**

February 1 – OSU scholarship priority deadline for fall term

February 28 – FAFSA priority deadline for fall term



## **Step 5: Wait for Response**

When the Admissions Office has received your application and required transcripts, the review process begins. This usually takes 3 to 4 weeks. You will be notified by mail of a decision.



## **Step 6: Pay Advanced Tuition Deposit**

To confirm your attendance at OSU-Cascades, you will be asked to submit the Advance Tuition Deposit (ATD) at <http://osucascades.edu/admissions/advance-tuition-deposit>.



## **Step 7: Sign Up for Cascades START or Transfer START**

After you have paid your advanced tuition deposit, you will receive information regarding Cascades START & Transfer START sessions. Cascades START covers important aspects of financial aid and payments, student success resources (career services, student life, international programs), online & library services, advising and registration. Transfer START is a shorter version tailored to new transfer students. Call 541-322-3100 to register for START. <https://osucascades.edu/cascades-start-new-student-orientation>



## **Step 8: Meet with an Advisor**

Your initial meeting with an academic advisor will be held during START. More information about academic advising can be found at <http://osucascades.edu/advising>.



## **Step 9: Register for Classes**

Registration typically happens during START. Verify your registration date and time through student online services. Go to <http://osucascades.edu> or <https://www.cocc.edu/> to log in.

**1500 SW Chandler Ave. • Bend, OR 97702 • 541.322.3100 • [osucascades.edu](http://osucascades.edu) • [facebook.com/osucascades](https://facebook.com/osucascades)**



Oregon State University  
**Cascades**

# *Registration Handbook 2018–2019*

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# Welcome to the OSU- Cascades Registration Information Handbook!

Keep this book and refer to it for the entire year.  
It will help you register for classes at OSU-Cascades.



## **Step 1—Meet with your advisor**

- Find your advisor on page 21 to work out your schedule and get your Registration PIN.
- Find out if you are eligible to register, page 12.
- Your OSU-Cascades advisor will also clear your COCC advising requirements.
- Read the other useful information in this book to help you through the process.



## **Step 2—Choose your classes from the Online Schedule of Classes**

**Use a computer or mobile device to view the Schedule of Classes.**

- Go to <http://osucascades.edu/advising/class-schedules>
- Enter a course subject code and number into the Search box.
- Click the calendar icon in the Search Results tab to see times the course is offered during the week.
- By hovering the cursor over the calendar boxes, you will see sections highlighted.



## **Step 3—Register on the Web via MyOSU**

- Use a computer and go to **MyOSU**, <https://myosu.oregonstate.edu/>
- Enter your **ONID** username and password and click **Login**.
- Click the **Student tab**. Under **Registration Tools**, select the tools you need to register.

This publication will be made available in an accessible format upon request.  
Please call OSU-Cascades Enrollment Services Office, 106A TYKH, 541-322-3100.

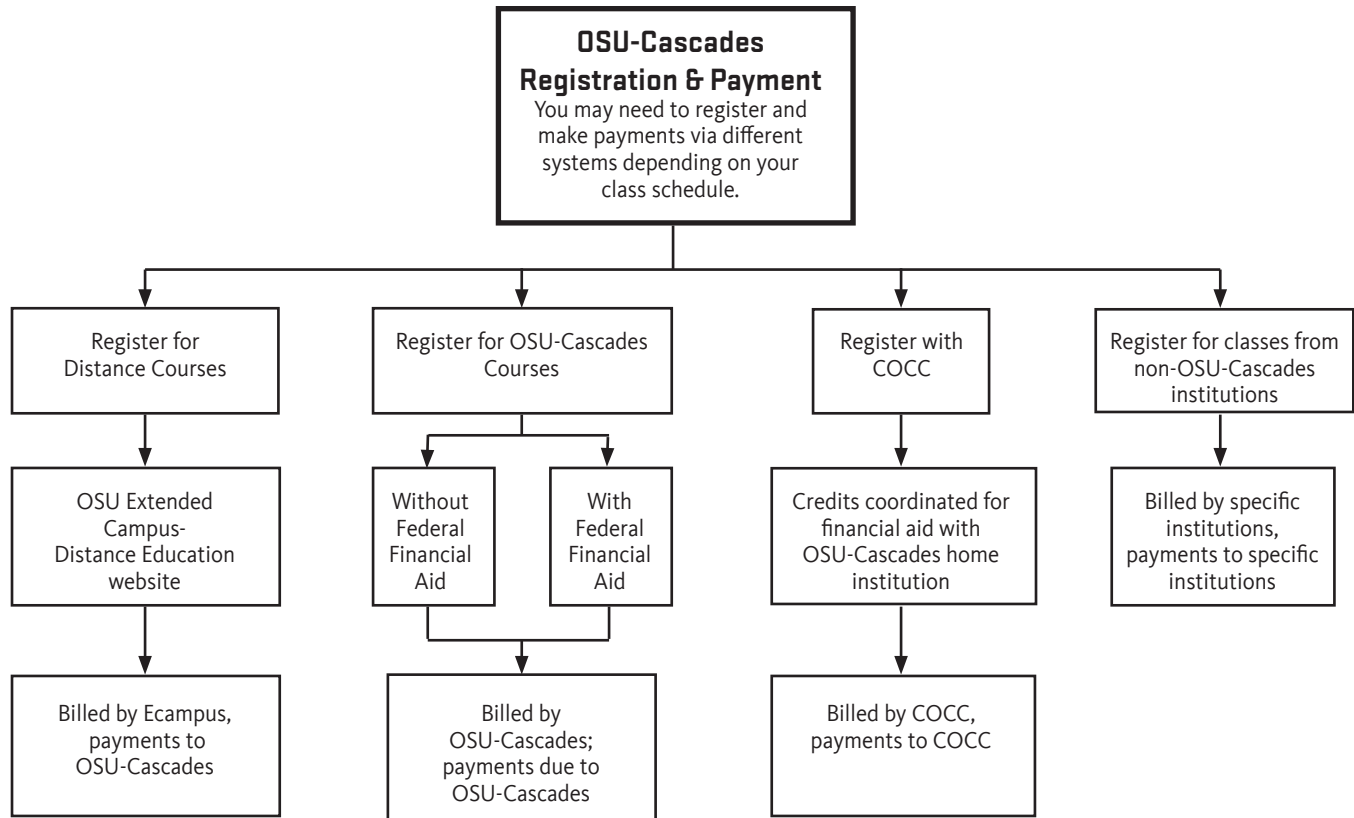
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**Note:** OSU is on a term (quarter credit) system. When transferring in course work from semester system institutions, multiply the number of credits by 1.5 to see how many quarter credits will be transferred (3 semester hours x 1.5 = 4.5 quarter credit hours). If you are planning to transfer OSU credits out to a semester system institution, multiply the number of quarter credits by .67 to find out how many credits will transfer (4 quarter credit hours x .67 = 2.68 semester hours).

# Registration and Payment Chart

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# Fall 2018 Calendar



Dates	Information
May 20, 2018	Priority registration: Phase 1 begins. [Sunday end of seventh full week of spring term]
June 6, 2018	Priority registration: Phase 1 ends. [Wednesday, 11:55 p.m., tenth full week of spring term]
June 7, 2018	Priority registration: Phase 2 with waitlisting begins. [Thursday, 8 p.m., tenth full week of spring term]
September 17–21, 2018	<b>OSU-Cascades Welcome Week:</b> Three days of welcome events and activities open to all students.
<b>September 20, 2018</b>	<b>OSU-Cascades classes begin Thursday, September 20. COCC classes begin Monday, September 24.</b> <b>Note:</b> OSU will observe Veterans Day on Monday, November 12, 2018. The fall term schedule for the 2018–2019 academic year has been adjusted to accommodate this decision.
September 20, 2018	Verification of Enrollment begins.
September 24–Oct. 7, 2018	**\$50 late registration fee assessed. [First two full weeks]
Sept. 30, 2018 [Online]	Last day to add a class by Web without departmental permission online is Sunday, at 11:55 p.m. [End of first full week]
September 30, 2018	Priority registration: Phase 2 with waitlisting ends. [Sunday, 11:55 p.m., end of first full week]
Sept. 30, 2018	Last day to drop a course by Web and receive 100% refund ends Sunday, 11:55 p.m. [Sunday end of first full week]
October 1–14, 2018	Withdraw from a course with 50% refund begins on Monday. W grade entered on transcript. [Monday of second full week to Sunday end of third full week]
October 1–5, 2018 [Must come into Enrollment Services.]	Audit registration period Monday through Friday. (Requires instructor approval; tuition and fees assessed.) [Second full week]
<b>October 5, 2018</b>	<b>Deadline to Apply Online for Fall Term Graduation.</b> [Friday of second full week]
October 7, 2018	Last day to add a class by Web with departmental permission by 11:55 p.m. [Sunday end of second full week] (The departmental permission process includes gaining instructor permission and submitting paperwork to departmental offices, which are not open on the weekend.)
October 8, 2018	Late class add through petition begins. [Monday of third full week] **\$100 late registration fee assessed with approved late add petitions.
October 14, 2018	Withdraw from a course with 50% refund ends on Sunday at 11:55 p.m. W grade entered on transcript. 0% refund after this period. [Sunday end of third full week]
November 1, 2018	Tuition payments are due. Tuition bills emailed to ONID accounts on Oct. 5.
November 9, 2018	Last day to submit Grade Basis Change form by 5:00 pm Friday. (S/U grading). [Friday of seventh full week] (Requires approval of academic advisor/dean, see AR 18.)
November 9, 2018	*Last day to withdraw from a course by Web at 11:55 p.m. on Friday. W grade entered on transcript. (Students who want to withdraw from a course but have a hold on their record should contact or go to Enrollment Services for assistance.) [Friday of seventh full week]
November 12, 2018	Veterans Day observed: No classes on Monday
November 22–23, 2018	Thanksgiving Holiday observed: No classes Thursday–Friday.
November 26–30, 2018	Dead week: No finals or midterms except labs, see AR 16.
November 30, 2018	*Last day to withdraw from the term by 11:55 p.m., Friday. W grade for each registered course. Must complete survey online. [Friday of dead week]
December 3–7, 2018	Finals week.
December 7, 2018	End of term.
December 10, 2018	Final grades due to Office of the Registrar at 5 p.m. on Monday.
December 10–11, 2018	<b>MyDegrees not refreshing</b> due to high volume of activity during grading.
December 12, 2018	Grades available on Web on Wednesday.

# Winter 2019 Calendar



Dates	Information
November 11, 2018	Priority registration: Phase 1 begins. [Sunday end of seventh full week of fall term]
November 28, 2018	Priority registration: Phase 1 ends. [Wednesday, 11:55 p.m., tenth full week of fall term]
November 29, 2018	Priority registration: Phase 2 with waitlisting begins. [Thursday, 8 p.m., tenth full week of fall term]
January 7–8, 2019	MyDegrees not refreshing due to high volume of activity during first two days of the term.
<b>January 7, 2019</b>	<b>OSU-Cascades and COCC classes begin Monday.</b>
January 7, 2019	Verification of enrollment begins.
January 7–20, 2019	**\$50 late registration fee assessed. [First two full weeks]
January 13, 2019 [Online]	Last day to add a class by Web without departmental permission online is Sunday, 11:55 p.m. [End of first full week]
January 13, 2019	Last day to drop a course by Web and receive 100% refund ends. [Sunday, 11:55 p.m., end of first full week]
January 13, 2019	Priority registration: Phase 2 with waitlisting ends. [Sunday, 11:55 p.m., end of first full week]
January 14–27, 2019	Withdraw from a course with 50% refund begins on Monday. W grade entered on transcript. [Monday of second full week to Sunday end of third full week]
January 14–18, 2019 [Must come into Enrollment Services.]	Audit registration period Monday through Friday. (Requires instructor approval; tuition and fees assessed.) [Second full week]
<b>January 18, 2019</b>	<b>Deadline to Apply Online for Winter Term Graduation.</b> [Friday of second full week]
January 20, 2019	Last day to add a class by Web with departmental permission by 11:55 p.m. [Sunday after second full week] (The departmental permission process includes gaining instructor permission and submitting paperwork to departmental offices, which are not open on the weekend.)
January 21, 2019	Martin Luther King, Jr. Day observed: No classes on Monday
January 22, 2019	Late class add through petition begins. [Monday of third full week] **\$100 late registration fee assessed with approved late add petitions.
January 27, 2019	Withdraw from a course with 50% refund ends on Sunday at 11:55 p.m. W grade entered on transcript. 0% refund after this period. [Sunday, 11:55 p.m., end of third full week]
February 1, 2019	Tuition payments are due. Tuition bills emailed to ONID accounts on January 5.
February 22, 2019	Last day to submit Grade Basis Change form by 5:00 pm Friday. (S/U grading). [Friday of seventh full week] (Requires approval of academic advisor/dean, see AR 18.)
February 22, 2019	*Last day to withdraw from a course by Web at 11:55 p.m. on Friday. W grade entered on transcript. (Students who want to withdraw from a course but have a hold on their record should contact or go to Enrollment Services for assistance.) [Friday of seventh full week]
March 11–15, 2019	Dead week: No finals or midterms except labs, see AR 16.
March 15, 2019	*Last day to withdraw from the term by 11:55 p.m., Friday. W grade for each registered course. Must complete online survey. [Friday of dead week]
March 18–22, 2019	Finals week
March 22, 2019	End of winter term
March 25, 2019	Final grades due to Office of the Registrar at 5 p.m. on Monday.
March 25–26, 2019	<b>MyDegrees not refreshing</b> due to high volume of activity during grading.
March 27, 2019	Grades available on Web.
March 23–31, 2019	Spring Break
April 1–2, 2019	<b>MyDegrees not refreshing</b> due to high volume of activity during the first two days of the term.

# Spring 2019 Calendar



Dates	Information
February 24, 2019	Priority registration: Phase 1 begins. [Sunday end of seventh full week of winter term]
March 13, 2019	Priority registration: Phase 1 ends. [Wednesday, 11:55 p.m., tenth full week of winter term]
March 14, 2019	Priority registration: Phase 2 with waitlisting begins. [Thursday, 8 p.m., tenth full week of winter term]
<b>April 1, 2019</b>	<b>OSU-Cascades and COCC classes begin Monday.</b>
April 1, 2019	Verification of enrollment begins.
April 1–April 14, 2019	***\$50 late registration fee assessed. [First two full weeks]
April 7, 2019 [Online]	Last day to add a class by Web without departmental permission online is Sunday, 11:55 p.m. [End of first full week]
April 7, 2019	Last day to drop a course by Web and receive 100% refund ends Sunday, 11:55 p.m. [End of first full week]
April 8–21, 2019	Withdraw from a course with 50% refund begins on Monday. W grade entered on transcript. [Monday of second full week to end of third full week]
April 8–12, 2019 [Must come into Enrollment Services.]	Audit registration period Monday through Friday. [Second full week]. (Requires instructor approval; tuition and fees assessed.)
<b>April 12, 2019</b>	<b>Deadline to Apply Online for Spring Term Graduation.</b> [Friday of second full week]
April 14, 2019	Last day to add a class by Web with departmental permission by 11:55 p.m. [Sunday after second full week] (The departmental permission process includes gaining instructor permission and submitting paperwork to departmental offices, which are not open on the weekend.)
April 7, 2019	Priority registration: Phase 2 with waitlisting ends. [Sunday, 11:55 p.m., end of first full week]
April 15, 2019	Late class add through petition begins. [Monday of third full week] **\$100 late registration fee assessed with approved late add petitions.
April 21, 2019	Withdraw from a course with 50% refund ends on Sunday, 11:55 p.m. W grade entered on transcript. 0% refund after this period. [Monday of second full week to Sunday end of third full week]
May 1, 2019	Tuition payments are due. Tuition bills emailed to ONID accounts on April 5.
May 17, 2019	Last day to submit Grade Basis Change form by 5:00 pm Friday. (S/U grading). [Friday of seventh full week] (Requires approval of academic advisor/dean, see AR 18.)
May 17, 2019	*Last day to withdraw from a course by Web at 11:55 p.m. on Friday. W grade entered on transcript. (Students who want to withdraw from a course but have a hold on their record should contact or go to Enrollment Services for assistance.) [Friday of seventh full week]
May 27, 2019	Memorial Day Holiday observed: No classes on Monday.
June 3–7, 2019	Dead week: No finals or midterms except labs, see AR 16.
June 7, 2019	*Last day to withdraw from the term by 11:55 p.m., Friday. W grade for each registered course. Must complete online survey. [Friday of dead week]
June 10–14, 2019	Finals week
June 14, 2019	End of term
June 16, 2019	<b>Commencement is Sunday.</b>
June 17, 2019,	Final grades due to Office of the Registrar at 5 p.m. on Monday.
June 17–18, 2019	<b>MyDegrees not refreshing</b> due to high volume of activity during grading.
June 19, 2019	Grades available on Web.
June 24–25, 2019	<b>MyDegrees not refreshing</b> due to high volume of during first two days of the following term.



# Summer 2019 Calendar



Dates	Information
April 14	Web registration begins
June 24 (same as start of term)	Verification of enrollment begins
June 17–June 21	Zero-week
June 24–September 6	11-week session
June 24–July 19	First 4-week session
June 24–August 16	8-week session
June 24–July 12	First 3-week session
July 4 (Thursday; no classes)	Holiday: Independence Day
July 5 (Friday of the 2nd full week of class)	<b>Deadline to Apply for Graduation Degree Audit (Summer Term)</b>
July 22–August 16	Second 4-week session
August 5–September 6	5-week session
Aug 19–September 6	Second 3-week session
Sept 2 (Monday; no classes)	Holiday: Labor Day

This calendar is subject to change. Please check the Summer Schedule at <http://osucascades.edu/advising/class-schedules>.

These calendar listings are only a summary. Students are advised to carefully read other sections of the Registration Information Handbook for details concerning registration procedures and deadlines. This calendar is subject to change. Please see the online academic calendars for the most current dates: <http://calendar.oregonstate.edu/>.

\*See the Tuition and Fee Reduction and Refund Schedule in the Fees and Fee Payment section.

\*\*The late registration fee is assessed only for initial registrations that occur after the term begins. The late registration fee is not assessed for additional add/drop changes that occur during the first two weeks of the term.

# Student Records–Right to Privacy

## Notice to Students Regarding Privacy of Records

The Family Educational Rights and Privacy Act (FERPA) of 1974 (Public Law 93-380), as amended, Oregon Revised Statutes 351.065, and Oregon Administrative Rule 580-013-0005 of the State Board of Higher Education afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.  
Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university 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 university 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 record that the student believes are inaccurate or misleading.  
Students should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.  
If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her 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 consent to disclosures of the personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including health staff and members of the Law Enforcement Unit); a person or company with whom the university has contracted; a person or company acting as consultant or volunteer for the university; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.  
A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Oregon State University 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 20202-5920  
1-800-USA-LEARN (1-800-872-5327)  
Website: <https://www2.ed.gov/policy/gen/guid/fpco/index.html>

## Revised directory information effective May 2014:

Oregon State University will provide the following "directory" information to all inquiries without students' written consent:

- student's name
- current mailing address and telephone number
- current OSU ONID email address
- campus office address
- class standing (e.g., freshman, sophomore, etc.)
- student level (undergraduate, graduate, etc.)
- college
- major field of study
- honors
- full-time or part-time enrollment status
- status as a graduate teaching assistant or graduate research assistant and hours of service.
- participation in officially recognized activities and sports
- dates of attendance
- anticipated graduation date
- degrees and awards received
- date(s) of degree(s)
- most recent previous educational institution attended by student

A student may request in writing that all of the above directory information be kept confidential. This option may be exercised by filing a written, dated, and signed request at the Office of the Registrar at any time. The restriction remains in effect until revoked by the student even if the student leaves the university or graduates.

The procedures for exercising the above rights are explained in Oregon Administrative Rules 576-020-0005 through 576-020-0065.

## Release of Student Information to Military Recruiters (Solomon Amendment)

Oregon State University provides information about students that is requested by military recruiters under requirements of the Solomon Amendment (As of Oct. 23, 1998 [63 Fed. Reg. 56819] and the Interim Rule published Jan. 13, 2000 [65 Fed. Reg. 2056] by Department of Defense). Under this federal law military recruiters may request the following information: Name, current mailing address (as provided by the student) including email address, current telephone number (as provided by the student), age, class level (e.g., freshman, sophomore, etc.), and academic major. The information may be requested for the immediately previous term, current term, or future term for all students age 17 and older who are or were registered at OSU for at least 1 credit in the requested term. Recruiters may request this information each term. Recruiters may not obtain any information that is not in the above list of student recruiting information. For example, they may not request any of the following: Social Security Number or ID Number, place of birth, race/ethnicity/nationality, grades and GPA, grades of low-performing students, religious affiliation, names of students with loans in default, veteran status, or names of students no longer enrolled at OSU. Institutions that do not comply with the Solomon Amendment risk losing federal funding from the departments of Defense, Education, Health and Human Services, Labor, and Transportation. Institutions do not risk losing student-aid funding such as Perkins Loans, Federal SEOG or Work-Study funds.

# Student Records–Right to Privacy

## Use of Social Security Number (SSN)

You are requested to provide voluntarily your Social Security Number to assist OSU (and organizations conducting studies for or on behalf of OSU) in developing, validating, or administering predictive tests and assessments; administering student aid programs; improving instructions; internal identification of students and alumni; collection of student debts; or comparing student educational experiences with subsequent workforce experiences. When conducting studies, OSU will disclose your Social Security Number only in a manner that does not permit personal identification of you by individuals other than representatives of OSU (or the organization conducting the study for OSU) and only if the information is destroyed when no longer needed for the purposes for which the study was conducted. By providing your Social Security Number, you are consenting to the use identified above. This request is made pursuant to ORS 352.004, ORS 352.107, and ORS 352.146. Provision of your Social Security Number and consent to its use is not required and if you choose not to do so you will not be denied any right, benefit, or privilege provided by law. You may revoke your consent to the use of your Social Security Number at any time by contacting: Office of the Registrar, Oregon State University, Corvallis, OR 97331-2130; 541-737-4331.

All access and use at Oregon State University of the Social Security Number is prohibited except for meeting federal or state requirements, compliance, and reporting.

## Students Rights to Privacy of Records Tutorial (FERPA)

A brief online tutorial that explains students' rights may be viewed at <http://registrar.oregonstate.edu/ferpa-training-module>.

## OSU Directory

The OSU Campus Directory is a directory of staff and student names, addresses and telephone numbers. This information is extracted at the end of the second week of the fall term and is published annually and posted on the OSU website. To find students, faculty and staff, use the Search box for Find people and pages or go to <http://directory.oregonstate.edu/>.

Students who do not want information to be included in either the printed or electronic version should indicate that in their Directory Profile on the Web before the end of the second week of fall term. Just log in to MyOSU at <https://myosu.oregonstate.edu> and under Update Personal Profile select OSU Directory Preferences, then follow the instructions on that page.

## Update Your Current Mailing Address

This is the only address the university will use if it needs to send you information. The university no longer maintains separate local and home student addresses. Students are responsible for making sure their current address listing is correct and for updating it at the end of each term if necessary. Students may change their current mailing address listing at the Office of the Registrar or by logging in to MyOSU, <https://myosu.oregonstate.edu/>, and under Update Personal Profile clicking on 'Update Address or Phone Number'.

You will be asked to verify your address at the beginning of each term. The first time you access your student information on the Web through MyOSU, you will see a message asking you to change or confirm your address. Please update your address information at that time.

## OSU-Cascades Alert Notification System

The Alert website (<http://main.oregonstate.edu/alerts>) keeps the OSU-Cascades community apprised of emergency situations related to campus and serves as an entry point to the OSU Alert Notification System. You can use the portal link on this page to provide emergency contact information in order to receive proactive notifications in the event of an emergency and you can visit this website to get regular updates. This system allows public safety officials to create emergency alerts that contain a recorded voice message, an email message, and a text message and send them to the current database of contact information for all employees and students. In crisis situations, the system will try all means of contacting each person in the database, and uses sophisticated means to verify contact so that we know we have reached everyone we could.

To verify your emergency contact information, go to <https://www.getrave.com/manageProfile/profileDashboard.action>. Sign in with your ONID login and password, and review/update contact information. It is recommended that you add a cell phone or other text-capable device to receive an urgent message if an incident is under way. Additional features are now available.

## Student Photo Roster

Getting to know students is an important means by which instructors and advisors can improve the quality of the learning environment.

### Accessing Student Photo Roster System:

1. Login to MyOSU at <https://myosu.oregonstate.edu>.
2. Under Update Personal Profile, select OSU Directory Preferences.
3. Check or uncheck the checkbox "Photo Viewable to Advisor".
4. Check or uncheck the checkbox "Photo Viewable to Instructor".
5. Click the "Submit Changes" button to update your Directory Profile.

To view your choices regarding opting in or out of the Student Photo Roster System, please view it online using the instructions above.

Selecting the "opt in" option for instructors means that all instructors of record associated with the student's current classes will be able to view the photograph.

Students can change their minds at any time.

# ID Cards & Student Info Online

## OSU-Cascades ID Card Provides Access

All OSU-Cascades students are issued a student identification card upon admission and registration. You will need photo identification and a copy of your registration to get your OSU-Cascades Card. Your identification card is valid as long as you are continuously registered for classes.

The OSU-Cascades ID Card is your official identification for using campus services, facilities and activities. It is used at many locations to verify enrollment.

## OSU-Cascades Student ID Card Replacement Fee: \$25

## ONID is Your OSU Network ID

Every student is assigned an ONID account. **You must activate your ONID account in order to register for classes.**

To activate your ONID account, go to <http://onid.oregonstate.edu> and choose “Sign Up For ONID” in the upper-left hand column.

**ONID Email is the official communication link that the university uses to communicate with students.**

Use your ONID username and password to access email, online course materials, grades, and financial accounts. Among the services you may access are:

- ONID Email
- Canvas
- MyOSU
- Google Apps for OSU
- OSU's Wireless Networks
- ResNet (campus dorm residents only)
- Computing Labs
- Interlibrary Loan

## ONID Support

Support documentation and several video tutorials are posted at the Helpdocs website (<http://oregonstate.edu/helpdocs/accounts/onid>).

Phone and email support for ONID is provided by the OSU Service Desk, 541-737-3474 (<http://is.oregonstate.edu/service-desk>).

## Activate Your ONID Account

Go to <http://onid.oregonstate.edu> and choose “Sign Up For ONID” from the upper-left hand column.

1. Identify Yourself
  - a. Enter your OSU ID Number
  - b. Set your birth date
  - c. Enter your first name
  - d. Enter your last name
  - e. Click “Submit”
2. Read Acceptable Use Policy
  - a. Read the acceptable use policy
  - b. Click “I Agree”
3. Set Password
  - a. Read the instructions and create a password that meets the restrictions
  - b. Enter your password twice
  - a. Click “Set Password”
4. Set Alternate Contact Information
  - a. Enter your cell phone number
  - b. Enter an alternate email address
  - c. Click “Submit.” This information will be used to contact you in the event that you forget your ONID password.
5. Set Spam Blocking Options
  - a. Verify that the default spam options are set
6. You're Finished
  - a. You should now be on a page that says, “Your ONID account has been created!” Make a note of your ONID username, email address, forwarding address, if you set one, and the web address of your personal OSU web page.
  - b. You should also receive a confirmation email in your ONID inbox verifying the information displayed on the “Your ONID account has been created!” page.

## Student Conduct on COCC Campus

OSU and COCC agree that all OSU-Cascades students are subject to the COCC policies and rules of Responsible Conduct, as published by COCC, while on the COCC campus, or participating in a COCC-sponsored event. This information is available on the COCC Student Policies website, <https://www.cocc.edu/departments/student-life/student-policies.aspx>.

## Student Success Policies and Programs

The Student Success policies and program offerings are posted separately on the OSU-Cascades website in fall term. Information about academic integrity, living groups, student organizations, vehicle use, freedom of expression, copyright, and other topics are described in this website: <http://osucascades.edu/studentsuccesscenter>.

# ID Cards & Student Info Online

## Code of Student Conduct

Among other functions, the office of Student Success coordinates and implements efforts to collaboratively create and maintain behavior standards, assign educationally focused interventions, and manage reactive processes associated with student conduct. We work closely with the Student Conduct & Community Standards office in Corvallis.

The primary purpose of the Code of Student Conduct is to establish standards and procedures necessary to maintain a community conducive to learning, whether on-campus or online, and to advance the educational objectives of Oregon State University. The Code of Student Conduct promotes an environment that values inclusivity and respectful discourse. This Code applies to students at Oregon State University (see Section 2) and is based on the belief that all persons should treat one another with dignity and respect for scholarship to thrive. OSU Cascades encourages exemplary conduct by balancing the rights of the individual student with responsibility to the larger community.

The Code of Student Conduct was revised in 2017.

The revised Code includes the following:

- Well-defined expectations outlining student accountability in diverse learning environments, including online and off-campus settings.
- Clarified expectations for the behavior of students and student organizations.
- Clear descriptions of the student conduct processes including administrative conferences, committee hearings, appeals process and disciplinary sanctions.
- Centralized and streamlined processes for resolving allegations of academic misconduct.
- Refined processes for adjudicating allegations of sexual misconduct.

Choosing to join the Oregon State University community as a student obligates each member to a code of responsible behavior. Policies support the health and safety of the Oregon State University community, support a learning environment that is free from disruption, further the educational pursuits of Oregon State community members, and limit property harm. Students are encouraged to hold each other accountable and report concerning behaviors, as the Code of Student Conduct strives to create a community that protects the safety, wellness, and educational focus of students. Students are also expected to follow the academic and professional standards of the academic units. All students and Student Organizations are expected to observe the policies, rules, and requirements of Oregon State University as well as all applicable laws of municipalities and counties, the State of Oregon, the United States of America and, when in another country, that country.

The Code of Student Conduct and the processes used to adjudicate violations can be accessed on the OSU Cascades website at:

**[http://studentlife.oregonstate.edu/sites/studentlife.oregonstate.edu/files/final\\_code\\_of\\_student\\_conduct\\_updated\\_1\\_25\\_18.pdf](http://studentlife.oregonstate.edu/sites/studentlife.oregonstate.edu/files/final_code_of_student_conduct_updated_1_25_18.pdf)**

If you have any questions about the Code of Student Conduct, contact the Student Success office at 541-322-3171.

## Online Student Authentication for Students Taking Ecampus Courses

Oregon State University Ecampus may begin requiring online student identity verification for select Ecampus courses, and eventually all Ecampus courses.

### Why implement online student ID verification?

Online student ID verification recreates the idea of a traditional school ID card and will help ensure the investment in your education by protecting the integrity of our programs and degrees, guarding against financial aid fraud and meeting or exceeding U.S. Department of Education regulations for Title IV financial aid eligibility.

### How does it work?

If a course requires online student ID verification, a note will appear in the comments sections of the Course Catalog and the Ecampus Schedule of Classes indicating the requirement.

Identity verification may occur randomly throughout the term within your Canvas course, and may be embedded in quizzes, assignments, discussion boards or at any location in the course material.

Visit <http://ecampus.oregonstate.edu/services/authentication/> for more information.

Or contact Ecampus at: [EcampusTesting@oregonstate.edu](mailto:EcampusTesting@oregonstate.edu); 541-737-9281.

# Registration: Eligibility

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Registration Eligibility on the Web: <http://osucascades.edu/advising/registration>

WHO YOU ARE	WHAT YOU NEED TO DO
<b>Newly Admitted Students</b> 1. Undergraduates 2. Postbacc 3. Graduates 4. Nondegree	1. Newly admitted undergraduates receive letters of admission that outline orientation and registration details. If you have further questions, contact the Enrollment Services Office for information on Cascades START sessions that you are expected to attend. Call 541-322-3100 or email: <a href="mailto:admit@osucascades.edu">admit@osucascades.edu</a> . 2. After admission, you will receive letters that outline orientation and registration details. 3. After admission, may register in the first time period of Phase 1. Graduate students do not need a PIN to register. 4. After admission you can register the week before classes start. No Registration PIN needed.
<b>OSU-Cascades Continuing Students</b>	For registration time, go to MyOSU at <a href="https://myosu.oregonstate.edu">https://myosu.oregonstate.edu</a> , click on Student tab and under Registration Tools, select 'View Priority Registration Status.' Registration status will be available approximately one week before registration begins. Contact Enrollment Services, 541-322-3100, for re-enrollment and registration procedures.
<b>COCC Continuing Students</b>	OSU-Cascades students taking COCC classes need to check on the COCC website for their registration status and time. Go to <a href="http://www.cocc.edu">http://www.cocc.edu</a> , select Student Login then select Bobcat Web Account, Student Services & Financial Aid, Registration, and finally Can I Register For Classes? Contact your OSU-Cascades advisor to have your COCC advising hold removed.
<b>International Students</b>	Contact International Student Services Coordinator for details on orientation sessions and testings you are expected to attend. There are immunization requirements that must be met as well. Contact the International Student Advisor at 541-322-3100.
<b>Students who have changed to a different status, i.e. undergrad, grad, post-bacc, or non-degree</b>	A student changing their status, such as completing an undergraduate degree and continuing on to seek another bachelor's degree, must apply for admission under the new status through the Office of Admissions. Undergraduate students that enroll in courses for a term beyond the term in which their degree is awarded must apply for admission under a new status. If an application for a new status is not completed the student will be inactivated and their status changed to non-degree for the future term in which they are enrolled.
<b>Students on Academic Suspension</b>	If you were suspended at the end of the previous term, you are not eligible to register for a future term. If you are currently registered for a future term, you will be disenrolled. If reinstatement is granted, you must re-register.
<b>Students with Registration Holds</b>	When you attempt to register, the registration system will inform you of any registration holds that you have. Students with registration holds are not permitted to register until holds are cleared. The registration system will refer you to the appropriate departments and offices to contact to remove the holds.



# Registration: When & How to Register

## Plan Your Schedule

Plan which courses to take for the term by meeting with your college advisor and using MyDegrees. You can also use Scheduler to help you compare schedules that will fit your various time commitments.

- **Scheduler:** Find it on MyOSU under Student Registration
- **MyOSU, Student Registration Tools:** 'Look Up Classes' <https://myosu.oregonstate.edu/>
- **General Catalog:** <https://catalog.oregonstate.edu/>

## Scheduler

Scheduler is a web-based schedule planning tool for students and advisors. Some features of Scheduler:

- You can use Scheduler on a computer or mobile device.
- You can block off times in your schedule for commitments such as jobs, child care, or athletics. Scheduler won't search for classes during times you note as "breaks."
- You can compare and choose from multiple, side-by-side schedules of courses that are available for immediate registration.
- Scheduler is also connected to MyDegrees, allowing you to easily pull your active MyDegrees plan created with your advisor into your scheduling process.

See an FAQ for Scheduler here: <http://registrar.oregonstate.edu/scheduler>

Video tutorials for Scheduler are available in the Office of the Registrar's website at <http://registrar.oregonstate.edu/node/146/#SchedulePlannerHow-Tos>.

Launch Scheduler through MyOSU, <https://myosu.oregonstate.edu/>, click on "Student" tab. Under Registration Tools, click Scheduler.

## Priority Registration: Phases 1 and 2

Priority registration has two phases. Students register in group time blocks based on their credits earned and in-progress. The more credits students have earned, the earlier they may register. Students may register in their assigned time block or any later time.

The two phases enable automated wait listing. Here is how it works for undergraduates:

- **Phase 1** allows registration in a maximum of 16 credits. No wait listing is allowed.
- **Phase 2** allows registration in a maximum of 19 credits plus a maximum of three wait listed classes.

Students may obtain registration times for phases 1 and 2 via their MyOSU account. Click on the Student tab and under Registration Tools, select View Priority Registration Status. Or see the priority registration tables in the Office of the Registrar's website, <http://registrar.oregonstate.edu/>.

## Registration Priority by Student Status

- Disability Access Services (DAS) approves priority registration for students with disabilities on a case by case basis.
- Graduate and professional students will be able to register at the beginning of priority registration.
- Postbaccalaureate students will be able to register after undergraduate seniors.
- Athletes and Honors College students are provided with priority time slots to accommodate their special scheduling needs.
- Veterans who submit appropriate documentation are eligible for priority registration. Visit the veteran priority registration page for more information, <http://registrar.oregonstate.edu/veterans-priority-registration>.

## Registration PIN from Advisor

All degree-seeking undergraduates (including postbaccs) must have a Registration PIN to register for classes. Registration PINs are provided by colleges at the time of advising. Graduate students and nondegree students are not required to have registration PINs.

## Registering by WEB

Registration tutorials on adding, dropping, and waitlisting courses are available on the Office of the Registrar's website at <http://registrar.oregonstate.edu/video-tutorials>.

1. Check **Eligibility to Register** table above or in the *Registration Information Handbook* to see if you are eligible to register.
2. Obtain your **Registration PIN number** from your college advisor. (Not required for nondegree students.)
3. Log in to **MyOSU** at <https://myosu.oregonstate.edu>. Enter your **ONID** name and password and click Login.
4. Obtain your registration times for phases 1 and 2: Click on the **Student tab**, and under **Registration Tools** select **View Priority Registration Status** and follow the directions.  
**OR:** Consult the Priority Registration schedules at <http://registrar.oregonstate.edu/priority-registration> to find out when you may register.
5. Use **Registration Tools** to register. Follow the online instructions to complete your registration.

**Caution:** Do not wait until the last minute to process registration changes via the Web. Although generally available 24 hours per day, the Web online registration system is always down from 11:55 p.m. Friday until 7 a.m. Saturday. If you wait until 10 p.m. or later on a Friday night, you may encounter "system unavailable" messages or busy signals due to many people trying to use the system at the same time.

## Registration Confirmation

You may confirm your schedule and print a copy of your schedule by logging in to **MyOSU** at <https://myosu.oregonstate.edu>, select the **Student tab** and under **My Student Stuff**, click on 'My Class Schedule'.

**IMPORTANT:** Course offerings, course times and locations, and other important information related to courses may change. The Schedule of Classes in the online catalog on the OSU website always has the latest information. Go to **Schedule of Classes**, <http://osucascades.edu/advising/class-schedules>.

## General Access PIN (GAP)

A GAP is a 6-digit access number initially assigned to each student by the Office of the Registrar. Your initial GAP is your birthdate (month, day, year). For example, if your birthdate is April 3, 1999, your GAP will be 040399. The GAP is your Personal Identification Number used to access student information available through BANNER and the World Wide Web. Your initial birthdate GAP will expire upon your first entry into the information systems. You must then choose a new GAP, other than your birthdate. You also have the option to enter some additional information about yourself to use as a prompt should you forget your GAP and need to obtain a new GAP. You may also contact the Office of the Registrar, 541-737-4331, B102 Kerr Administration Building, if you forget your GAP.

# Registration Changes

## Registration and Schedule Changes Before Classes Begin

You may register or change your schedule on the Web at any time after the priority registration schedule and before the first day of classes. Web registration generally is available 24 hours a day, except Friday evening from 11:55 p.m. to 7:00 a.m. Saturday morning.

	Fall 2018	Winter 2019	Spring 2019
<b>Classes Begin</b>	Thursday, September 20	Monday, January 7	Monday, April 1

## Late Registration and Fees

A late registration fee will be assessed for all initial registrations beginning the first day of classes of a term according to the following schedule:

	Fall 2018	Winter 2019	Spring 2019
<b>\$50 late registration fee begins first two full weeks of classes.</b>	Monday, September 24	Monday, January 7	Monday, April 1
<b>\$100 late registration fee begins third week of classes.</b>	Monday, October 8	Monday, January 22	Monday, April 15

## Schedule Changes After Classes Begin

All Web transactions are done on the “Register/Add/Drop Classes” page of the OSU Web registration system. Log in to MyOSU at <https://myosu.oregonstate.edu>, select Student, then under Registration Tools, click on Add/Drop Classes.

- Web registration generally is available 24 hours a day, except from 11:55 p.m. Friday evening to 7 a.m. Saturday morning.
- All paper transactions are done at the **Enrollment Services Office**, TYKH 106A, between 8 a.m. and 5 p.m., Monday through Friday.

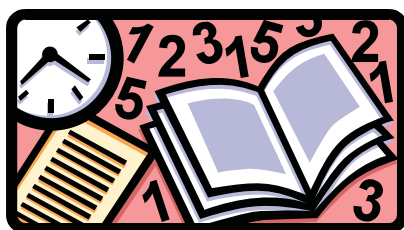
	Fall 2018	Winter 2019	Spring 2019
<b>Last day to add a class by Web <i>without</i> departmental permission.</b> [End of first full week]	Sunday, Sept. 30, 11:55 p.m.	Sunday, Jan. 13, 11:55 p.m.	Sunday, April 7, 11:55 p.m.
<b>Last day to drop a class by Web and receive 100% refund.</b> [End of first full week]	Sunday, Sept. 30, 11:55 p.m.	Sunday, Jan. 13, 11:55 p.m.	Sunday, April 7, 11:55 p.m.
<b>Audit registration period.</b> [Second full week]	October 1–5	January 14–18	April 8–12
<b>Last day to add a class by Web <i>with</i> departmental permission.</b> [End of second full week]	Sunday, Oct. 7, 11:55 p.m.	Sunday, Jan. 20, 11:55 p.m.	Sunday, April 14, 11:55 p.m.
<b>Last day to change to or from S/U grading.</b> [Friday of seventh full week]	Friday, Nov. 9, 5 p.m.	Friday, February 22, 5 p.m.	Friday, May 17, 5 p.m.

## Second Week Add Procedure

1. Contact the department offering the course you want to add.
2. If the department grants you permission, find a computer and register for the course.
3. You must type the CRN into the box provided beneath the courses for which you currently are registered, and hit the submit button.  
**You should not select the course from the class search.**

Automated second week adds will be available beginning midnight of Sunday of the second full week of classes.

For COCC Registration Changes Policies, refer to <https://www.cocc.edu/>.



# Registration Cancellation & Withdrawal

## Withdrawal from the Term

Beginning with the first day of the term to Friday of Dead Week, you may withdraw from the term by completing the online withdrawal survey available through the Office of the Registrar's website at <http://registrar.oregonstate.edu/withdraw-term>. Students may withdraw from the term for any reason **prior to the beginning of finals week**. See Academic Regulation 13 for details. See the Tuition/Fee Reduction and Refund Schedule in the Fees and Fee Payment section for information on the financial implications of withdrawing from the term.

## Summer Term Withdrawal

Students may withdraw from any courses during Summer term provided they meet the appropriate session deadline to withdraw posted in the Summer Session website at <http://summer.oregonstate.edu/calendar/register/deadlines.htm>. Summer Session students do not need to complete a Withdrawal Survey. Withdrawing from a summer course uses the same procedure used in the other terms:

1. Login to MyOSU,
2. Click on the Student tab,
3. Under Registration Tools, click Add/Drop Classes.
4. Select the term, enter your PIN number, click Submit.
5. Select the course you want to withdraw from in the drop-down box.
6. Click the Submit button at the bottom of the page. The page will reload.
7. Scroll to the bottom to verify that you have withdrawn from the course. The course status column will show "Withdrawn" and the date of the transaction.

A student who remains enrolled in a course(s) after the Last Day to Withdraw deadline for a session is responsible for completing the course(s) in that session and is not eligible for a term withdrawal for the Summer term. A student who has dropped/withdrawn from all Summer session courses in accordance with posted deadlines will be considered as having withdrawn from the term. Term withdrawal processing will be completed by the Office of the Registrar at the conclusion of the Summer term. **Note:** Withdrawals resulting from a term withdrawal (as defined in Academic Regulation 13) do not count in the undergraduate 12-class withdrawal limit specified in Academic Regulation 12.

**Note that withdrawal from the term does not disqualify you from registering for the next term.** If you have any questions, contact the Enrollment Services Office, TYKH 106A, 541-322-3100. For COCC registration cancellation and withdrawal information, go to <https://www.cocc.edu/departments/admissions/register-for-classes/adding-and-dropping-classes.aspx>

Fall 2018 Withdrawal	Winter 2019 Withdrawal	Spring 2019 Withdrawal	Summer 2019 Withdrawal
Sept. 20 to Nov. 30 by 5 p.m.	January 7 to March 15 by 5 p.m.	April 1 to June 7 by 5 p.m.	<a href="http://summer.oregonstate.edu/tuition/schedule.htm">http://summer.oregonstate.edu/tuition/schedule.htm</a>

## Registration Cancellation/Withdrawal from the Term

Your act of registering constitutes your commitment to attend Oregon State University. **As a university student, you are both academically and financially responsible for all classes in which you register.**

If you want to cancel this commitment and reduce or eliminate tuition charges for the term, you must officially cancel your registration or withdraw from the term (See the Tuition/Fee Reduction Schedule in Tuition and Fees, Drop/Withdraw Refunds section). Failure to pay tuition or to attend classes does not constitute official withdrawal. Students who simply stop attending classes are financially liable for all charges, and may also receive grades of U, N, or F depending on departmental policy.

## Registration Cancellation

Prior to the first day of the term, you may cancel your registration using the Web registration system at no charge.

Fall 2018 Cancellation	Winter 2019 Cancellation	Spring 2019 Cancellation
Before September 20	Before January 7	Before April 1

**Caution:** Do not wait until the last minute to process registration changes via the Web. Although generally available 24 hours per day, the Web online registration system is always down from 11:55 p.m. Friday until 7 a.m. Saturday. If you wait until 10 p.m. or later on a Friday night, you may encounter "system unavailable" messages or busy signals due to many people trying to use the system at the same time.

## Undergraduate Planned Educational Leave Program (PELP)

Students may find that a planned interruption or pause in their regular, full-time education is needed. PELP is designed to enhance the prospect of successful completion of an academic program by allowing a student to arrange a voluntary absence that temporarily suspends their academic work for a period of time. For detailed information please refer to Academic Regulation 13.

# Registration Procedures & Details

## Access for Persons with Disabilities

Students with permanent or temporary disabilities who need assistance in accessing the services of the **Enrollment Services Office** or the Online Student Services of the Web, may contact TYKH 106A, 541-322-3100.

Students who need information on accessible campus classrooms should contact the Enrollment Services Office.

For further information about access for academic issues, contact Diane Pritchard, DAS Coordinator, at 541-322- 2023, or diane.pritchard@osucascades.edu.

This publication will be made available in alternative formats upon request. Please call 541-322-3100.

## Auditing Courses

Audit registration permits a student to enroll in a course for no credit and no grade. Course requirements for an audited course will be determined by the course instructor. Audit registration is available to degree-seeking and nondegree-seeking students. **The audit registration period runs Monday through Friday of the second full week of classes.** See the Academic Calendar for the Audit Registration period.

Students wanting to audit a course must bring a completed Audit Registration form with the instructor's permission to the Enrollment Services Office for registration (<http://registrar.oregonstate.edu/forms>). Audit registration is not done online.

Audit courses are assessed instructional fees at the same rate as credit courses. Any changes to an audit registration are subject to the same procedures, deadlines, and special fees as registration changes to regular courses. Upon completion of an audited course, the designation of "AUD" will be recorded on the transcript. The designation of "WAU" will be recorded on the transcript for students who withdraw from an audited course.

## Changing Grading Options (S/U, A-F)

All courses registered via the Web are given the A-F or P/N grade option as appropriate. Any changes of the A-F option (to S/U) are done in person at the **Enrollment Services Office** after completing the appropriate forms. **The deadline for these changes is the end of the 7th week of classes.**

## Classification Standing

Total Credits	Class
1–44	Freshman
45–89	Sophomore
90–134	Junior
135 and more	Senior

## Closed or Cancelled Courses

When you register on the Web, classes that are closed or canceled will be noted in the "Look-Up Classes to Add" results. We encourage you to have a few alternate courses or sections in mind so that you can complete your registration, or you may try Web registration again at a later time (before the term) to add the closed class.

## Course Restrictions

Enrollment in some courses is restricted by class or major or college or level or alpha sections. If you do not satisfy the course restrictions, Web registration will explain the reason you did not receive the course selected. Generally speaking, departmental requirements on course restrictions are firm. However, if you think your registration merits an exception, please contact the course departmental office. See **Registration Restrictions** in the How to Read the Schedule section.

## Departmental Approval of Registration for Courses

Some courses require departmental approval (See the schedule of classes section labeled "Restrictions"). Contact the appropriate department or school to obtain approval prior to registering. The department or school will **not** register you for the class, but will electronically authorize you to register for the course. You will then need to register for the course on your own.

## Holds

Students with registration holds will not be permitted to register until holds are cleared. Registrants are informed of holds and are referred to appropriate departments and offices.

## Lectures/Labs/Recitations/Studios (Multi-Part Courses)

If a course lecture is "linked" to a noncredit laboratory or recitation or studio, you must register for all parts of the course. Web registration will not permit you to register for one part without the other. Likewise, you may not drop only one part of a "linked" course; if you do so, the other part will be dropped automatically. If you want to change one part of a multi-part course, you should drop the part and add a new part at the same time before processing your requested changes. Be sure to process the request after specifying the drop and the add.

## Major and Minor Changes or Declarations

To change or declare a major or minor, students must complete an Undergraduate Change of Academic Program form available at head advising offices, the Registrar's website under forms, <http://registrar.oregonstate.edu/forms>, or in **MyOSU**, select Student, then in Student Academic Services, see Forms and select Registrar.

It is essential for students to keep their major and minor information current.

## Maximum Credit Loads

Undergraduates may register via the Web for up to 19 credits and graduates up to 16 credits. Additional credits may be added, within the guidelines of the academic regulations, by going to the Office of the Registrar.

## Open Courses, Open Sections

Available classes can be found by using the "Look-Up Classes to Add" feature of Web registration. Open and current-to-the-minute section availability also can be checked through the Schedule of Classes, <https://catalog.oregonstate.edu/course-search/>.

## Prerequisites

Prerequisite courses provide the background necessary for successful performance in a course. The university uses an automated check of students' records—including transfer work—at the time of registration to determine whether students have successfully completed the prerequisites for certain courses.

The online schedule of classes lists prerequisites in the "**Restrictions**" section, which lists all registration restrictions for the class. The online catalog also lists prerequisites in the course descriptions.

**All prerequisites are required.**

**Prerequisite checking applies to all students regardless of their level, class rank, or college.**

You will be permitted to register **only** if you have satisfactorily completed or are currently enrolled in the prerequisites for that course. Satisfactory completion may be:

- A D– grade or higher, or an S or P grade.
- A test score in the prerequisite. Some chemistry, mathematics, and foreign language courses require a placement test.

# Registration Procedures & Details

- Accepted transfer work that is considered equivalent to the prerequisite course.
- Prerequisites will be enforced after grades are processed and students can be disenrolled for not meeting the prerequisites.

Note that **you must also meet any other restrictions** that the department has placed on the course.

If you have **not** completed and are **not registered** for the prerequisite, then you will receive a prerequisite error message when you try to register. You may ask the department offering the course to consider giving you an override for it, which will allow you to register for the course without having first met the prerequisites. If the department declines to give you an override, then you must take the prerequisite in order to register for this course.

## Time Conflicts

Web registration will not permit you to schedule two on-campus classes that meet at the same time. If, however, you want to schedule two time-conflicting courses, register for the first course by Web. You will need to obtain a Time Conflict Override Request from the Registrar's website at <http://registrar.oregonstate.edu/forms>. This form is also available in **MyOSU** at <https://myosu.oregonstate.edu>. Fill it out and obtain signatures from the instructors of each affected course. Then take the form to the department office from which you need the override. Once you have received the override, you can register for the second course using the Web.

## Transfer of Academic Colleges

If you wish to transfer from one OSU college to another, please do so **prior** to registration. You can obtain the form from your head advisor, from the Registrar's home page at <http://registrar.oregonstate.edu/forms> or **MyOSU** at <https://myosu.oregonstate.edu>. Print out and complete the Undergraduate Change of Academic Program form for undergraduates and postbaccs. Approvals are required.

## Transfer Work

If you have transfer credits that you have not yet submitted to OSU, you need to submit official transcripts to the Admissions Office at least four weeks prior to registration opening. Transfer credits are included in your earned credits used in part to determine your priority registration time.

## Variable Credit Courses

If a course is taught for variable credits, for example, 1 to 16 credits, Web registration will prompt you to enter the correct number of credits for which you wish to enroll. If you need to change that number later, you may do so via the Web.

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## Wait Listing

In Phase 2, waitlisting will be in effect—but only for certain sections selected by the departments. Look at the online Schedule of Classes, <https://catalog.oregonstate.edu/course-search/>. You will see that some sections have waitlisting numbers listed just between the enrollment numbers and the section title.

When you try registering for a closed class, you now can add your name to an automated waitlist. (Note: Not every section has waitlisting.)

1. Type the CRN into the registration worksheet and click Submit.
2. Use the action column to choose waitlist.
3. Then, click Submit again to add yourself to the waitlist.

Monitor your ONID email account. **When an opening becomes available you will receive an email directing you to return to your registration and enroll in the course within the designated 24-hour window.** If you do not enroll in the course within 24 hours you will be removed from the waitlist. At the time of registration, the system will check for registration errors (Time Conflicts, Duplicates, and Link Errors). If you have a registration error, you must resolve it and enroll within the 24 hours or you will be removed from the waitlist and the available seat will be passed on to the next student on the waitlist.

Waitlisting remains active through Sunday midnight at the beginning of the second week of classes. If you are on the waitlist at this time, you are not registered in the course and should begin the second week add process if you still wish to be enrolled in the course. You do not need to drop or withdraw yourself from the waitlist at this time.



# How to Read the Schedule of Classes

Courses in the Schedule of Classes are arranged alphabetically and numerically by course designator or subject code. For example, ENG for English, MTH for mathematics.

## Schedule of Classes Terms and Abbreviations

**Avail = Remaining seats available**

### Baccalaureate / WIC Courses

All Baccalaureate core classes in the Schedule of Classes have an asterisk “\*” in the title. The course description also contains the note, “(Bacc Core Course)”.

All writing intensive course classes (WIC) have a carat “^” the title. The course description also contains the note, “(Writing Intensive Course)”.

### Campus

Ecampus - Distance Ed = An Ecampus course. Additional abbreviations may follow indicating a specific location or course level.

Oregon State - Cascades = OSU Cascades Campus in Bend, Oregon

Oregon State - Corvallis = Corvallis Campus

Newport/HMSC = Hatfield Marine Science Center in Newport, Oregon

EOU = OSU courses taught at Eastern Oregon University in LaGrande, Oregon

**Cap = Seating Capacity**

**Curr = Current Enrollment**

### Comments

Special instructions, textbooks required, etc.

### Courses with Labs/Recitations/Studios

If a course lecture is “linked” to a noncredit lab or recitation or studio, you must register for all parts of the course. Web registration will not permit you to register for one part without the other. Likewise, you may not drop only one part of a “linked” course; if you do so, the other part will be dropped automatically. If you want to change one part of a multi-part course, you should drop the part and add a new part at the same time before processing your requested changes. Be sure to process the request after specifying the drop and the add.

### Course Numbers

100/200 = Lower Division, Undergraduate

300/400 = Upper Division, Undergraduate

500 = Graduate, primarily Master’s

600 = Graduate, primarily Doctoral

700 = Professional, DVM, PharmD

800 = In-service courses for practicing professionals

### CRN

The unique **Course Reference Number** identifying each class.

### Cr = Credit

All credits listed in the Schedule of Classes refer to quarter credits.

If a course is taught for variable credits, for example 1–16 credits, Web registration will prompt you to enter the correct number of credits for which you want to enroll. If you need to change that number later, you may do so via the Web.

### Day/Time/Date

Days of the week and hours the class meets (see Meeting Time below), and start and end dates of classes.

### End Date

Last day of classes before finals week.

### Fees

A list of course fee codes, their description, and the fee amounts are listed in the online catalog under Tuition, Fees and Payment at <https://catalog.oregonstate.edu/fees-residency-requirements/>.

### Instructor

Name of instructor or staff. See faculty information at <https://catalog.oregonstate.edu>.

### Location

See the campus map at <https://map.oregonstate.edu/> for building abbreviations and locations. Or see the campus map at the back of the *Registration Information Handbook*.

### Meeting Time

Days of the week are abbreviated as follows:

M = Monday

T = Tuesday

W = Wednesday,

R = Thursday

F = Friday

S = Saturday

TBA = To Be Announced

All times shown in this publication are on the basis of the 24-hour clock. Times past noon have 1200 added, e.g., 2 p.m. = 1400.

### NSHD

No-show-drop will appear in the Comments. A student who is registered for such a course who attends no meetings of the course during the first five school days of the term will be dropped from the course by the instructor, unless the student has obtained prior permission for absence. See Academic Regulation 9b, at <https://catalog.oregonstate.edu/regulations/>.

### P/N = Pass/No Credit

A class is graded A–F unless P/N appears, in which case Pass/No Credit grading applies.

All courses registered via the Web are given the A–F or P/N grade option as appropriate. Any change of the A–F option (to S/U) is done in-person at the Office of the Registrar after completing the Change of Grading Basis form. The deadline for these changes is the end of the 7th week of classes. See the Academic Calendars.

### Restrictions

Prerequisites, corequisites, limitations to registration. See Restrictions and Prerequisites below.

### Sec = Section

#### Section Title

Seminars, special topics, blanket courses and others may have course subject section titles.

### Section Description

Description of what the topic covered.

### Session

Summer term sessions, e.g., 8-week session.

### Start Date

First day of class.

### Status

Whether the section is open, closed, waitlisted or cancelled for registration.



# How to Read the Schedule of Classes

## TBA = To be announced.

### Term

Su 18 = Summer term 2018

F 18 = Fall term 2018

W 19 = Winter term 2019

Sp 19 = Spring term 2019

### Type

The method of instructional delivery. Examples:

Lecture

Laboratory

Recitation

Seminar

Studio

Hybrid (a combination of online and classroom)

Online

### Weeks

Number of weeks in the term or summer session.

**WL Avail = Seats available on waitlist**

**WL Cap = Waitlist capacity**

**WC Curr = Students currently on waitlist**

## Registration Restrictions

### Prerequisites

Prerequisite courses provide the background necessary for successful performance in a course. The university uses an automated check of students' records—including transfer work—at the time of registration to determine whether students have successfully completed the prerequisites for certain courses.

The online schedule of classes lists prerequisites in the “**Restrictions**” section, which lists all registration restrictions for the class. The online catalog also lists prerequisites in the course descriptions.

**All prerequisites are required.**

**Prerequisite checking applies to all students regardless of their level, class rank, or college.**

You will be permitted to register only if you have satisfactorily completed or are currently enrolled in the prerequisites for that course. Satisfactory completion may be:

- A D– grade or higher, or an S or P grade.
- A test score in the prerequisite. Some chemistry, mathematics, and foreign language courses require a placement test.
- Accepted transfer work that is considered equivalent to the prerequisite course.
- Prerequisites will be enforced after grades are processed and students can be disenrolled for not meeting the prerequisites.

Note that **you must also meet any other restrictions** that the department has placed on the course.

If you have **not** completed and **are not registered** for the prerequisite, then you will receive a prerequisite error message when you try to register. You may ask the department offering the course to consider giving you an override for it, which will allow you to register for the course without having first met the prerequisites. If the department declines to give you an override, then you must take the prerequisite in order to register for this course.

### Departmental Approval

Special approval is required for this course; the student requests an “override” from the department teaching the course, and then the student registers for the course.

### +/-

+ indicates “only.” For example, under class limitation +1 means only freshmen, – indicates “no.” Under college limitation, –1,7 means no students from College of Agricultural Sciences or the College of Pharmacy may register.

### AL=Alphabetic Sections (Alpha sections for WR 121)

WR 121 course sections have registration limitations determined by the first letter of the student's last name. These are marked in the comments or restrictions section with the following codes:

- AL+AG = Students whose last names range from A to G may register that term.
- AL+HN = Students whose last names range from H to N may register that term.
- AL+OZ = Students whose last names range from O to Z may register that term.

### CL=Class Standing

1 = Freshman

2 = Sophomore

3 = Junior

4 = Senior

5 = Undergraduate nondegree

6 = Graduate nondegree

7 = Postbaccalaureate (undergraduate)

8 = Master's candidate

9 = Doctoral candidate

G = Postbaccalaureate (graduate)

V = Professional

### CQ=College Codes

01 = Agricultural Sciences

02 = Business

03 = Education

04 = Pre-Engineering

05 = Forestry

07 = Pharmacy

08 = Science

09 = Graduate School

10 = Liberal Arts

11 = Defense Education (ROTC)

14 = University Exploratory Studies Program

15 = Veterinary Medicine

16 = Engineering

17 = Interdisciplinary Programs

18 = University Honors College

22 = Pre-Business Program

23 = Public Health and Human Sciences

24 = Oceanic and Atmospheric Sciences

EP = Intensive English Program

### DG=Degree

If a course is restricted to students pursuing specific degrees, it will list a code of DG + – under the Registration Restrictions section. Degrees listed may include HBA (Honors Bachelor of Art), HBFA (Honors Bachelor of Fine Arts) and HBS (Honors Bachelor of Science).

### LV=Level

01 = Undergraduate

02 = Graduate students

03 = Postbaccalaureate students

04 = Nondegree and Credential

05 = Professional students

# How to Read the Schedule of Classes

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## Major Restrictions/Major Code Descriptions

Some courses are restricted to students enrolled in particular majors. Numerical codes of the majors students are restricted to are noted in the Restrictions section in the online Schedule of Classes.

## Course Numbering System

Throughout state universities in Oregon, courses follow this basic course numbering system:

**000NC–099NC.** Noncredit courses offered by INTO OSU.

**0–99.** Noncredit or credit courses of a remedial, terminal, or semiprofessional nature not applicable toward degree requirements.

**100–299.** Undergraduate, lower-division courses.

**300–499.** Undergraduate, upper-division courses.

**500–599.** Graduate courses offered primarily in support of a master's degree but which are also available for doctoral level credit. Undergraduates of superior scholastic achievement may be admitted on approval of the instructor and department head, and they may apply to reserve these courses for later use on a graduate degree program.

**600–699.** Graduate courses offered principally in support of doctoral level instructional programs but also available for master's program credit.

**700–799.** Professional or technical courses that may be applied toward a professional degree (such as DVM or PharmD) but not toward other graduate degrees (such as PhD).

**800–899.** In-service courses aimed at practicing professionals in the discipline. These courses may not be applied to graduate nor professional degree programs.

# Key to Success: Academic Advising

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## Academic Advising on the Web:

<http://osucascades.edu/advising>

## Academic Advising

OSU-Cascades believes that academic advising is a key ingredient in helping students attain their educational goals. We encourage all students to form a strong partnership with their academic advisor and to become active participants in their own advising process. Not only can your advisor help you understand rather complex degree requirements and schedule planning, but he or she is also a valuable source of information about your career field, job or internship opportunities, study abroad programs, and other majors or minors that may enhance your skills.

## Advising for New Students

All new students will be contacted about signing up for a required CascadesSTART session. All new students will meet with an academic advisor. Your advisor will help you choose appropriate courses to meet your educational goals, and will also serve as an important resource to you as you navigate through the college system.

When you meet with your advisor during CascadesSTART, you will be given your OSU PIN number for registration for OSU classes. If you will be registering for COCC classes, your advisor will also clear your advising hold at COCC.

## Advising Structure

OSU-Cascades uses professional advisors to meet the unique needs of our students.

See <http://osucascades.edu/advising/> for additional information on the advising process at OSU-Cascades, as well as helpful links to forms, advising guides, and transfer credit information.

## Academic Advising Contacts

Academic advisors are the primary contact for advising questions and concerns for current students. Contact Enrollment Services at 541-322-3100, TYKH 106A, to find out who your academic advisor is. Advisor information is available at <http://osucascades.edu/advising>.

## Earn Credit for Advanced Placement and International Baccalaureate Scores

For information on how you can earn advanced standing credit by submitting AP or IB scores, visit the Admissions website:

<http://osucascades.edu/admissions/credit-opportunities>

This site contains a current listing of tests accepted by OSU and provides testing agency contact information so you can have official scores sent to OSU Admissions.

# Revised Chemistry Articulations

## Change in General Chemistry Articulations

### Effective Fall 2007

Chemistry at the 100 level (CH 104, 105, 106 or CH 121, 122, 123) will no longer be equivalent to CH 121, 122, 123 at OSU with the following exceptions:

CH 121, 122, 123 at Chemeketa, Linn-Benton, and Treasure Valley Community Colleges will still be equivalent to CH 121, 122, 123 at OSU.

These changes are being made because the topics and level of coverage in the 100-level sequences do not match the CH 121, 122, 123 sequence at OSU. The CH 104–106 sequence typically is based on a general/organic/biochemistry (GOB) textbook rather than a traditional general chemistry textbook.

The above 100-level courses do transfer to OSU as lower-division chemistry (LDT CH) credits and will fulfill the OSU baccalaureate core requirement for physical science courses.

A 100-level, one-year chemistry courses sequence from a community college that does not articulate to OSU as CH 121, 122, 123,

1. is not allowed as a prerequisite for organic chemistry at OSU (CH 331 or CH 334)
2. does not fulfill the OSU chemistry minor requirement of one year of general chemistry
3. usually will not fulfill the requirements for a major that requires a one-year general chemistry sequence.

Students should contact the academic advisor in their major field of study at OSU if they have any questions about what will be accepted. General questions can be directed to Dr. James Ingle, Department of Chemistry, at 541-737-6743 or james.ingle@oregonstate.edu.

See the chart below with new articulations effective fall 2007. (**Bold indicates changes.**)

Community College	Articulation of CH 104–106 to OSUa	Articulation of CH 121–123 to OSU	Articulation of CH 221–223 to OSU as CH 231–233 plus CH 261–263	CH 241–243 meets the requirements of CH 331, 332, 337 <sup>b,d</sup>
Blue Mountain	LDT CH	LDT CH	Y	Y
Central Oregon	LDT CH	Not offered	Y	Y
Chemeketa	LDT CH	CH 121–123	Y	Y Also all 3 labs (CH 241B, 242B, & 243B) must be taken <sup>c</sup>
Clackamas	LDT CH + CH 130	Not offered	Y	Y
Clatsop	LDT CH	Not offered	Y	Not offered
Klamath	LDT CH	Not offered	Y	Y Also all 3 labs (CH 241L, 242L, 243L) must be taken <sup>c</sup>
Lane	LDT CH	Not offered	Y	Y
Linn-Benton	Not offered	CH 121–123 (discontinued)	Y	Y
Mt. Hood	LDT CH	Not offered	Y	Y
Portland	LDT CH	Not offered	Y	Y
Rogue	LDT CH	Not offered	Y	Not offered
SW Oregon	Not offered	LDT CH	Y	LDT CH
Treasure Valley	Not offered	LDT CH + CH 122–123	Y	Y CC Sequence is CH 227–229
Umpqua	LDT CH	Not offered	Y	Y

### Footnotes:

<sup>a</sup> **LDT CH** indicates that one or more of the courses in the sequence transfer with no equivalent OSU number. These courses transfer as lower-division transfer (LDT) chemistry (CH) credits with the course title and credits being the same as the original CC course. **Bold indicates a change from before 2007.**

<sup>b</sup> The articulation for organic chemistry is only valid if the entire sequence is taken at the CC and transferred because there is not a direct correspondence between individual courses. If only CH 241 is taken at the CC and transferred, a student must start with CH 331 at OSU. If only CH 241 and 242 are transferred, a student must still take CH 332 and CH 337 to complete the non-majors organic sequence at OSU.

<sup>c</sup> Because the lectures and labs are separate courses with specific course numbers, all three labs and all three lectures must be taken so that the articulation to OSU is CH 331, 332, 337. This requirement also applies to the policy of obtaining upper-division credit based on the ACS exam. Note that the articulation of the lectures is LDT CH + CH 331 + CH 332. A student who completes the lecture sequence but not the labs can enroll in CH 337 at OSU.

<sup>d</sup> Lower-division courses that meet upper-division requirements will be represented as CH LDT. The courses may be applied to prerequisite checking through MyDegrees but do not count as upper-division credit for Academic Regulation 25 c.1.

**For further information on OSU articulations**, consult the OSU Articulation Tables for Oregon schools at <http://admissions.oregonstate.edu/course-articulations> and the OSU Department of Chemistry advising Web at <http://chemistry.oregonstate.edu/content/transferring-osu>.

# Placement of Students in Chemistry

## Chemistry Placement

Please use the criteria below when selecting a general chemistry course.

	Student Description/Preparation	Recommended Chemistry and Math Courses
<b>A</b>	<b>Little or no high school chemistry</b> <b>AND</b> concurrent enrollment in MTH 095 Intermediate Algebra (3 cr) <b>or</b> MTH 103 Algebraic Reasoning (4 cr) or higher	CH 121 General Chemistry (5 cr).  A more gradual and thorough approach in the CH 121, CH 122, CH 123 sequence will prepare some students to take an advanced chemistry course such as CH 331
<b>B</b>	<b>Students who do not place</b> in MTH 095 Intermediate Algebra (3 cr) <b>or</b> MTH 103 Algebraic Reasoning (4 cr) should first complete MTH 065 Elementary Algebra (3 cr) with a C or better	CH 121 General Chemistry (5 cr) <i>concurrently with</i> MTH 095 Intermediate Algebra (3 cr) <b>or</b> MTH 103 Algebraic Reasoning (4 cr)
<b>C</b>	Students without high school chemistry but who have AP credit or placement in MTH 251 Differential Calculus (4 cr) or higher.  <b>OR:</b> 1. At least one year of high school chemistry <b>AND</b> 2. Completion of MTH 111 or higher <b>OR</b> concurrent enrollment in MTH 111 <b>OR</b> placement in MTH 112 or higher  For best success, the Chemistry Department suggests: SATM (490) or ACTM (20) or MPAL (75)	<b>Engineering students other than listed in D below:</b> CH 201 Chemistry for Engineering Majors (3 cr)  Engineering students may want to take the optional CH 211 Recitation for Chemistry 201 (1 cr)  <b>Other students:</b> CH 231 General Chemistry (4 cr) <b>and</b> CH 261 Laboratory for Chemistry 231 (1 cr)  <b>The complete sequence includes:</b> CH 232 General Chemistry (4 cr) <b>and</b> CH 262 Laboratory for Chemistry 232 (1 cr) <b>AND</b> CH 233 General Chemistry (4 cr) <b>and</b> CH 263 Laboratory for Chemistry 233 (1 cr)
<b>D</b>	<b>Science, bioengineering, chemical engineering, environmental engineering, and pre-medical/pre-dental/pre-pharmacy students</b> and other students interested in a complete general chemistry sequence:  1. At least one year of high school chemistry <b>AND</b> 2. Completion of MTH 111 or higher <b>OR</b> concurrent enrollment in MTH 111 <b>OR</b> placement in MTH 112 or higher  For best success, the Chemistry Department suggests: SATM (490) or ACTM (20) or MPAL (75)	CH 231 General Chemistry (4 cr) <b>and</b> CH 261 Laboratory for Chemistry 231 (1 cr)  <b>The complete sequence includes:</b> CH 232 General Chemistry (4 cr) <b>and</b> CH 262 Laboratory for Chemistry 232 (1 cr) <b>AND</b> CH 233 General Chemistry (4 cr) <b>and</b> CH 263 Laboratory for Chemistry 233 (1 cr)
<b>E</b>	<b>Students in the University Honors College and:</b>  1. At least one year of high school chemistry <b>AND</b> 2. Completion of MTH 111 or higher <b>OR</b> concurrent enrollment in MTH 111 <b>OR</b> placement in MTH 112 or higher  For best success, the Chemistry Department suggests: SATM (490) or ACTM (20) or MPAL (75)	CH 231H Honors General Chemistry (4 cr) <b>and</b> CH 261H Laboratory for Chemistry 231H  <b>The complete sequence for these students also includes:</b> CH 232H Honors General Chemistry (4 cr) <b>and</b> CH 262H Laboratory for Chemistry 232H <b>AND</b> CH 233H Honors General Chemistry (4 cr) <b>and</b> CH 263H Laboratory for Chemistry 233H

# Placement of Students

## Second Language Assessment

Students with previous training or experience in a second language who do not have advanced placement or college credit are required to take a Second Language Assessment before enrolling in a language course. There is an online placement test for Chinese, Russian, French, German and Spanish and these online, self-proctored exams can be taken at any time. No proctor is required. To request access to the placement exam contact the main office of the World Languages and Cultures Program, 210 Kidder Hall, 541-737-2146 or [helen.wilhelm@oregonstate.edu](mailto:helen.wilhelm@oregonstate.edu). Students will need to provide their OSU ID number.

Students without previous training or experience in a second language are highly encouraged to start their second language requirement in their freshman year as only a limited number of seats are available and courses fill quickly. World Languages cannot guarantee accommodation and on-time graduation for students delaying the completion of their language requirement.

**Ecampus students** may contact Helen Wilhelm in World Languages and Cultures, [helen.wilhelm@oregonstate.edu](mailto:helen.wilhelm@oregonstate.edu), for information, a testing link, and access code. You will need to provide your OSU ID. If you do not know your OSU ID number, please contact Ecampus Student Services, [ecampus.success@oregonstate.edu](mailto:ecampus.success@oregonstate.edu).

## Mathematics Assessment and Placement

All first-year Corvallis campus students must take the ALEKS Mathematics Placement Test prior to START (new student orientation and advising).

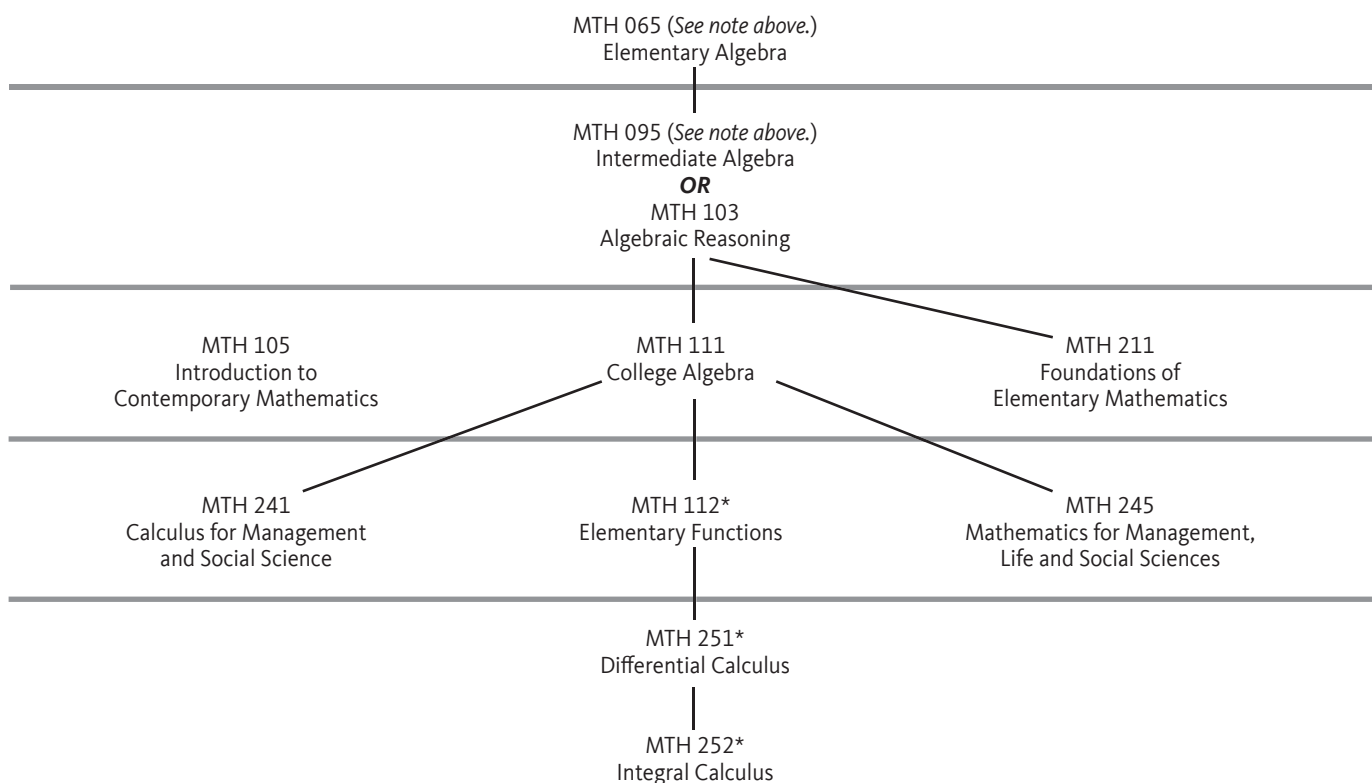
**Transfer students and Ecampus students** should consult with their academic advisor to determine their course placement and testing requirements. Information on the ALEKS Math Placement Test and an explanation of placement scores are available at <http://math.oregonstate.edu/mlc-placement-home>.

Please consult with your academic advisor for the appropriate mathematics courses for your degree program. Descriptions of mathematics courses are given in the OSU General Catalog, <https://catalog.oregonstate.edu/courses/mth/>.

### Please note:

- At the Corvallis campus, MTH 065 is only offered through OSU Extended Campus.
- Beginning in Summer 2018, MTH 095 will no longer be offered at OSU or by OSU Extended Campus. Students who place into MTH 095 should take MTH 103, which is offered on the Corvallis campus and by OSU Extended Campus.

## OSU Mathematics Course Prerequisites





# Zero to Success in 77 Days: Cascades

## A Week-By-Week To-Do List for the Term

The terms at Oregon State University move very quickly. Ten weeks of classes, and you find yourself facing finals week. Successful students are ones who stay on top of all of the little details. Here's a list you can follow to enhance your chances of success. You can find an academic calendar with specific deadlines for each term at the Registrar's web page: <http://registrar.oregonstate.edu/>.

## Week Zero

### (Before the term starts)/Welcome Week (Fall Term)

- Print out your detail schedule. You can get it by logging into the **MyOSU portal page**: <http://myosu.oregonstate.edu> - Go to the "Student" page and look for the "My Class Schedule" link under "My Student Stuff". Make note of where each class meets and the name(s) of your instructor(s).
- If you can, purchase your textbooks before your classes start. That way you'll be ready for the first reading assignment, which is likely to be assigned the first class.
- Check to make sure your **OSU email account** is active and working. It is a primary mode of communication for the university. If you've forgotten how to access your email, just login to the **MyOSU portal**; you'll see a link to **ONID Email** in the upper right corner of the page.
- Buy a planner or use an electronic calendar- write down known responsibilities (class times, work schedule, recurring activities). Need a template? Check out **The Learning Corner**: <http://success.oregonstate.edu/learning/all-worksheets>
- Find all of your classrooms, so you know where you are going the first day of classes. In Fall Term, classes will begin in the middle of Welcome Week, so make sure to check out the Week One list below as soon as classes start.

## Week One

- Check **Canvas** (you can find a link on the "Student" page of the **MyOSU portal**) to see your courses that are using Canvas tools as part of the class
- Have you purchased your books yet? If textbook cost is an issue for you, check at the Learning Commons as some instructors put copies of their texts on reserve there for students to access or the Learning Commons may have access to digital copy.
- **Go to all your classes.** Don't buy into the myth that the first class isn't important. Every class is important, especially in the quarter system where we only have ten weeks!
- At the first class, you will likely get a syllabus. Review this document thoroughly. You can use it to help you:
  - Write in your planner when assignments are due and tests are scheduled.
  - Establish a regular reading and study schedule for all of your classes. For strategies, contact your academic advisor or check out **The Learning Corner** site at <http://success.oregonstate.edu/learning>.
  - Learn your professor's and TA's names and office hours.
- If you make schedule changes, do so as soon as you can this week, so you do not have to make up a lot of missed class time. Check here for info and deadlines on add/drop: <http://registrar.oregonstate.edu/registration>

## Week Two

- You've gone to every class, right? If you haven't already, try sitting in the front of the classroom to minimize distractions.
- Hopefully by now you are **checking your ONID email account on a daily basis**. If not, it is time to start.
- **Check Canvas on a daily basis.** This week, look for any course sites and materials that were not posted last week.
- Get contact information from at least one other student in each of your classes. Not only do you have a resource if you ever have to miss class, but the two of you could connect with other students to form a study group.

## Week Three

- 20% of the term is in your rearview mirror! Review your syllabi and start your preparation for midterms. You should also get a start on projects or papers that might be due later in the term.
- Keeping up on your reading? Struggling at all with note taking? Any issues in completing all your homework? Don't let small problems early in the term become big problems later in the term! Visit your academic advisor or check **The Learning Corner** site (<http://success.oregonstate.edu/learning>) to get help.
- Identify a question or concern you have about each class after the first few weeks and make it a point to visit your professor during office hours. It is a good way for you to get to know them, and more importantly a good way for them to put your face to your name on their roster. It also shows them you care about your learning.

## Week Four

- Don't be surprised if your first midterms are happening this week (maybe you even had some last week). In fact, you may even have multiple midterms in a single day. Scheduling your studying in advance helps you minimize your stress on days and weeks where you may have more than one exam.
- **Look Back:** The first exam always gives you a chance to do a critical evaluation of yourself and your term thus far. Being a full-time student, in terms of time investment (class time, reading, studying, and project time), equates to a full-time job. Are you performing the way you want? If not, visit your advisor to strategize on how you can do better.

## Week Five

- **Look Forward:** Very soon, you and your advisor will be planning for next term. Understand that whether your advisor is a professor or professional advisor, this individual has a very full schedule. Scheduling an appointment now assures that you will get in to see your advisor before priority registration starts later in the term. If you need an external trigger to help you remember, use Halloween (fall term), Valentine's Day (winter term), and Cinco de Mayo (spring term) as target dates for advising appointments. **It is wise to see your advisor every term**, even if your specific academic major doesn't require it. You can prepare by using your advising checklist and your major course planning website to develop your academic plan.
- It is important for all students to balance their academic lives with meaningful activities outside of the classroom. How are you spending your time when you are not in class or studying? Have you joined any clubs or organizations? Are you meeting new people and are you getting experiences that your classes don't offer? You can learn about many of the available student activities at OSU-Cascades by visiting the Assistant Director of Student Life in TYKH 110 or by going to <http://osucascades.edu/student-life>.

# Zero to Success in 77 Days: Cascades

## Week Six – 50% of the term is gone!

### Have you made that advising appointment yet?

- During week three, we recommended a visit to your professor during office hours. It is good to do that again this week. Possible topics of discussion could again include concepts you don't understand or questions you have, but by this time, you may have graded material from the class. It would be good to review that graded material face-to-face with the professor or your TA, especially if you didn't perform well.

## Week Seven

- **The first phase of Priority Registration for next term starts next week.** During Phase 1, you can register for up to 16 credits. Remember you should see your advisor *prior* to priority registration. You can learn your priority registration date by logging into the **MyOSU Portal**, going to "Student Page", finding the "Registration Tools" box and then clicking the "Check Your Registration Status" link.
- **With registration on the horizon, you should look to see if you have any holds that might impede your registration.** To do this, log into the **MyOSU portal**, go to the "Student" page, and look under "My Student Stuff" on the left hand side. You will find a link to "View Holds".
- If your class has a second midterm, it is probably happening this week or next. Are you prepared? Consider what worked or didn't work on your first exam and how you might improve your performance on this exam.
- Friday of this week is the deadline to withdraw from a class (11:55 p.m. online,) or change from letter grading to S/U grading (5:00 p.m. at the Registrar's office – Requires an advisor signature on an S/U form). If these terms and policies are confusing to you, consult with your advisor or take a look at Academic Regulations 12 and 18 at this web site:  
<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=75>. Note that Withdrawing from a class can potentially cause a change in your registration time and day.

## Weeks Eight and Nine

- **Look Back:** This is another good time for self-assessment. Are you sticking to your study plan? Are you caught up on reading? How are those final papers and projects coming? Are you getting enough exercise and sleep? Are there any habits you want to adjust going into the last two weeks of the term?
- Starting in week nine, you receive notice that you are able to complete evaluations of your classes and instructors online. It is important for you to complete these evaluations. Your instructors really appreciate your feedback!

## Week Ten (Dead Week)

- Phase 2 of priority registration usually starts sometime this week. You can add to your original 16 credits, and you can add your name to a wait list for a class if the department has made one available. To learn how to wait list, check out this site: <http://registrar.oregonstate.edu/waitlisting-courses>.
- **Look Forward:** Get yourself ready for finals week which begins next week. If you haven't done so already, write down the time and location of all of your finals. This information should be on your syllabus. Regardless, you should confirm the information with your instructor to make sure nothing has changed. As you did with your midterms, develop a study schedule and plan ahead for how you might negotiate the stress of having more than one exam on one day.
- Final labs, papers, and projects are often due this week.

## Finals Week and Beyond

- Prepare yourself to handle the logistics of finals. Your professor may require you to purchase a blue book or a scantron form from the bookstore. Make sure you have that along with pens, pencils, and anything else you might need for the exam.
- Show up to your finals 5–10 minutes early to give yourself a chance to get settled and relaxed before your exam.
- As your instructors finish their grading, they will post your final grades to Student Online Services system. All grades are due the Monday after finals week. Your term GPA will be calculated and your cumulative GPA will be updated by Wednesday after finals week. **Make sure you look at your grades** by viewing your transcript on the "student" page of the MyOSU portal.
- Good students will always seek clarity on a grade if it was lower than expected. Many instructors use the grade book function of Canvas, so you can see how you were graded on each assignment. If you have questions, follow up with your instructors as soon as you can to get clarity on your grades.

**KEEP UP THE GOOD WORK – START AGAIN NEXT TERM AT THE TOP OF THE OTHER SIDE!**



# Baccalaureate Core Courses

## Find BCC & WIC Courses on the Web

Bacc core listings for each term will be available online.

Go to <https://catalog.oregonstate.edu/earning-degrees/bcc/>

## Oregon Transfer Students

Oregon community college students entering OSU who have completed the Associate of Arts Oregon Transfer (AAOT) degree (meeting the block transfer agreement between Oregon community colleges and Oregon public universities) will satisfy the lower-division requirements of the baccalaureate core (except those in the synthesis requirement) and have junior standing for registration.

When entering OSU, Oregon community college students who have completed the Associate of Arts Oregon Transfer (AAOT) degree will have junior standing for registration and will satisfy the lower-division requirements of the baccalaureate core, except those in the synthesis requirement. The AAOT degree meets the block transfer agreement between Oregon community colleges and Oregon public universities.

For more information about how OSU accepts any of the transfer degrees, call OSU Admissions at 800-291-4192.

## Washington Transfer Students

The Direct Transfer Associate degree awarded by any community college in Washington state will satisfy lower-division general (core) requirements at OSU. Students will receive junior level standing with an earned Washington Direct Transfer Associate degree of 90 transferable quarter hours or more. The minimum requirements are: 2.0 GPA on 90 earned quarter hours of transferable credit. OSU will accept a maximum of 12 credits in professional, vocational, and technical courses. You must still meet requirements in your chosen major, minor, or professional program.

For more information about how OSU accepts any of the transfer degrees, call OSU Admissions at 800-291-4192.

## California Transfer Students

OSU accepts the Intersegmental General Education Transfer Curriculum (IGETC) to satisfy lower-division (general) core requirements. The IGETC was developed for community college students who plan to transfer to a four-year institution but are undecided about which one and/or undecided about a major. Students interested in the IGETC path to transfer are strongly advised to see an academic advisor prior to enrollment. The minimum requirements are: 36 quarter (24 semester) academically transferable hours, 2.25 cumulative GPA, IGETC Area 1 Group A English requirement (C- or higher grade), IGETC Area 2 Mathematical Concepts requirement (C- or higher grade), and student must be admissible to the last institution they attended.

For more information about how OSU accepts any of the transfer degrees, call OSU Admissions at 800-291-4192.

## Transfer Credits

Decisions on transfer courses meeting specific baccalaureate core (general education requirements) will be made by the Office of Admissions with the Faculty Senate and the Office of Academic Programs. Some requirements may be met by advanced placement or international baccalaureate. For more information, contact the Office of Admissions. Articulation tables for baccalaureate core courses can be found on the Web at <http://admissions.oregonstate.edu/course-articulations>.

## Baccalaureate Core Courses

### Skills Courses [15]

To support students' success in all courses, the following first-year Skills courses are to be taken and completed satisfactorily within the first 45 hours of OSU-generated credits:

- Writing I (WR 121, minimum passing grade C-)
- Mathematics (approved list below)
- Speech (approved list below)

To prepare for the upper-division Writing Intensive Course in the major, the following Skills course is to be taken and completed satisfactorily within the first 90 hours of OSU-generated credits:

- Writing II (approved list below)

For transfer students with sophomore standing or above, Writing II and Speech must be completed within the first 45 hours of OSU-generated credits. These requirements apply to all students, whether full time or part time.

### Fitness [3]

Choose HHS 231, plus a 1-credit course listed below or any PAC course:

- HHS 231 LIFETIME FITNESS FOR HEALTH (2)
- HHS 231H LIFETIME FITNESS FOR HEALTH (2)
- HHS 241 LIFETIME FITNESS (1)
- MS 130 MILITARY PHYSICAL CONDITIONING (1)

### Mathematics [3]

- MTH 105 INTRODUCTION TO CONTEMPORARY MATHEMATICS (3)
- MTH 111 COLLEGE ALGEBRA (4)
- MTH 112 ELEMENTARY FUNCTIONS (4)
- MTH 211 FOUNDATIONS OF ELEMENTARY MATHEMATICS (4)
- MTH 227 CALCULUS AND PROBABILITY FOR THE LIFE SCIENCES I (4)
- MTH 241 CALCULUS FOR MANAGEMENT AND SOCIAL SCIENCE (4)
- MTH 245 MATHEMATICS FOR MANAGEMENT, LIFE, AND SOCIAL SCIENCES (4)
- MTH 251 DIFFERENTIAL CALCULUS (4)
- MTH 251H DIFFERENTIAL CALCULUS (4)

### Speech [3]

- COMM 111 PUBLIC SPEAKING (3)
- COMM 111H PUBLIC SPEAKING (3)
- COMM 114 ARGUMENT AND CRITICAL DISCOURSE (3)
- COMM 114H ARGUMENT AND CRITICAL DISCOURSE (3)
- COMM 211 COMMUNICATING ONLINE (3)
- COMM 218 INTERPERSONAL COMMUNICATION (3)

### Writing I [3]

- WR 121 ENGLISH COMPOSITION (3)
- WR 121H ENGLISH COMPOSITION (3)

### Writing II [3]

- HC 199 HONORS WRITING (3)
- PHL 121 REASONING AND WRITING (3)
- WR 201 WRITING FOR MEDIA (3)
- WR 214 WRITING IN BUSINESS (3)
- WR 222 ENGLISH COMPOSITION (3)
- WR 224 INTRODUCTION TO FICTION WRITING (3)
- WR 228 WRITING ABROAD (3)
- WR 230 ESSENTIALS OF ENGLISH GRAMMAR (3)
- WR 240 INTRODUCTION TO NONFICTION WRITING (3)
- WR 241 INTRODUCTION TO POETRY WRITING (3)
- WR 301 PUBLISHING AND EDITING (3)
- WR 303 WRITING FOR THE WEB (3)
- WR 323 ENGLISH COMPOSITION (3)
- WR 324 SHORT STORY WRITING (4)
- WR 327 TECHNICAL WRITING (3)
- WR 327H TECHNICAL WRITING (3)

# Baccalaureate Core Courses

WR 330 UNDERSTANDING GRAMMAR (3)  
WR 341 POETRY WRITING (4)  
WR 362 SCIENCE WRITING (3)

## Perspective Courses (24)

No more than two courses (or lecture/lab combinations) from any one department may be used by a student to satisfy the Perspectives category of the core. GEO courses listed under Physical Science are considered to be from a different department than GEO courses listed under any other Perspective category. Choose one Biological Science lecture/lab combination, one Cultural Diversity, one Literature and the Arts, one Physical Science lecture/lab combination, one Social Processes and Institutions, one Western Culture, plus one additional lecture/lab combination from either Physical Science or Biological Science.

Biological Science (including lab) (4)  
Physical Science (including lab) (4)  
Plus choice of additional physical or biological science (including lab) (4)

Take a minimum of one course in each of the following areas:

Cultural Diversity (3)  
Literature and the Arts (3)  
Social Processes and Institutions (3)  
Western Culture (3)

## Difference, Power, and Discrimination Courses (3)

### Synthesis Courses (upper division) (6)

Both synthesis courses may not be taken in the same department.

Contemporary Global Issues (3)  
Science, Technology, and Society (3)

### WIC (Writing Intensive Course, upper division, included in credits for major) (3)

The purpose of the writing intensive requirement is to insure that each graduate is prepared to write in the discourse, conventions, and genres of his or her major field.

A student completing requirements for two majors, including double degrees as well as dual majors (one degree with two majors), may request that one WIC course satisfy the WIC requirement for graduation in both majors. **This opportunity is available if and only if:**

1. The discourse, written conventions, and genres of the two majors are closely related, **and**
2. The substitution of a WIC course from one major for that in another major is approved in writing by the chairs or heads of both departments involved and the approval is placed in the student's academic file.

Students and advisors should be aware that in some cases, the WIC course in a major is an integral part of the degree and substitution may not be appropriate. The final decision rests with the department chair or head.

**Total (48) + WIC (3) = 51**

# Other Important Information

## Applying for Undergraduate Graduation

### To become a degree candidate:

- You must be a current OSU student with senior standing of 135 or more credits.
- You may make a formal application for the degree with the Office of the Registrar up to three terms before your expected graduation term.
- The **deadline to apply** is the end of the second full week of the term in which you expect to complete your degree requirements.
- Graduation applications are submitted through MyOSU, <https://myosu.oregonstate.edu>.

### Before you apply to graduate, check if you've completed your degree requirements:

Meet with your advisor and review your MyDegrees Checklist and confirm that general university requirements are met:

1. Log in to **MyOSU** at <https://myosu.oregonstate.edu>
2. Select **Student**
3. Under **My Student Stuff**, choose 'MyDegrees'

### Confirm the following is correct:

1. Major, Minor and Option is correctly stated
2. Degree type (BS, BA, BFA, etc.) is correct
3. The total of your Credits Required and Credits Applied
4. Upper-division credits required and earned (this will not appear in MyDegrees if the requirement is met)
5. Degree requirements that have not yet been met

The Office of the Registrar checks for total credits, academic residency, total upper-division credits and grade-point average.

With your advisor, determine which term you will complete your studies and submit your application to graduate. If you will be completing **multiple degrees** (see below) you will need to submit a separate application for each degree.

1. Log in to **MyOSU** at <https://myosu.oregonstate.edu>
2. Select **Student**
3. Under **My Student Stuff**, choose 'Apply to Graduate'

**To change your graduation date or program information after the first application**, you must cancel your existing application for graduation and file a new application in accordance with the stated deadline.

**Commencement exercises** are held annually in June and attendance is optional. Students who have graduated in the previous summer, fall or winter terms and senior-level students who have a pending graduation application for spring, summer, or fall terms may participate in the June Commencement exercises.

**Ecampus students** planning to travel to Corvallis for Commencement can contact Ecampus Student Services for additional information.

**Additionally**, please be aware that all corresponding transcripts are sealed, meaning the academic record cannot be altered, by the Office of the Registrar 90 days after the conferral of a degree. This ensures that the academic course work that reflects the components that substantiated the awarding of the degree is accurately and permanently recorded.

## Certification of Enrollment or Degree

Verification or certification of enrollment is for students needing proof of enrollment or degrees for financial aid, insurance, employment, or other reasons.

### You can do it on the Web:

Students requesting certification of enrollment or degrees earned spring 2000 to the present may obtain the information by:

- Printing a current term schedule by logging on to MyOSU, <https://myosu.oregonstate.edu/>, selecting Student, and My Student Stuff.
- Printing a certification at no cost from the National Student Clearinghouse by accessing it through MyOSU, <https://myosu.oregonstate.edu/>.
- Printing a certification from the National Student Clearinghouse at [www.studentclearinghouse.org/](http://www.studentclearinghouse.org/) and using a credit card to pay for the service.

Students requesting certification of enrollment *prior* to spring 2000 may obtain the information by:

- Printing an unofficial transcript by logging on to MyOSU, <https://myosu.oregonstate.edu/>.
- Ordering an official transcript by logging on to MyOSU, <https://myosu.oregonstate.edu/> or by printing and completing the Transcript Request Form (<http://registrar.oregonstate.edu/forms>) and submitting it to the Office of the Registrar, B102 Kerr Administration Building, Oregon State University, Corvallis, OR 97331-2130.

Forms submitted to the Office of the Registrar are sent to the National Student Clearinghouse. The Clearinghouse will provide a certification report that comes closest to providing the information you desire. They will not complete your form. All such certifications are official and need no further institutional signatures or seals.

Only those certification requests that require information not in the possession of the National Student Clearinghouse will be handled by the Office of the Registrar. In many cases, an official transcript will meet the needs of your request. We are unable to complete agency forms.

To learn more about the National Student Clearinghouse, visit their website at <http://www.studentclearinghouse.org/> or contact them at 2300 Dulles Station Blvd., Suite 300, Herndon, VA 20171. Telephone: 703-742-4200 (8:30 a.m. to 7 p.m. EST), FAX 703-742-4239, or email: [service@studentclearinghouse.org](mailto:service@studentclearinghouse.org).

Loan companies, other agencies, and even parents can contact the NSC directly for enrollment verifications.

Please include your legal name, social security number, and date of birth on all correspondence as well as the mailing address of the recipient for the verification.

## Double Degrees

A student may earn multiple, different degrees simultaneously. Additional degrees may also be earned after your first degree was awarded. The degrees may be offered by the same college, or by different colleges. To earn a double degree, or for each additional degree, a student must complete a minimum of 32 credits above the minimum number of credits needed for one of the degrees. Each degree application is reviewed by the appropriate academic advisor. Advisors complete a separate graduation audit for each of the degrees.

On the student's academic record, each degree awarded will be recorded as a separate degree with its major, e.g., Bachelor of Science in Mathematics, Bachelor of Arts in English. The student will also receive a separate diploma for each degree awarded (See Academic Regulation 26).

**Some double-degree programs** — Sustainability (BS, HBS), International Studies (BA, HBA) — require that a primary degree be completed



# Other Important Information

in order for the secondary degree to be awarded. When multiple degrees are not dependent on one another, one of the degrees may be awarded even though requirements for the other degree have not yet met. The double degree may be earned concurrently or subsequently. (See Academic Regulation 26.)

## Dual (or Multiple) Majors

A student may earn two or more majors within a single degree program (a particular combination of degree, college, and campus, e.g., BA degree from the College of Liberal Arts on the Corvallis campus). It is sometimes possible to complete two or more majors within the minimum number of credits required for a degree, but usually the student must complete additional credits to complete requirements for all of their majors. For this reason, dual (or multiple) majors are obtained within the same college. The advisor must complete one graduation audit that includes all of the majors. The student's academic record will list one degree with two or more majors, e.g., Bachelor of Science in Mathematics and Chemistry. The student receives one diploma. Dual (or multiple) majors may be obtained concurrently with the completion of the degree, or in some cases may be earned as a credential subsequent to completion of the degree. (See Academic Regulation 27.)

**Note:** Occasionally, with careful planning, a student can complete two majors from separate colleges in less than the 212 credits required for two degrees. When this occurs a student can petition for an exception, and graduate with two majors from separate colleges. The student must pick one college as their home college and all majors will be associated with the home college. The student must have the support of advisors from both major programs to have their petition considered.

## Honors Degrees

Students completing the Honors College curriculum receive an honors degree in the college of their major, e.g., HBS Honors Bachelor of Science in Chemistry, or HBA Honors Bachelor of Arts in English. In some cases it might be possible for an Honors College student to earn multiple degrees simultaneously by following the double degrees requirements outlined in Academic Regulation 26.

Students seeking an honors degree must meet the requirements of the Honors College in order to receive their degree. Students that complete an Honors degree will have the honors degree recorded on their academic record. The student's diploma will also include the honors degree designation (e.g., Honors Bachelor of Science, etc.).

**Note:** Honors degrees are not currently available to Ecampus students.

## Student Grades

Student grades may be obtained via **MyOSU** at <https://myosu.oregonstate.edu>: select Student, then Student Grades. Or obtain an unofficial transcript under Academic Profile, and click on Transcript. **Grades are not automatically mailed to the student.**

You may **request a transcript via the Web at no charge:**  
<http://registrar.oregonstate.edu/transcripts>.

Grades, GPA calculations, and academic standings are not complete and final prior to 8 a.m. on the Wednesday following the final exam week. Grades and GPAs appearing prior to that day may be incomplete.

## Veteran and U.S. Military Service Recognition Cord

### Recognition of U.S. Military Service

Oregon State University recognizes the significant contribution and sacrifices made by OSU students who are U.S. military service members and veterans. Students may receive a red, white, and blue Military Service Recognition Cord to be worn at commencement.

To apply for the recognition, students should complete the OSU Military Service Recognition application which is available on the OSU Veterans website at <http://studentlife.oregonstate.edu/veterans>. Applications are to be submitted to the School Certifying Officials who will approve the application and distribute the recognition cord.

## Student Right-to-Know

The graduation rate and persistence rate for first-year students who entered Oregon State University in 2010 on a full-time basis are provided in the chart below:

Graduation Rates for First-time First-year Students	5-Year		6-Year	
First-year students who entered full time in 2011	Graduation	Graduation plus persistence	Graduation	Graduation plus persistence
3,335	59.2%	68.4%	65.3%	69.0%

*Figures do not include students who transferred and continued to make progress or graduated from other institutions.*

**Source:** OSU Office of Institutional Research.



# Other Important Information

## Graduation Requirements/Catalog Contract Policy

### When determining the graduation requirements for a given student:

- Students must meet all applicable degree requirements from the published catalog(s).
- The student's catalog year for institutional and baccalaureate core requirements is established by his or her first term of attendance (matriculation date) at Oregon State University as an admitted student.
- The student's catalog year for college/major/option/minor requirements is based on the date of declaration of the major/option/minor.
- A student's major and option(s) must be in the same catalog year. If an option(s) is declared in an academic year subsequent to the catalog year associated with the major, the option(s) will be aligned with the catalog year of the major. If the option(s) did not exist in the catalog year of the major, the major will roll forward to the catalog year of the option(s). A second major and option(s) may be declared by the student for a catalog year which differs from the first major and option(s).
- Additionally, while the student's first major/option must be in the same catalog year, any additional declarations of majors/options/minors will be determined by the declaration dates (and corresponding catalog year) established by the change of academic program process.
- A student, in collaboration with an advisor, can also move their major/option/minor catalog year forward.
- At the time of graduation, all continuously enrolled students, including transfer students, may not use a catalog that is more than ten years old. Students may petition their college's head advisor for an extension of a catalog greater than ten years prior to their expected graduation term.
- At the time of graduation, all continuously enrolled students, including transfer students, may not use a catalog that is more than ten years old. Students may petition their college's head advisor for an extension of a catalog greater than ten years prior to their expected graduation term.
- Current policy requires a student to reapply after not enrolling at OSU for four consecutive terms (not including summer terms). The published catalog for the resulting readmission/matriculation date will become the catalog of record for graduation requirements. The Planned Educational Leave Program defined in AR 13.c beginning with the 2011-2012 academic year, provides a mechanism for a student to keep their original catalog of record during a planned absence.
- For Degree Partnership Program students, the first term the student is admitted to OSU will be the matriculation date and will determine the catalog year for institutional and baccalaureate core requirements. The catalog year for college/major/option/minor requirements will be the same as all other OSU students.
- Every effort has been made to ensure the accuracy of information in the OSU General Catalog. However, Oregon State University or the Oregon State Board of Higher Education may find it necessary from time to time to make changes in courses, curricula, or degree requirements. Students already admitted to a program in which such changes have been made will be reasonably accommodated, if possible, to ensure their normal progress toward a degree. A student may, however, still be required to conform to changes in courses, curricula, or degree requirements as deemed necessary by Oregon State University or the Oregon State Board of Higher Education.

# Tuition and Fees 2018–2019

## Tuition and Fees and Payment: 2018–2019

For a full listing of tuition and fees, please visit OSU Business Affairs at <http://fa.oregonstate.edu/business-affairs/tuition-and-fee-information>.

### Advance Tuition Deposit: \$200.00

New undergraduate students will be requested to submit a tuition deposit of \$200.00 after being admitted to the university. This deposit is the indication of a student's intent to enroll at OSU.

- **Fall Term only:** Payment for your Advance Tuition Deposit is required to participate in the START program, which allows students to register for fall term classes. After May 1, the deposit is nonrefundable. **Note:** Not applicable to **Ecampus students**.

### Mandatory Enrollment Fees

Students paying mandatory enrollment fees are entitled to services maintained by OSU for the benefit of students. These services include the use of the library; use of laboratory equipment and materials. No reduction in fees is made to students who may not wish to use these privileges. Employees paying staff fees are entitled to instructional and library privileges only.

### Matriculation Fee: \$350.00

All new students (except non-degree seeking) are charged a one-time fee of \$350.00 at the start of their first term at OSU. This fee provides access to a variety of OSU programs and services at no additional charge. Programs and services included in the fee include, but are not limited to, open house programs, Cascades START, CONNECT, pre-enrollment advising, course drop/add/withdrawal, and official transcripts.

### Other Fees

Subject to change without notice.

### Graduate Research Assistant Tuition and Fees

See Tuition and Fee Information on the OSU Business Office website (<http://fa.oregonstate.edu/business-affairs/tuition-and-fee-information>). Click on "Corvallis Campus Tuition/Fees." Then click on "GRA/GTA Remission."

### Academic Year Fee Book

For more information about tuition and fees, see the Academic Year Fee Book on the OSU Budgets website at <http://fa.oregonstate.edu/budget>.

### Current Student Accounts Office Website

Go to <http://fa.oregonstate.edu/business-affairs/studentbilling>.

### Nondegree Students

(This category is designed for students not planning to complete a degree at OSU.)

Nondegree students may only enroll in 8 or fewer credits and pay tuition/fees at resident rates based on undergraduate or graduate course level.

If a nondegree student were to enroll in 9 or more credits they would pay tuition/fees based on the undergraduate or graduate tuition fee schedule determined by the student's status.

For more information, call Enrollment Services, 541-322-3100.

## Fee Payment Obligation

Web registration presents you with a confirmed class schedule. When you finish registering, your schedule is official. This obligates you to pay all tuition and fees for your classes. If you wish to cancel this commitment and reduce or eliminate tuition charges for the term, you must officially cancel your registration or withdraw from the term. See the Tuition Reduction Schedule at <http://fa.oregonstate.edu/business-affairs/tuition-and-fee-information/tuition-reduction-schedule>.

Electronic billing statements are processed around the 5th of each month. Notification that your statement is ready will be sent to your ONID email address. It is very important that your ONID address is active and that you are checking it regularly. You may also select to have your ONID email forwarded to an alternate address. You may view your monthly billing statements by logging onto the eBill website at <http://mybill.oregonstate.edu>. See "**eBill and eCheck**" at <http://fa.oregonstate.edu/business-affairs/ecommerce-osu/ebill-and-echeck>.

### You may pay your tuition and fees in the following ways:

OSU currently accepts eCheck, paper checks, money orders and cash as acceptable payment methods. Students can use **MyOSU**, <http://myosu.oregonstate.edu/>, (Paying for College, Financial Services, Pay My Bill), as a convenience option for making credit card payments. Please see the Cashiers website for more details regarding all acceptable payment methods.

Accounts are "due upon receipt" of the monthly statement, and any unpaid balance remaining after the 1st of each month is subject to an interest charge of 1 percent per month (12 percent APR).

### Registration/Transcript Hold Policy

If you are enrolled for the current term, you will be allowed to register for the following term only if your account balance consists of charges only from recent academic terms—the current term and one term prior—and your overall account balance is paid in full. If you are not currently enrolled, you must have your account balance paid in full in order to register.

Requests for transcripts cannot be processed until your account balance is paid in full.

### Drop/Withdraw Refunds

Students who drop or withdraw from a class, or withdraw from the term may be eligible for a tuition refund. Refunds are based on assessed tuition, course fees, and mandatory fees, and are calculated from the date you officially drop, withdraw, or cancel your registration or reduce your class load, not the last date of class attendance. Please see "Registration Cancellation/Withdrawal from the Term."

Refunds are processed as a credit on your account. A check will be issued to you if any credit balance remains after other charges and financial aid repayments have been satisfied. No refunds are authorized for persons paying staff rates. Allow about two weeks for processing a refund. Your refund will be sent to your current mailing address. Be sure to update your current mailing address online in MyOSU, <https://myosu.oregonstate.edu/>.

# Tuition and Fees 2018–2019

The **Tuition/Fee Reduction Schedule** below follows those policies as established by Oregon State University (there are no refunds given for persons paying staff rates):

## Academic Year 2018–2019

Drop Dates for Tuition Refunds	Tuition Credit	Tuition Due
<b>Fall 2018</b>		
September 30, 11:55 p.m. or before end of first full week.	100%	0%
October 1–October 14, 11:55 p.m. Second and third full week.	50%	50%
After October 14, 11:55 p.m.	0%	100%
<b>Winter 2019</b>		
January 13, 11:55 p.m. or before end of first full week.	100%	0%
January 14–January 27, 11:55 p.m. Second and third full week.	50%	50%
After January 28, 11:55 p.m.	0%	100%
<b>Spring 2019</b>		
April 7, 11:55 p.m. or before end of first full week.	100%	0%
April 8–April 21, 11:55 p.m. Second and third full week.	50%	50%
After April 21, 11:55 p.m.	0%	100%

## How to Handle an Error in Billing

If there appears to be an error on your monthly statement, use the following guidelines:

**Graduate Assistants:** Errors may occur due to incorrect rate codes. Please notify your department.

**Residents Billed Nonresident Rates:** Pay the amount appropriate for a resident and then go to the Office of Admissions to confirm your residency status. You will be advised as to the next action to take.

**Financial Aid Not Applied:** If financial aid has not been applied you should verify approval of scholarships and grants at the Enrollment Services Office, TYKH 106A, 541-322-3100.

**Support Payments Not Applied:** Verify approval for support billing at Business Affairs, B100 Kerr Administration Building, ThirdPartyBilling@oregonstate.edu.

**Housing:** Verify the billed amount with the Cascades University Housing and Dining Office on the first floor of the residence hall, housing@osucascades.edu, 541-322-3177.

**Any Other Billing Amount Errors:** Pay based upon the correct amount, then go to the Business Office.

## Special Fees

### Application Fee for Admission (not refundable)–

Undergraduate — \$60

Graduate — \$75.00 domestic students; \$85 international students

Nondegree-Seeking Student — \$30.00

Nondegree-Seeking Graduate Student — \$35.00

### Auditor's Fee–

Fee to audit a course is the same as regular fees in all classes.

### Collection Fee – \$5 to \$60.00

If you are enrolled Fall term 2018 and do not enroll Winter term 2018 and you leave school owing the university money and collection proceedings are initiated, you may be assessed a service charge. For balances of \$10 to \$99.99, the fee is \$5; for \$100 to \$499.99, the fee is \$20; for \$500 or more, the fee is \$60.

### Course Fees

Certain courses have additional fees. Refer to the Schedule of Classes for individual course fees.

### Diploma Mailing Fee– \$25.00 (\$40.00 out of country)

### Duplicate Diploma – \$40.00 (Covers mailing)

Assessed to cover the cost of special printing order and handling.

### Examination for Credit–

\$80.00 per exam

### Examination for Waiver–

\$80.00 per exam

### FAX Service – \$20.00 per request to fax documents.

### Late Registration Change – \$20.00 per course changed

There is no charge to change registration (add, drop, withdraw from a course, change credits, change grade option, or change to audit) by the stated deadlines. Each registration change after the stated deadlines will be charged a \$20.00 late registration fee. This applies to any late add, late add to audit, late drop, late withdrawal from a course, late change in grading basis, or late change in course credit. If you initially register after the end of the second week of the term, you will be charged a \$100.00 late registration fee, but *the \$20.00 fee is not charged when the \$100.00 late registration fee is charged*. For any registration change thereafter, however, you will be charged the \$20.00 fee.

### Late Registration Fees – \$50.00 and \$100.00

A late registration fee of \$50.00 will be assessed for all initial registrations during the first two weeks of classes. For registrations approved *after* the first two weeks of classes (i.e., after the end of the late registration period) a late fee of \$100.00 will be assessed.

### Library Fines and Fees

Overdue fines are set by the OSU-Cascades Library. For updated information, see <https://cascades.library.oregonstate.edu/patron-and-item-loan-periods-0>.

### PELP Fee (Undergraduate Planned Educational Leave Program) – \$25.00

Non-refundable application fee allows an undergraduate student to maintain their official standing as a student at OSU and reserves the student's right to keep their original academic catalog active during their absence.

### Re-Admission Fee: Graduate – Domestic Students \$75.00; International Students \$85.00

Required after an absence of one term unless on an approved and recorded leave of absence. See "Registration Requirements" in the Graduate School section of the catalog.

### Re-Admission Fee: Undergraduate – \$25.00

Required after an absence of one year. See "Eligibility to Register" in the How to Register section for details.

# Tuition and Fees 2018–2019

## Reinstatement Fee – \$50.00

If a student is suspended and wishes to be reinstated, the student must pay the reinstatement fee to return to the university.

## Returned Check Fee – \$25.00

If a check is returned because of any irregularity for which the student is responsible, a fine of \$25.00 will be charged.

## Senior Citizen Fee – for special materials only

Persons 65 or older may attend class on a noncredit, space-available basis.

## Service Fee for International Programs –

A \$275.00 per term administrative management fee will be charged for international students supported under contractual arrangement with sponsoring agencies or entities requiring special administrative or management services beyond those normally provided. This program and finance fee will be assessed for these international student programs that are administered and managed by the International Student and Faculty Services office.

## Special Examination Fee –

See examination for credit/waiver in the list above.

## Staff Fee (except staff auditors) – 30 percent of resident undergraduate tuition

Staff members or their dependents may register for courses at 30 percent of the per credit resident undergraduate tuition. Academic, professional, and classified employees whose appointment is equivalent to 0.50 or more may take up to 12 credits a term at this rate. Payment of the staff fee entitles the staff members to instructional and library privileges only. The fee is not refundable. The applicable course fees and resources fees are charged at 100 percent, and family members are subject to other mandatory enrollment fees. Eligibility for the staff rate must be approved by the Office of Human Resources.

If you are intending to enroll for course work at another state university in Oregon, you must submit the staff fee privileges approval form to OSU-HR two days prior to the first day of classes.

If you are transferring the staff fee privilege to your dependent, and they are intending to enroll for course work at another state university in Oregon, you must submit the staff fee privileges approval form to OSU-HR two weeks prior to the first day of classes.

**Staff fees are nonrefundable.**

## Stop Payment Fee – \$15.00

Fee assessed when the payee of an OSU check requests a stop payment order.

## Student/Employee Replacement ID Card Fee – \$25.00

## Transcripts – \$10.00 or no fee, depending on delivery method

Official electronic transcripts or E-transcripts (PDF) are \$10.00. Official paper transcripts and unofficial transcripts are free. Instructions on how to order transcripts are available at <http://registrar.oregonstate.edu/transcripts>. Please note that all obligations to OSU must be cleared before transcript orders can be processed.

## Verification of Enrollment Fee – \$15.00 per verification

See Certification of Enrollment or Degree “You can do it on the Web” for other options.

## Financial Aid

### Scholarships, Student Loans, and Grants

Eligible students who have accepted scholarships, student loans and grant awards will have those funds applied automatically to their student billing account. You can monitor your financial aid eligibility and billing account through MyOSU.

If financial aid amounts exceed the amount of qualifying tuition/fees expenses owed, a refund will be generated if the surplus exceeds \$1.00. Distribution of the refund can be made by direct deposit or check. Please note that federal financial aid cannot be posted toward the balance of the matriculation fee, accrued interest, printing charges, parking or library fines or student health service charges.

- If you would like direct deposit of your financial aid refund, complete the Direct Deposit form found through Online Services or Student Finance website at <http://fa.oregonstate.edu/business-affairs/student-finance>.
- If you would like your refund as a check, your current mailing address must be up to date for all check processing. You can do this through MyOSU, <https://myosu.oregonstate.edu/>.

For full details, visit the **Business Affairs Office Website**. Click on Current Student.

Beginning the third week of the term, students eligible for refunds due to financial aid or scholarship disbursements may request a refund at the Cashier's Office or through email at [refund@oregonstate.edu](mailto:refund@oregonstate.edu).

### Emergency Loans

Emergency loans, not to exceed \$350.00 per term, are available to students in good financial standing, attending at least half time, and formally admitted to the university. Loans are to be repaid by the last day of the current term. Loan amounts become part of the revolving account balance and carry interest at 1 percent per month (12 percent APR). Application forms are available at the Enrollment Services Office, TYKH 106A. Be sure to have your OSU ID and a second photo ID to present with the application.

### Payment of Student Fees

#### Payment of Nonresident Instruction Fee (580-10-080)

1. All students classified as nonresidents shall pay a nonresident fee.
2. Refunds of the nonresident fee may be granted if the student shows that the classification previously assigned was in error. However, no such refund shall be made unless the student applies and submits all supporting information for residency status prior to the last day to register for the term in which the student seeks the change of status.

#### Enrollment of Spouse and Dependent Children (580-010-086)

The spouse and dependent children of regular department staff members with a full-time equivalent of at least .50 may enroll as students at resident fee rates in department institutions.

#### In-State Tuition for Veterans

The following individuals shall be charged the in-state rate, or otherwise considered a resident, for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery GI Bill® - Active Duty Program) or chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, who lives in the State of Oregon while attending a school located in the State of Oregon (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.

# *Tuition and Fees 2018–2019*

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- Anyone using transferred Post-911 GI Bill® benefits (38 U.S.C. § 3319) who lives in the State of Oregon while attending a school located in the State of Oregon (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Oregon while attending a school located in the State of Oregon (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge, release, or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

**Footnote:** GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.



# Academic Regulations

Academic Regulations are online at <https://catalog.oregonstate.edu/regulations/>  
Please view the regulations on the website for currency.

## Introduction

These regulations and procedures are published to assist students by providing information that is essential for planning and pursuing their academic programs. Continuing efforts are made each year by the students, faculty, and administration to revise and improve these regulations in order to enhance the quality of the university's programs and the achievement of educational goals.

Every student is responsible for knowing the academic regulations and for observing the procedures that govern his or her relations with Oregon State University. Unless otherwise specified, these regulations apply to both undergraduate and graduate students. Any question regarding these regulations that cannot be answered by a student's academic advisor should be referred directly to the Office of the Registrar (B102 KAd). Additional information regarding Graduate School policies should be addressed to the Office of the Graduate Dean (A300 KAd).

Some students encounter special problems whose proper solution may require deviations from the academic regulations or procedures. Requests for such deviations in the regulations below must be presented to the Office of the Registrar on petition forms, which are available in that office. Petitions received by the registrar will be forwarded to the proper committee or office for review and appropriate action. Requests for deviations from Graduate School policies should be presented by letter to the graduate dean (See the Graduate School section of this catalog).

Other special problems may involve academic issues such as academic freedom in the classroom or evaluations of a student's academic performance. All students should appeal academic grievances first to the instructor of the course and then to the chair or head of the academic unit in which the course is offered. If the situation is not resolved to the student's satisfaction, an undergraduate student should consult with the head advisor of the college in which the course is offered to obtain further information about appeal procedures of the college or university; a graduate student should consult the dean of the Graduate School regarding academic appeal procedures above the departmental level. (Appeal procedures for other than academic grievances, e.g., grievances regarding student employment, financial aid, housing, discipline, human rights, etc. are outlined in the Student Life Policy and Regulations, which are available on the OSU website under "Student Conduct" or from the Office of Student Leadership and Involvement, 202 Memorial Union. Some of these regulations pertain to both undergraduate and graduate students. The Graduate School section of this catalog outlines both academic appeal procedures and those relating to the employment of graduate students.)

## AR 1. Admission for Nondegree Students

- Nondegree enrollment status for undergraduate students is designed for students who wish to take undergraduate classes, but do not wish to pursue a degree or a specific postbaccalaureate credential. Nondegree undergraduate students are limited to taking a maximum of 8 credits per term. Nondegree Ecampus, International Exchange, credential and certificate students are not limited to 8 credits per term.
- A maximum of 36 credits attempted as a nondegree undergraduate student may be used to satisfy Baccalaureate degree requirements upon admission as a degree-seeking student. The most recent 36 credits (or all credits if fewer than 36) will be applied to the Baccalaureate requirements.
- Nondegree enrollment status for graduate students is designed for students who wish to take graduate courses but do not wish to pursue an advanced degree. Nondegree graduate students are not limited as to

the number of courses (credits) taken per term.

- Credits earned while enrolled as a nondegree graduate student will not necessarily apply to a graduate program upon admission to degree-seeking status. The student should refer to the admission requirements given in the *Graduate School* section of this catalog. Communication with the Graduate School and specific academic programs is advised.
- Nondegree students seeking admission to a degree program may do so by filing an undergraduate, postbaccalaureate, or graduate application for admission.

**Footnote:** AR 1 revised by Faculty Senate academic year 2012–2013.

## AR 2. Credit from a Two-Year Institution (Undergraduate Students)

- College Transfer Credits:** Oregon State University accepts for credit toward a baccalaureate degree all college transfer work completed at an Oregon or other regionally accredited community college up to 124 lower-division quarter credits. For Institutional Requirements for Baccalaureate Degrees, see AR 25. Students are encouraged to work with the relevant academic unit to ensure that transfer credits meet department and college requirements for the degree. It would be unlikely for an individual student to be able to use all 124 credits toward an OSU baccalaureate degree. Transfer credits and grades are not used in calculating the OSU cumulative GPA. Students who hold OSU-approved direct transfer degrees from Oregon or other regionally accredited community colleges (e.g., the Associate of Arts Oregon Transfer) or who have 90 or more credits accepted in transfer will be granted junior standing.<sup>1</sup> Students who hold OSU-approved direct transfer degrees will be considered to have met the Perspectives and Skills (except WIC) areas of the Baccalaureate Core. In addition, they must complete the upper-division Synthesis areas of the core. Students transferring from Oregon or other regionally accredited community colleges who do not hold approved direct transfer degrees ordinarily will be given baccalaureate core credit in the Perspectives and Skills area on a course-by-course basis for work that is judged to be equivalent in content.
- Transfer of Professional-Technical Credits:** a maximum of 12 quarter credits (8 semester credits) of professional-technical course work applicable in an associate's degree or certificate program at a regionally accredited institution can be accepted upon admission to OSU as general elective credit (graded as Pass) and as part of the 124-quarter credit total that can be applied toward a baccalaureate degree.
- Transfer of Professional-Technical Course Credits through Articulation Agreements:** Lower-division OSU credit may be awarded for specific professional-technical community college courses when those courses are validated by articulation agreement with the appropriate OSU department. This may be above the 12 quarter credits of general electives (graded as Pass) allowed when a student is admitted to OSU. Credit will be awarded only upon the recommendation of the appropriate department and college, and approval by the Curriculum Council. Community college professional-technical course work is not equated to upper-division OSU course work. These course credits will count as part of the 124 quarter credits defined in paragraph 2a above. OSU departments who have articulation agreements with community colleges regarding community college professional-technical courses shall review the agreements annually and forward a dated list of the articulated community college courses to the Curriculum Council.

**Footnote:**

<sup>1</sup> Junior standing does not necessarily imply that OSU institutional, college, division, and/or departmental requirements, which are normally satisfied by OSU students prior to their junior year, have been satisfied.



# Academic Regulations

## AR 3. Credit from an Unaccredited Institution (Undergraduates)

After three terms of work at Oregon State University satisfactory to the Undergraduate Admissions Committee, a student may request validation of work done in an unaccredited institution of collegiate rank. The committee will consider each petition separately and base its decision on all information available. In some instances, informal examinations by the departments concerned may be required. Credit for transfer of professional-technical work will be awarded in accordance with paragraphs AR 2, b and c.

## AR 4. Classifying Students

- Undergraduate students:** A student who has earned at least 45 credits is classified as a sophomore. A student who has earned at least 90 credits is classified as a junior. A student who has earned at least 135 credits is classified as a senior.
- Postbaccalaureate students:** A student holding a baccalaureate degree who is admitted to work toward a second baccalaureate degree or teaching certificate is classified as a postbaccalaureate student.
- Graduate students:** A student who has been admitted to the Graduate School is classified as a graduate student.

## AR 5. Transfer from One College to Another (Undergraduate Students)

Registered students may transfer from one college to another at any time. Returning but not-registered students may transfer colleges between the dates of readmission and registration.

## AR 6. Change in Credits Scheduled

No change may be made in the number of credits specified for the various courses and published in the OSU General Catalog.

## AR 7. Maximum and Minimum Registration

- The minimum number of credits for which a full-time undergraduate student may register is 12, and the maximum is 19, regardless of the method of grading used for the classes selected. (In determining the load for students not normally held responsible for physical education, the credits in activity courses in physical education will be disregarded.) The maximum may be extended:
  - Up to and including 24 credits when a student has completed in his or her most recent term at least 12 credits in courses other than those graded P/N and S/U with a grade-point average of 3.00 or better or when a student has filed with the registrar a petition approved by his or her advisor and college dean (or head advisor).
  - Over 24 credits by petition approved by a student's advisor and college dean (or head advisor) and the Academic Requirements Committee and filed with the registrar.
- The minimum number of credits for a full-time graduate student is 9; the maximum is 16. The maximum can be extended by approval of the dean of the Graduate School.
  - Degree-seeking graduate students must take a minimum of 3 credits for any term in which they are enrolled.
  - The following FTE and credit allowances are permitted for graduate students holding an academic appointment.

FTE	Credits
.15 to .29	15
.30 to .50	12

Appointees on graduate assistantships are limited to the above credits during each term.

## AR 8. Late Registration

Registration is permitted through the second full week of classes each term. Late fees are assessed in accordance with the fee policies stated in the Schedule of Classes.

## AR 9. Admission to Class

- Instructors will receive lists of students in their classes within two days after the opening of the term. Subsequent lists will include the names of later registrants. Students whose names appear on these lists are officially registered; others are to be referred immediately to the Registrar's Office for completion of registration.
- If it is anticipated that the demand for enrollment in a given course will exceed the maximum number that can be accommodated, the department offering the course may designate it in the Schedule of Classes with the code "NSHD" (no-show-drop). A student who is registered for such a course who attends no meetings of the course during the first five school days of the term will be dropped from the course by the instructor, unless the student has obtained prior permission for absence. If such action is taken, the instructor will send written notice through the department to the Registrar's Office, which in turn will notify the student that the course has been dropped from his or her schedule. Students should not assume they have been dropped unless they receive notification from the Registrar's Office. No fee will be charged.

## AR 10. Eligibility

To be eligible to hold office or to participate in any extracurricular activity supervised by Oregon State University, students must meet certain requirements.

- For student activities, students are responsible for following the Student Life Policy and procedures.
- For participation in intercollegiate athletics, students must meet all institutional Pac-12 and NCAA requirements. Students should contact the Compliance Office in the Department of Intercollegiate Athletics on all such matters.

## AR 11. Adding and Dropping Courses

- Students may add courses through the second full week of classes each term, depending on the nature of the course and the availability of space. From the end of the first full week of classes to the end of the second full week of classes, permission (signature) of the instructor offering the course must be obtained.
- A student may drop courses without responsibility for grades through the end of the first full week of classes. After the drop deadline courses may not be dropped. Failure to drop a course properly will result in an F grade being recorded; courses properly dropped do not appear on the student's transcript.
- Add/drop fees will be assessed in accordance with the fee policies stated in the Schedule of Classes.

## AR 12. Withdrawal from Individual Classes

Any student may withdraw from a maximum of 12<sup>1</sup> individual OSU credit bearing classes throughout their undergraduate career<sup>2</sup> at OSU<sup>3</sup>. Any student may petition for an exception from this limitation if the justification for withdrawal is clearly associated with circumstances beyond the student's control. Withdrawal from a class with a W grade begins after the drop deadline, which is the first full week of classes, and continues through the end of the seventh full week of classes. After the seventh full week of classes, students are expected to complete the program attempted and will receive letter grades (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, S, U, P, or N) for all classes in which enrolled unless they officially withdraw from the term. Procedures for withdrawal from individual classes are outlined in the term Schedule of Classes.

# Academic Regulations

## Footnotes:

<sup>1</sup> Withdrawal from the term, as defined in AR 13, is not included in the maximum of 12 individual OSU classes.

<sup>2</sup> This regulation applies to undergraduate, postbaccalaureate, and nondegree undergraduate students.

<sup>3</sup> The maximum withdrawal count will begin for all students starting fall 2012.

## AR 13. Withdrawal from the Term

- Any student is entitled to Withdraw from the Term up to four times without prejudice prior to the beginning of finals week. The student may accomplish this by completing the online withdrawal survey available through online services. Withdrawal from the term prior to the beginning of finals week will result in the grade of W being recorded for each course for which the student is registered.
- When a student's academic progress is interrupted by an emergency situation such as serious illness, accident, or death of a family member, and the emergency situation occurs within the last four weeks of the term, and the student submits evidence to the college head advisor, then the student will work with academic advisors, faculty members, student care teams or Ecampus student services, depending on the complexities of the circumstances to determine an appropriate course of action to determine the grades for the term.
- Undergraduate Planned Educational Leave Program. The Undergraduate Planned Educational Leave Program (PELP) is a voluntary, temporary, planned interruption or pause in a student's regular, full-time education. Its purpose is to enhance an undergraduate student's prospect of successful completion of their academic program. The PELP provides one opportunity<sup>1</sup> for a student to arrange a voluntary absence for as many as six consecutive regular academic terms (not including summer terms). The PELP is designed to allow a student to pursue other activities that will assist them in clarifying their educational goals, such as job opportunities and experiences away from campus, military deployment, time to resolve personal or medical problems, or other similar pursuits. The PELP allows an undergraduate student to temporarily suspend their academic work for a period of time (in accordance with AR 13a and 13b), and resume their studies with minimal procedural difficulties. The PELP \$25 non-refundable application fee allows an undergraduate student to maintain their official standing as a student at OSU and reserves the student's right to keep their original academic catalog<sup>2</sup> active during their absence. Beginning with the 2011–2012 academic year, all OSU undergraduate students<sup>3</sup> are eligible to request leave through the PELP. The university reserves the right to consider a student's current academic standing and any existing student conduct issues prior to approving the voluntary PELP leave request. Students who withdraw from OSU prior to the 2011–2012 academic year and who are away from campus for four or more consecutive regular academic terms (not including summer terms) must re-enroll with OSU to re-establish their relationship as an OSU student and their academic catalog will be reset to the academic year they return to OSU.

## Transcript Notation

A notation of the dates of any approved leave will be indicated on each student's official transcript.

## Footnotes:

<sup>1</sup> Military deployments are an exception to this limitation. All military personnel who are deployed for military service may submit a voluntary leave request for each deployment.

<sup>2</sup> In accordance with the university's catalog policy contained in the General Catalog.

<sup>3</sup> The PELP began with the 2011–2012 academic year (Summer 2011). Any former OSU students who attended OSU prior to the 2011–2012 academic year and have been absent for four or more consecutive regular academic terms will be held to OSU's prior policy that resets the academic catalog to the catalog in effect at the time they return to OSU.

## AR 14. Attendance

Attendance is one of the most important factors in a student's academic success. Therefore, an instructor may consider attendance as part of a course grade. If attendance is used in determining the student's grade, how attendance shall be used needs to be defined in the course syllabus by the instructor.

## AR 15. Academic Misconduct

Definitions and examples of academic misconduct are outlined in the Code of Student Conduct, Section 4.2.1.

The administration of the classroom rests with the instructor. When potential academic misconduct comes to the instructor's attention, the instructor documents the incident and permits the student to provide an explanation. If the matter can be resolved without an academic sanction, no report is necessary. If the instructor believes academic misconduct has occurred and that the violation warrants the application of an academic sanction, the instructor: (a) consults with the unit head, (b) submits an Academic Misconduct Report (AMR) documenting the allegations and indicating the proposed sanction, and (c) informs the student of the action taken. The instructor may recommend any academic sanctions.

Allegations of academic misconduct are reviewed and adjudicated by a college-designated hearing officer (CHO) in accordance with the procedures outlined in the Code of Student Conduct, Section 5.1.1. If the student is not a major in the college in which the course is offered, the CHO of the college in which the student is a major also receives a copy of the AMR.

Depending upon the severity of the violation, or if a record of previous academic misconduct exists, the college and/or university may impose additional sanctions. Sanctions imposed as a result of academic misconduct may be appealed by the student in accordance with the procedures outlined in the Code of Student Conduct, Section 8.

## AR 16. Finals Week

- No final, midterm, or comprehensive examinations shall be given during the week preceding final examination week. (Examinations on laboratory work, course material covered by "weekly" or "section" quizzes, television courses, ROTC activities, and physical education activities are allowed.)
- Course work shall continue up to final week. Final examinations shall be given during finals week in accordance with the finals week schedule. If a final examination is not to be given in a course, this action must be approved by the department with notification to the Registrar's Office. Requests for changes in the time of final examinations will be submitted to the Registrar's Office.
- All student petitions for changes in the time of final examinations must be made using forms available from the Registrar's Office. (A summary of university final examination policy is printed on the form.) Petitions for changing final examinations are submitted directly to the instructor. Students may forward disapproved petitions through the dean of the college to the Registrar's Office. Requests to change the assigned final examination time for an entire class must be approved by the Registrar's Office. Final examinations may not be changed to the week preceding final week without approval of the Academic Requirements Committee.
- No extracurricular activities or curricular activities other than examinations and final class meetings shall be scheduled during final week.

# Academic Regulations

## AR 17. Grades

The grading system consists of twelve basic grades, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. The grade of A denotes exceptional accomplishment; B, superior; C, average; D, inferior; F, failure. Other marks are I, incomplete; W, withdrawal; R, thesis in progress; P, pass; N, no-credit; S, satisfactory; U, unsatisfactory; AUD, audited course; WAU, withdrawal from audited course; NG, no basis for a grade (administratively assigned by the Office of the Registrar, see below); WC, complete withdrawal.

When a requirement of a course has not been completed for reasons acceptable to the instructor and the rest of the academic work is passing, a report of I (incomplete) may be made and additional time granted. The I grade is only granted at the discretion of the instructor. The instructor must submit the grade the student will earn if the missing work is not completed; this is the alternate grade. The alternate grade will become the default grade if the missing work is not completed as part of the contract for completion of the grade. The instructor documents the deficiency and the deadline for completing the missing work. A record of the deficiency shall be kept on file in the unit or department office. The allotted time awarded shall not exceed one calendar year except by petition\* or the time of the degree conferral, whichever comes first. To remove the I grade, the student must complete the deficiency within the allotted time and the instructor will then submit the appropriate grade. If the student fails to complete the work within the allotted time, the Registrar's Office will automatically change the I grade on the student's record to the alternate grade submitted by the instructor at the time the I was given. The alternate grade will be included in the grade point average. Under no circumstances shall a student who earns an A-F grade or an N or U grade have his or her grade changed retroactively to an I grade.

An instructor may move to correct a grade by filing a Change of Grade in the Registrar's Office. Grade changes for students of a permanently separated instructor will be managed by the department chair of the course involved. Upon permanent separation from the university an instructor's change of grade will not be accepted by the Office of the Registrar. The Office of the Registrar will routinely review grade changes.

*\*A student may petition via the Office of the Registrar for an extension of the one calendar year deadline with the concurrence of the faculty. An approved petition will grant an extension of a single additional term, with a maximum of three total extensions being possible. An approved petition for an extension of time to remove an incomplete will be voided at the time of degree conferral.*

## AR 18. Alternative Grading Systems

In addition to traditional letter grading (A-F), Oregon State University has adopted two alternative grading systems to be employed in accordance with the provisions outlined below:

### a. Satisfactory/Unsatisfactory (S/U)

1. Undergraduate students may elect to be graded on a Satisfactory/Unsatisfactory (S/U) basis in a course (except P/N courses) under the following conditions:
  - b. A maximum of 36 credits of those presented in satisfaction of the baccalaureate degree may have been graded on an S/U basis at Oregon State University.
  - c. A student normally elects the option S/U at the time of registration. Changes either to or from S/U grading will be permitted through the end of the seventh full week of any term.
  - d. A student must obtain the approval of his or her academic advisor or dean in order to elect to be graded on an S/U basis.

2. Graduate students may elect to take undergraduate courses on the S/U basis except those courses required for the removal of deficiencies. Graduate courses may also be taken on an S/U basis. (Such courses cannot be used as part of a student's graduate program. All other provisions of S/U grading apply to graduate students.)
3. A grade of S (satisfactory) shall be equivalent to grades A, A-, B+, B, B-, C+, C, and C-. A grade of U (unsatisfactory) shall be equivalent to grades D+, D, D-, or F.
4. Grades of S or U shall have no grade-point equivalents; hence such grades shall not be included in the computation of grade-point averages. The credit of courses in which an S grade is obtained shall be counted toward graduation. Credits shall not be awarded for U grades.
5. Election of S/U grading for a course shall be known only to the student and the academic advisor. Instructors shall enter on grade forms the traditional letter grade (A-F) earned. Automatic conversion to S grades and to U grades will be made in the Registrar's Office. Grades of I, or W may be assigned wherever appropriate.
6. In compliance with Section III of the Statement on Student Rights, Freedoms, and Responsibilities (dated April 28, 1969), disclosure or nondisclosure of the traditional letter grades received in courses in which S grades were awarded is recognized as an exclusive right of the individual student. The Registrar's Office is obliged and authorized to honor requests for disclosure, provided that the express consent of the student is obtained.
- e. Pass/No Credit (P/N)
  1. Those courses in which traditional letter grading has been deemed inappropriate because of the nature of the course content or the objectives of the course are graded on a Pass/No Credit (P/N) basis.
  2. Grades of P or N shall have no grade-point equivalents; hence such grades shall not be included in the computation of grade-point averages. The credits of courses in which a grade of P is obtained shall be counted toward graduation. Credit shall not be awarded for N grades.
  3. Departments are authorized to designate Pass/No Credit courses, subject to the following guidelines and procedures:
    - a. The principal criterion for choice of grading system is enhancement of the educational experience for the student;
    - b. The nature, structure, and/or objectives of a course may suggest that the Pass/No Credit grading system be adopted. It is anticipated that courses graded on this basis will generally fall into one of the following categories: skill-building courses or practicums, courses which stress orientation and awareness rather than academic preparation;
    - c. The designation of Pass/No Credit grading for a course will follow the academic college's recommendation and approval by the University Curriculum Council, and in the case of graduate courses, by the Graduate Council. Designation of courses for P/N grading must be completed prior to the opening of the term in which the course is offered and normally prior to preparation of the Schedule of Classes.
  4. Courses approved for grading on a Pass/No Credit (P/N) basis are identified in the General Catalog course descriptions and in the Schedule of Classes.
- c. Nothing stated in the above paragraphs shall be construed as constituting support for petitions requesting change of grade in courses taken during or prior to spring term, 1971.

# Academic Regulations

## AR 19. Grade Points

Grade points are computed on the basis of:

- 4 points for each credit of A grade,
- 3.7 for each credit of A– grade,
- 3.3 for each credit of B+ grade,
- 3.0 for each credit of B grade,
- 2.7 for each credit of B– grade,
- 2.3 for each credit of C+ grade,
- 2.0 for each credit of C grade,
- 1.7 for each credit of C– grade,
- 1.3 for each credit of D+ grade,
- 1.0 for each credit of D grade,
- 0.7 for each credit of D– grade, and
- 0 for each credit of F.

Marks of I, W, P, N, NG, R, S, U, AUD, WAU, and WC are disregarded in the computation of points. The grade-point average (GPA) is the quotient of total points divided by total credits; total credits are the number of term credits in which grades A, B, C, D, and F are received. Thus a person receiving 1 credit of A, 2 credits of B, 3 credits of C, 4 credits of D, 5 credits of F would have 20 grade points (1 x 4 plus 2 x 3 plus 3 x 2 plus 4 x 1 plus 5 x 0). The grade-point average would be 20 (grade points) divided by 15 (credits) equals 1.33. A C average on 15 credits attempted would require 30 grade points; if the student has 20 points, he or she is 10 grade points deficient.

## AR 20. Repeated Courses

If a student repeats an Oregon State University course, the grade from each attempt<sup>1</sup> will appear on the student's academic record but only the second attempt will count toward the student's institutional credits, requirements, and grade-point average<sup>2</sup>. An academic unit<sup>3</sup> may, however, include subsequent attempts after the second attempt to meet individual course degree requirements associated with the baccalaureate core/majors/options/minors/certificates/endorsements. A course may not be repeated on an S/U basis if it was taken previously on a normal grade basis<sup>4</sup>.

### Footnotes:

<sup>1</sup> An attempt comprises a final grade in a course where the grade is: A, A–, B+, B, B–, C+, C, C–, D+, D, D–, F, S, U, P, NP or an I/Alternate Grade (where the Alternate Grade is one of these grades).

<sup>2</sup> Recognized repeatable courses as defined in the Oregon State University course catalog, such as activity courses, research, seminars, and selected topics, do not come under this restriction. Additionally, if a course has been approved as a multiple repeatable course for credit and grade points, each attempt will be included in the institutional credits and grade-point average until it reaches its defined limit (total allowable attempts or credit maximums for the course). Further, the Office of the Registrar will include all courses from the first repeat taken until it reaches the maximum total allowable attempts or credit maximums for the course. All subsequent repeats after the repeat maximum has been reached will be excluded from both institutional credits earned and grade-point average calculations.

<sup>3</sup> Academic Unit: College, School, or Department

<sup>4</sup> Normal Grade Basis is defined as any grade of A, A–, B+, B, B–, C+, C, C–, D+, D, D–, F, or any I/Alternate Grade (where the Alternate Grade is one of these grades).

## AR 21. Honor Roll

At the close of each term, the OSU Registrar publishes a list containing the names of all undergraduate and postbaccalaureate students who for the term have completed at least 12 graded credits with a grade-point average of 3.50 or above.

## AR 22. Satisfactory Academic Standing (for Undergraduate Students)

Oregon State University expects students to maintain satisfactory academic progress toward degree completion. At the conclusion of each term, grade-point averages are calculated and academic standings determined for students seeking a baccalaureate degree according to the criteria outlined below. Students whose standings evidence a lack of satisfactory progress will be warned of this condition and advised to seek help from their academic advisors. Any student who is not on Academic Warning, Academic Probation, or Academic Suspension is in good standing.

1. **Academic Warning:** Students with a term GPA below 2.0 will be placed on Academic Warning.
2. **Academic Probation:** Students who have attempted<sup>1</sup> 24 or more credits at OSU and have an OSU cumulative GPA below 2.0 will be placed on Academic Probation. Students who attain a cumulative GPA of 2.0 or better are removed from Academic Probation.
3. **Academic Suspension:** Students who are on Academic Probation and have a subsequent term GPA below 2.0 will be placed on Academic Suspension. Academic Suspension is recorded on the student's academic record. Students who are academically suspended are denied all the privileges of the institution and of all organizations in any way connected to it, including any university-recognized living group.
4. **Reinstatement to the University:** Suspended students will be considered for reinstatement to the university after two years or completion of a minimum of 24 quarter credits of transferable college-level work at an accredited college or university, with a GPA of 2.5 or above.

The Faculty Senate Academic Standing Committee (<http://senate.oregonstate.edu/academic-standing-committee>) is responsible for enforcement of the above regulations on Satisfactory Academic Standing. Additionally, this committee has discretionary authority to grant exceptions and to develop guidelines for administering these regulations.

### Footnote:

<sup>1</sup> An attempt comprises a final grade in a course where the grade is: A, A–, B+, B, B–, C+, C, C–, D+, D, D–, F, S, U, P, NP, I/Alternate Grade (where the Alternate Grade is one of these grades), W.

## AR 23. Special Examination for Credit

A regularly enrolled student in good standing, either graduate or undergraduate, currently registered at Oregon State University and wishing credit for an OSU course for which a grade has not been previously received, may petition for credit examination under the following conditions:

1. The application for such examination shall be presented on an Official Student Petition and shall bear the approvals of the dean of the student's college, the dean of the college in which the course is offered, and head of the department in which the course is offered. Petitions for special examination for credit may be approved or denied at the sole discretion of the department/college or the faculty member offering the course, taking into account both the academic merit of the petition and the department/college's ability to deploy adequate resources to prepare, administer, and grade such an examination.
2. In no case may such examination be based on work used for graduation from high school, or in a foreign language that is the mother tongue of the applicant, or in courses not listed in the Oregon State University General Catalog.
3. Grades earned in special examinations shall be submitted and recorded in the same way as for regularly registered courses, and will count with respect to repeating a course as defined in AR 20.



# Academic Regulations

4. A student may not petition for credit by special examination for a course in any term in which the student is or has been enrolled in the course after the add/drop deadline for that term.
5. An examination for credit will not be approved for courses below the level for which college credit has previously been granted.
6. No examination may be taken until the applicant has received a permit from the Registrar's Office, for which a fee of \$80 will be charged.<sup>1</sup>

## Footnote:

<sup>1</sup> As an alternative to departmental examinations, students may seek credit through the College Level Examination Program (CLEP) to the College Entrance Examination Board. CLEP includes nationally normed subject matter examinations and general examinations covering material included in a number of relatively standard courses taught in colleges and universities throughout the United States. Some of these subject matter examinations and general examinations have been accepted by departments at this institution. Policy guidelines have been established that make it possible for admitted and enrolled students to (a) transfer credits earned through these accepted CLEP subject matter and general examinations to this institution, providing certain criteria are met, and (b) earn credits through accepted CLEP subject matter and general examinations providing certain criteria are met. Further information about CLEP may be obtained from the Office of Admissions, B104 Kerr Administration Bldg.

## AR 24. Special Examination for Waiver (Undergraduate Students)

A student may petition for examination to waive a course under the following conditions:

1. The application for examination to waive a course shall be presented on an Official Student Petition and shall bear the recommendations of the dean of the student's college, the dean of the college in which the course is offered, and head of the department in which the course is offered. Petitions for special examination for waiver may be approved or denied at its sole discretion by the department/college offering the course, taking into account both the academic merit of the petition and the department/college's ability to deploy adequate resources to prepare, administer, and grade such an examination.
2. No examination may be taken until the applicant has received a permit from the Registrar's Office, for which a fee of \$80 will be charged.
3. A minimum grade of C (or equivalent) must be attained in an examination for that waiver to be granted.
4. Credit will not be granted for courses waived.
5. This regulation does not invalidate the right of a dean of a college or head of a department to waive a course requirement of their particular college or department, respectively.

## AR 25. Institutional Requirements for Baccalaureate Degrees

- a. **Baccalaureate Core:** Each student will complete the following requirements:

1. **Skills Courses (15 credits)**

*Mathematics, Writing I, and Speech must be taken and completed satisfactorily within the first 45 hours of OSU-generated credits. Writing II must be taken and completed satisfactorily within the first 90 hours of OSU-generated credits.*

Fitness (3 credits)  
Mathematics (3 credits)  
Speech (3 credits)  
Writing I (3 credits)  
Writing II (3 credits)

2. **Perspectives Courses (24 credits)**  
Physical science (with lab) (4 credits)  
Biological science (with lab) (4 credits)  
Plus choice of second course in either of the above (with lab) (4 credits)  
Take a minimum of one course in each of the following areas:  
Western culture (3 credits)  
Cultural diversity (3 credits)  
Literature and the arts (3 credits)  
Social processes and institutions (3 credits)
3. **Difference, Power, and Discrimination Courses (3 credits)**
4. **Synthesis Courses (6 credits)**  
Science, technology, and society (3 credits)  
Contemporary global issues (3 credits)
5. **Writing Intensive Courses, upper division (WIC) (3 credits)**  
The Baccalaureate Core Committee determines which courses will satisfy each of the requirements above. WIC courses will be reviewed by the Writing Advisory Board. The core is governed by the following rules: (1) No more than two courses from any one department may be used by a student to satisfy the Perspectives category of the core. (2) No single course may be used by a student to satisfy more than one subject area of the core even though some courses have been approved in more than one area. (3) Both Synthesis courses may not be taken in the same department.<sup>3</sup>
- b. **An undergraduate student may be granted a baccalaureate degree with one or more majors.**
- c. **Credits:** Minimum 180 earned credits, which must include:<sup>4,5</sup>
  1. **Credits in upper-division courses:** minimum 60 (exclusive of upper-division physical education activity courses).
  2. **Credits in each major:** minimum 36, including at least 24 in upper-division courses.
- d. **Baccalaureate Degrees:** All students receiving a BA degree shall have proficiency in a second language, including American Sign Language (ASL), equivalent to that attained at the end of the second year sequence with a grade of C- or better as certified by the School of Language, Culture, and Society. Colleges offering both the BA and the BS will have specific requirements distinguishing the two degrees. The college requirements for the two degrees will place comparable demands upon the time and effort of students, and that assessment of comparability will include the foreign language requirement for the BA. Academic units offering both the BA and BS may have specific requirements distinguishing the two degrees.
- e. **Grade-Point Average:** minimum of 2.00 on OSU cumulative grade-point average.
- f. **Academic Residence:**
  1. A minimum of 45 of the last 75 credits, or 150 total credits, must be completed while the student is in academic residence at OSU. "Academic Residence" is defined as OSU courses taken as a degree-seeking student of OSU or courses through one of the following approved special programs: Professional degree programs which require that the student enroll in another institution while finishing the bachelor's degree at OSU or an international study program sponsored by Oregon State University.
  2. A minimum of 15 upper-division credits used to meet the preceding residency requirement (1) must be taken in each of the student's majors.
  3. Credits earned by special examination for credit (AR 23) are not considered in academic residence.

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- g. **Dean's certification of fulfillment of all requirements of major college.** (For details, see college advisors and deans.)
- h. **Restrictions: A maximum number of credits may be applied to the Baccalaureate Degree as follows:**
  - 1. Transfer from first professional programs such as Law, Medicine, Pharmacy, and Veterinary Medicine: maximum 48 quarter credits.
  - 2. Music courses (applied music): maximum 12 credits. (This restriction is not applicable to majors in music.)
  - 3. Physical activity courses: maximum 11 credits.
  - 4. Courses graded on an S/U basis at Oregon State University: maximum 36 credits.
  - 5. Academic Learning Service courses: maximum 15 credits.
- i. **Application for a Degree:** To become a candidate for a degree, a student must have achieved senior standing and must make formal application for the degree. It is recommended that the student file an application with the registrar three terms prior to the term in which he or she wishes to graduate. The student's deadline to file an application with the registrar is the end of the second week of the term in which he or she expects to complete requirements for a degree. *[Approved by Faculty Senate 1/8/09.]*

## Footnotes:

<sup>3</sup> Lists of approved courses may be obtained from advisors. Approved courses are also listed in the OSU General Catalog.

<sup>4</sup> Some degree programs may require more than 180 credits.

<sup>5</sup> Unearned credits are those courses for which a grade of F, N, U, I, W, AUD, or WAU are assigned as a final grade for that course. All other grades are calculated as earned credit.

Faculty Senate revised AR 25f effective academic year 2013–2014.

## AR 26. Concurrent and Subsequent Baccalaureate Degrees

- a. **Concurrent Baccalaureate Degrees:** An undergraduate student may be granted two or more baccalaureate degrees (for example the BA or BS) at the same graduation exercise. The student must:
  - 1. Complete institutional, college, and departmental requirements for the degree;
  - 2. Complete, for each additional degree, a minimum of 32 credits more than the requirements of the curriculum requiring the least number of credits; and
  - 3. Complete each additional 32 credits in residence.
- b. **Subsequent Baccalaureate Degree:** A student who has received a previous baccalaureate degree from either OSU or another accredited university may be granted a subsequent baccalaureate degree. The student must:
  - 1. Complete, for a BA degree, the requirements for foreign language proficiency (AR 25d);
  - 2. Achieve a minimum of 2.00 on OSU cumulative grade-point average;
  - 3. Complete requirements of the major college and receive the dean's certification; and
  - 4. Meet the requirements for a concurrent degree as specified in AR 26a, if a previous baccalaureate degree has been received from OSU. The additional credits may be taken at any time prior to or subsequent to the granting of a previous OSU baccalaureate degree. Students with a baccalaureate degree from another institution must meet the Academic Residence requirement in AR 25f.
- c. A student seeking a baccalaureate degree under the provisions of either AR 26a or AR 26b also must satisfy the appropriate residence requirements as defined in AR 25f.

## AR 27. Subsequent Credentials: Minors, Certificates, Options, and Majors

- a. **Subsequent Minors and Certificates:** A student who has received a previous baccalaureate degree from either OSU or another accredited university or college may be granted a subsequent minor or certificate. The student must:
  - 1. Complete current requirements for minor or certificate and receive the dean's approval;
  - 2. Achieve a minimum of 2.0 OSU cumulative grade-point average on work taken for subsequent credential;
  - 3. Academic residence: minimum 15 credits in residence.
- b. **Subsequent Options and Majors:** A student who has received a previous baccalaureate degree from OSU may be granted a subsequent option or major credential:
  - 1. Complete current requirements for option or major and receive dean's approval;
  - 2. Achieve a minimum of 2.0 OSU cumulative grade-point average on work taken for subsequent credential;
  - 3. Academic residence: minimum 15 credits in residence.
- c. Additional credits necessary for subsequent credentials may be taken prior to or subsequent to the granting of a previous baccalaureate degree.

## AR 28. Substitutions

- a. **Undergraduate students:** Substitutions for institutional requirements as outlined in AR 25, except for baccalaureate core requirements of AR 25a, may be petitioned to the Academic Requirements Committee after approval by the student's dean or college head advisor. Substitutions for baccalaureate core requirements of AR 25a may be presented for consideration to the student's dean or college head advisor. Substitutions or adjustments of college or departmental requirements are also subject to approval by the college or department.
- b. **Graduate students:** Substitutions for institutional requirements or deviations from the normal Graduate School regulations and policies may be made only by obtaining the approval of the dean of the Graduate School following a petition by means of a letter signed by the student and the student's major professor. Action taken on such substitutions or petitions will not be considered as a precedent for any future action.

## AR 29. Graduation Exercises

Attendance at graduation exercises is optional for graduating students. In accordance with procedures obtained from the Registrar's Office, the candidate is responsible for declaring whether or not he or she will attend commencement, regardless of the term in which requirements are completed.

## AR 30. Auditing Courses

Audit registration permits a student to enroll in a course for no credit and no grade. Course requirements for an audited course will be determined by the course instructor. Audit registration is available to degree and non-degree students. Audit registration is only allowable during the second full week of the term. Those who wish to audit should contact the Office of the Registrar for registration procedures, which will require approval of the course instructor. Audit courses are assessed instructional fees at the same rate as for credit courses. Any changes to an audit registration are subject to the same procedures, deadlines, and special fees as for registration changes to regular courses. Upon completion of an audited course, the designation of AUD will be recorded on the transcript. The designation of WAU will be recorded on the transcript for students who withdraw from an audit course.



# Academic Regulations

## AR 31. Academic Fresh Start Policy

An Oregon State University undergraduate student may petition once with the registrar to exclude OSU courses from the calculation of institutional requirements, credits, and grade-point average, under a condition of academic fresh start defined below:

### Conditions to qualify:

The student must have an absence from OSU that begins after the end of the student's last term of attendance and exceeds five academic years before re-admittance to a degree program at OSU. Prior to applying for academic fresh start student must, after re-enrolling in the university, have successfully completed a minimum of 24 letter-graded units over two consecutive terms, and earned a grade-point average of at least 2.5 in these terms. The student must also provide a signed letter of recommendation from a current OSU college dean, school director, or department or program chair/head. It may be seconded by the college head advisor or a current faculty member within the discipline the student is currently engaged to complete advocating on the student's behalf for academic fresh start.

### Effect of the academic fresh start:

- Upon meeting all of the conditions of qualification, the student may select from one to three contiguous academic terms from previous enrollment at OSU for the application of academic fresh start.
- The grades<sup>1</sup> from all courses taken during the terms that are proposed for academic fresh start will be excluded from meeting institutional requirements and the calculation of institutional units and grade-point average.
- All grades representing the student's academic history at OSU will appear on the student's academic record (transcript), but all academic fresh start approved courses will be coded as "excluded" similar to a repeated course. Additionally, a comment of "Academic Fresh Start" will be appended to each term that qualifies under academic fresh start.
- All courses excluded under academic fresh start, will also be excluded from the calculation of course repeats defined by AR 20.

### Footnote:

<sup>1</sup> Valid grades include outstanding I (Incomplete) grades that have not been resolved.

# Final Week Schedule 2018–2019

## Final Examinations and Examination Policies

### Group Midterm Examination Policy

(Policy as reviewed and modified by the Committee on Examinations 1987–88 and approved by Academic Affairs with the concurrence of the Executive Committee of the Faculty Senate.)

1. Group midterm examinations exist in order to facilitate the administration of courses with multiple sections (where the midterm examination is common to all sections).
2. A course qualifies for a group midterm if it consists of three or more sections or two sections of an anticipated enrollment of 150 or more students. All sections of the course constitute the group.
3. Requests for group midterms should be addressed to the **Enrollment Services Office**. Departments originating such requests should obtain a forwarding endorsement from the appropriate Dean. The request should include the date, time, and the number of students and sections. Requests must be received not later than the second Friday of the term. Requests will normally be granted assuming space is available and no conflicts exist. Requests will be scheduled on a first-come-first-serve basis.
4. Group midterm examinations will be scheduled at 1900 for one regular class period. No group midterm examinations will be scheduled before 1900.
5. In the case of group midterm examinations, provisions must be made to administer an equivalent make-up examination to students who for a good reason cannot attend a specially-scheduled group midterm examination. The following exemplify reasons that could justifiably prevent a student from taking a group midterm examination: a schedule conflict, job, lengthy commuting distance, etc. Classes required to take a group midterm examination will have one designated class period canceled. These policies also apply to midterms in all courses administered outside regular class meeting times.

### Group Final Exam Policy

(Policy as reviewed and modified by the Committee on Examinations 1987–88 and approved by Academic Affairs with the concurrence of the Executive Committee of the Faculty Senate.)

1. Group final examinations exist in order to facilitate the administration of courses with multiple sections (where the final examination is common to all sections).
2. A course qualifies for a group final if it consists of three or more sections, or two sections and an anticipated enrollment of 150 or more students. Normally all sections of the course constitute the group.
3. Group final examinations will be the same length of time (110 minutes) as other examinations.
4. Requests for group final examinations should be addressed to the **Enrollment Services Office**. Departments originating such requests should obtain a forwarding endorsement from the appropriate Dean. Normally these requests should be submitted in order to meet publication dates for the forthcoming Schedule of Classes.
5. In the case of group final examinations, provisions must be made to administer separate examinations to students with conflicts (examinations in two or more courses scheduled on the same day and time). Conflicts will be resolved in accordance with the instructions contained in the Final Week Schedule, Schedule of Classes, either printed or online.

### Final Examination Policy

(Policy as reviewed and modified by the Committee on Examinations 1987–88 and approved by Academic Affairs with the concurrence of the Executive Committee of the Faculty Senate.)

1. Final examinations are administered during the final class meeting, in accordance with the “Final Week Schedule” as published in the Schedule of Classes. Final examinations shall not be given during “dead week.” (See Academic Regulation #16).
2. Final examinations will be 110 minutes (1 hour 50 minutes) long.
3. Requests for a change in the time of a final examination should be submitted by the instructor to the **Enrollment Services Office** prior to the end of the fifth week of the term in which the examination is scheduled. The request must contain the supporting endorsements of the department chair and dean.
4. If a final examination is rescheduled, provisions must be made to administer the examination on the originally scheduled date/time to those students unable to accommodate the rescheduled examination.

### Exam Conflict Resolution

- **Conflicts should be resolved Friday 1200 or Friday 1400**, or at the mutual convenience of the instructor and student. Order of priority in determining which class takes precedence in the event of conflicts: Institution-required courses, major courses, minor courses, electives.
- Examinations are given in regular classrooms unless different rooms are requested through the deans and assigned by the scheduling coordinator, Office of the Registrar.
- Examination periods are 110 min. (1 hour, 50 min.)

### Student Petitions to Change the Time of a Final Examination: Policies and Procedures

(Policy as reviewed and modified by the Committee on Examinations 1987–88 and approved by Academic Affairs with the concurrence of the Executive Committee of the Faculty Senate.)

1. A student request to change the time of a final examination is made on a Petition for Change in Time of an Examination During Final Week form available at the **Enrollment Services Office**. (A Summary of University Final Examination policy and AR 16 is printed on the form.)
2. Petitions for changing a final examination are submitted directly to the appropriate instructor. Oregon State University instructors are committed to helping students achieve their personal and academic goals. However, rescheduling a final examination may not be possible even for the most meritorious reasons. For example, there may not be time to design and prepare an equivalent make-up examination for individual students.
3. In June 1988, the Faculty Senate Executive Committee recommended that instructors who can make arrangements for a rescheduled final examination may approve student petitions for any reasons they feel are appropriate. No further approval is required.
4. Students may forward disapproved petitions through the dean of the college to the university registrar for review. Approvals are normally limited to the following reasons:
  - a. Conflict with working hours on a job that has been held during the term, and for which working schedules cannot be readily adjusted. Example: driving a school bus.
  - b. Religious reasons.

# Final Week Schedule 2018–2019

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- c. Four finals in one day. Where amicable agreement cannot be reached by the student and the instructors, a solution following the rules on schedule conflicts in the *Registration Information Handbook* or online will be used.
  - d. Military obligations verified in writing. Example: military orders, preinduction physicals.
  - e. Other exceptional hardship cases.
  - f. Petitions for reasons of personal convenience are generally not approved.
5. A request to change the assigned final examination time for an entire class must be forwarded via the instructor, department chair, and dean to the **Enrollment Services Office**. A request to change a final examination to dead week must be addressed to the Academic Requirements Committee. Appropriate forms are available in the **Enrollment Services Office**.

## Ecampus Testing Policies

Ecampus follows the same examination policies set by the university. Some of your distance courses will require you to take proctored exams. Your instructor will indicate this requirement via the course catalog, course syllabus, a classroom announcement, or an email. Not all of your courses will require proctored exams. Ecampus recommends completing the required proctoring forms at least 1 to 2 weeks prior to your exam. The Ecampus Testing Coordinator is available if you have questions or problems and can be contacted at 1-541-737-9281. Additional information on Ecampus testing, including a step-by-step guide for scheduling, can be found at <http://ecampus.oregonstate.edu/services/proctoring>

# Academic Glossary/Catalog Definitions

The following terms are used throughout the catalog and *Registration Information Handbook*.

**Academic probation:** Students who have completed two or more terms at OSU and have an OSU cumulative GPA below 2.0 will be placed on probation. Students who attain a cumulative GPA of 2.0 or better are removed from academic probation.

**Academic suspension:** Students who are on probation and have a subsequent term GPA of less than 2.0 will be placed on suspension. A student who has been suspended from OSU is prohibited from enrolling in classes, and must fulfill specified criteria before being re-admitted to the university (see Academic Regulation 22. Academic suspension is recorded on the student's academic record.

**Academic warning:** Students with a term GPA below 2.0 will be placed on academic warning.

**Academic year:** The time period containing the academic terms fall, winter, and spring (currently September through June). When summer term is considered as part of an academic year, or when it is considered as part of the Banner Student Information Systems (SIS), summer term is the first term of the academic year.

**Add/Drop:** Students may add or drop classes during the first two weeks of each term.

**Advanced placement:** Advanced placement and/or credit may be granted to an entering student who has satisfactorily completed College Board Advanced Placement Examinations taken during high school.

**Advanced standing report:** A summary of courses and credits completed by a student at one postsecondary institution and accepted by another institution at the time of admission. The advanced standing report is used to determine the number of required and elective credits needed to complete degree requirements.

**Advisor:** A faculty member appointed by a program, department, school, or college to advise students during their college experience.

**Baccalaureate core:** The university's general education requirements consisting of skills courses; perspectives courses; difference, power and discrimination courses; synthesis courses; and writing intensive courses. A baccalaureate core course is designated with an asterisk, \*, a writing intensive course with a caret, ^. See *Earning a Degree at Oregon State University* in this catalog.

**Baccalaureate degree:** An approved academic award given for the satisfactory completion of an instructional program requiring at least four but not more than five years of full-time equivalent college-level academic work that includes the following: (1) institutional general education requirements (i.e., baccalaureate core); (2) major area of study requirements; and (3) may include option, minor, supporting area, or elective requirements. A minimum of 180 credits is required for most degree programs. Some majors may require more. The conditions and conferral of the award are governed by the faculty and ratified by the Oregon State Board of Higher Education.

**BA degree:** The Bachelor of Arts degree is conferred for broad and liberal education in humanities, arts, social sciences, and sciences. College BA requirements provide: a) a breadth of preparation in these fields that is significantly greater than that required of all undergraduates through the baccalaureate core; and b) foreign language proficiency certified by the School of Language, Culture, and Society as equivalent to that attained at the end of the second year course in the language. Proficiency in American Sign Language equivalent to that attained at end of the second year also meets the BA language requirement.

**BFA degree:** The bachelor of fine arts is a professional degree requiring a minimum of 105 credits in the visual arts.

**BS degree:** The Bachelor of Science degree is conferred for focused curricula that emphasize scientific ways of knowing and quantitative approaches to understanding in the sciences and social sciences, and for curricula in professional fields.

**Blanket-numbered courses:** Reserved number courses such as 401/501/601. See Reserved numbered courses.

**Certificate program (undergraduate):** A specified interdisciplinary program of study leading to an official certificate and notation on the transcript. A certificate program draws courses from more than one department, rather than a single department (as with most minors). An undergraduate certificate program must be taken in conjunction with a formal degree program. An undergraduate certificate requires a minimum of 27 credits.

**Certificate program (postbaccalaureate):** A specified program of study of undergraduate courses leading to an official certificate and notation on the transcript. A completed baccalaureate degree program from an accredited institution is required. A postbaccalaureate certificate program requires a minimum of 27 credits.

**Certificate program (graduate):** A structured progression of graduate-level courses that constitute a coherent body of study with a specifically defined focus within a single discipline or a logical combination of disciplines. It is designed for students who have completed a baccalaureate degree and are in pursuit of advanced-level learning. A graduate certificate requires a minimum of 18 graduate credits.

**Certificate program (professional):** A site-based training and professional development certificate that is not transcript visible.

**College:** A subdivision of the university offering degree programs within a specific subject area. For example, the College of Forestry offers degree programs in forest engineering, forest resources, forest science, and wood science and technology.

**Commencement:** A term used to refer to the graduation ceremony held in June.

**Corequisite:** A course that must be taken concurrently with a course.

**Course:** An organized unit of instruction or research. Types include lectures, recitations, seminars, laboratories, discussions, internships, clerkships, reading and conference, independent study, and other categories of courses.

**Course designator (subject code):** An abbreviation representing the department, college, or program offering the course. Example: MB indicates that the course is offered through the Department of Microbiology.

**Course Reference Number (CRN):** A five-digit number used to select a specific course, lab, and/or recitation.

**CRED (Credential):** A student who has received a previous baccalaureate degree from either OSU or another accredited university or college may be granted a subsequent minor, certificate, major or option under the guidelines of Academic Regulation 27. It indicates the student is not seeking a degree, but rather a credential to accompany an existing degree.

**Credit:** Credits vary, depending upon the type of course and level at which it is offered. One credit is generally given for three hours per week of work in and out of class. For example, each hour of class lecture is generally expected to require two hours of work out of class. One credit would be given for a lecture course that met for one 50-minute period each week over a 10-week period; i.e., 10 contact hours between

# Academic Glossary

faculty and students. One credit is typically given for a laboratory course that meets for two to three hours per week for an entire term. Equivalent credits are given for recitations, discussions, and other types of courses. **All credits given in the General Catalog refer to quarter credits.** When transferring in course work from a semester system institution, multiply the number of credits by 1.5 to determine how many quarter credits will be transferred (3 semester hours x 1.5 = 4.5 quarter credits). If planning to transfer OSU credits out to a semester system institution, multiply the number of quarter credits by .67 to determine how many credits will transfer (4 quarter credits x .67 = 2.68 semester credits).

**Curriculum:** (plural *curricula*) An organized program of study and courses required for a specific degree or certificate program.

**Degree:** An academic award granted upon satisfactory completion of a set of collegiate-level educational requirements.

**Discipline:** A field of study in which a student may concentrate, such as sociology, anthropology, or mathematics.

**Doctoral degree:** An approved academic award given as a sign of proficiency in scholarship and for the satisfactory completion of an instructional program requiring at least three years of full-time equivalent academic work beyond the baccalaureate degree, the completion of which signifies recognized competence, original research and/or the capacity to do independent advanced graduate-level analysis. A minimum of 108 credits is required beyond the baccalaureate degree. **[Note:** The total number, above the minimum, will vary by degree program.] The conditions and conferral of the award are governed by the faculty and ratified by the Oregon State Board of Higher Education.

**Double degrees:** A student may earn multiple, different degrees simultaneously. Additional degrees may also be earned after your first degree was awarded. The degrees may be offered by the same college, or by different colleges. To earn a double degree, or for each additional degree, a student must complete a minimum of 32 credits above the minimum number of credits needed for one of the degrees. Each degree application is reviewed by the appropriate academic advisor. Advisors complete a separate graduation audit for each of the degrees.

On the student's academic record, each degree awarded will be recorded as a separate degree with its major, e.g., Bachelor of Science in Mathematics, Bachelor of Arts in English. The student will also receive a separate diploma for each degree awarded (See Academic Regulation 26).

Some double-degree programs — Education (BA, BS, HBA, HBS), Innovation Management (BA, BS, HBA, HBS), Sustainability (BS, HBS), International Studies (BA, HBA) — require that a primary degree be completed in order for the secondary degree to be awarded. When multiple degrees are not dependent on one another, one of the degrees may be awarded even though requirements for the other degree have not yet met. The double degree may be earned concurrently or subsequently. (See Academic Regulation 26.)

**Dual (or multiple) majors from same college:** A student may earn two or more majors within a single degree program (a particular combination of degree, college, and campus, e.g., BA degree from the College of Liberal Arts on the Corvallis campus). It is sometimes possible to complete two or more majors within the minimum number of credits required for a degree, but usually the student must complete additional credits to complete requirements for all of their majors. For this reason, dual (or multiple) majors are obtained within the same college. The advisor must complete one graduation audit that includes all of the majors. The student's academic record will list one degree with two or more majors, e.g., Bachelor of Science in Mathematics and Chemistry. The student receives one diploma. Dual (or multiple) majors

may be obtained concurrently with the completion of the degree, or in some cases may be earned as a credential subsequent to completion of the degree. (See Academic Regulation 27.) **Note:** Occasionally, with careful planning, a student can complete two majors from separate colleges in less than the 212 credits required for two degrees. When this occurs a student can petition for an exception, and graduate with two majors from separate colleges. The student must pick one college as their home college and all majors will be associated with the home college. The student must have the support of advisors from both major programs to have their petition considered.

**Electives:** Courses students may select, either for general knowledge or for fulfilling specific degree requirements. They are generally chosen and used by students to supplement or enrich the required curriculum.

**Endorsement:** An endorsement is the subject matter (content area) or specialty in which an individual is licensed to teach. Endorsements can be part of an initial teaching license or can be added later.

**First professional degree:** An academic award granted for an instructional program the completion of which: (1) signifies completion of the academic requirements to begin practice in the profession; (2) requires at least two years of full-time equivalent college-level work prior to entrance; and (3) usually requires a total of at least five years of full-time equivalent academic work to complete the degree program, including prior required college-level work plus the length of the professional program itself (examples, DVM in veterinary medicine and PharmD in pharmacy). The conditions and conferral of the award are governed by the faculty and ratified by the state of Oregon Higher Education Coordinating Commission.

**Freshman:** A student who has completed 44 or fewer term credits toward an undergraduate degree.

**Grade-point average (GPA):** Total number of grade points received for A, A-, B+, B, B-, C+, C, C-, D+, D, D- or F grades divided by total number of credits attempted. OSU uses a 4-point grade scale.

**Grade points:** Quality points assigned for one term credit of each grade: A = 4.0; A- = 3.7; B+ = 3.3; B = 3; B- = 2.7; C+ = 2.3; C = 2.0; C- = 1.7; D+ = 1.3; D = 1; D- = .7; F = 0.0. Grades of I, P, N, S, U and W are not computed.

**Grades:** Letters used to indicate the quality of academic work completed in a given course: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I, S, U, P, N, W.

**Graduation audit:** An evaluation of a student's academic record to determine if the graduation requirements set forth by the university, college, and major department have been fulfilled.

**Graduate area of concentration:** A graduate area of concentration is a subdivision of a major or minor in which a strong graduate program is available. Areas of concentration may be referenced on the student's program of study, but they are not listed on the student's transcript. "Areas of concentration" can only be used in association with graduate programs.

**Graduate major:** A graduate major is the area of academic specialization, approved by the State Board of Higher Education, in which the student chooses to qualify for a graduate degree. Upon completion of a graduate degree, the degree awarded and the graduate major are listed on the student's transcript.

**Graduate option:** Options are for students of a specific major. An option is one of several distinct variants of course aggregations within a major that focus on an area of study designed to provide a student with specialized knowledge, competence, and skills while sharing a minimum core of courses.



# Academic Glossary

A graduate option consists of a minimum of 12 designated quarter credits of related course work (excluding thesis credits), comprised of course work offered by the sponsoring unit as well as by other academic units. The option may be comprised of specific courses, completion of a designated number of credits from a longer list of alternative courses, or a combination of specific and alternative course lists. Approved options may be added to a graduate program of study, and approved by the faculty advisor(s) and the director of the sponsoring unit. On the program of study, there should be no overlap in course credits between options (the same course cannot be used to satisfy credit requirements in multiple options). When the unit submits the final examination card to validate awarding of the major to the Graduate School, the unit will also validate that the requirements of the option have been completed.

**Hybrid course:** A hybrid course includes both regularly scheduled on-site classroom meetings and significant online, out-of-classroom components that replace regularly scheduled class meeting time. A substantial portion of the course learning activities are delivered online; face-to-face meeting time is generally reduced by approximately 50% compared to a traditional on-campus course. For further information, visit <http://ctl.oregonstate.edu/hybrid-learning/osu-hybrid-faqs>.

**Interdisciplinary:** A course or program that integrates concepts, knowledge, or faculty from several fields of study.

**Junior:** A student who has completed at least 90 but not more than 134 term credits toward an undergraduate degree.

**Lower-division courses:** Course offerings at a level of preparation usually associated with freshmen and sophomore students (e.g., 100- and 200-level courses).

**Major (graduate):** See Graduate major above.

**Major (undergraduate):** An extensive program of study in a designated subject area. Majors require at least 36 credits, 24 of which must be upper-division.

**Master's degree:** An approved academic award given as a mark of proficiency in scholarship and for the satisfactory completion of an instructional program requiring at least one but not more than two years of full-time equivalent academic work beyond the baccalaureate degree. A minimum of 45 credits is required beyond the baccalaureate degree. [**Note:** The total number, above the minimum, will vary by degree program.] The conditions and conferral of the award are governed by the faculty and ratified by the Oregon State Board of Higher Education.

**Minor (graduate):** A graduate minor is an academic area that clearly supports the major. Master's program minors must include a minimum of 15 quarter credits of graduate course work; doctoral minors require a minimum of 18 credits. On a master's or doctoral program, a minor may be:

1. an academic area available only as a minor,
2. a different major,
3. the same major with a different area of concentration, or
4. an integrated minor.

An integrated minor consists of a series of cognate courses from two or more areas. These courses must be outside the major area of concentration, with most of the courses being outside the major department. The graduate faculty member representing the integrated minor must be from outside the major department. Graduate minors are listed on the student's transcript.

**Minor (undergraduate):** A secondary field of specialized study that may be offered by an academic unit for its own majors and/or majors from other academic units. Minors require at least 27 credits, 12 of which must be at the upper-division level. An approved minor is placed on the student's transcript.

**Option (undergraduate):** Options are for students of a specific major. Options consist of at least 21 designated credits of course work, 15 of which must be at the upper-division level. If all requirements have been met, the option may be listed on a student's transcript.

**Perspectives courses:** Baccalaureate core courses that integrate fundamental knowledge from science and liberal arts disciplines to develop cultural, historic, and scientific perspectives.

**Postbaccalaureate student:** A student holding a baccalaureate degree who is admitted to work toward a second baccalaureate degree or teaching certificate is classified as a postbaccalaureate student (AR 4).

**Pre-professional program:** Curriculum generally offered at the freshman and sophomore levels. A pre-professional program is designed to ensure students have the aptitude, motivation, and discipline to successfully complete advanced course work as well as achieve the standards for a chosen career field.

**Prerequisites:** Requirements that must be completed before enrollment in a particular course. The instructor may waive a prerequisite.

**Professional program:** Curriculum generally offered at the junior and senior level, designed to prepare students for a professional career within a specific field (e.g., engineering, pharmacy). Admission to professional programs, often based on prior course work and/or work experience, is competitive.

**Reading and conference:** A course focused on reading assignments to be completed in conferences with the instructor.

**Reserved numbered courses:** Certain blocks of numbers that have been assigned for specific courses that may be taken for more than one term. The credits being granted vary according to the amount of work done.

**100–110 and 200–210:** Survey or foundation courses in the liberal arts and sciences

**401/501/601:** Research and Scholarship

**402/502/602:** Independent Study

**403/503/603:** Thesis/Dissertation

**404/504/604:** Writing and Conference

**405/505/605:** Reading and Conference

**406/506/606:** Special Problems/Special Projects

**407/507/607:** Seminar

**408/508/608:** Workshop

**409/509/609:** Practicum/Clinical Experience

**410/510/610:** Internship/Work Experience

**Senior:** A student who has completed 135 or more term credits toward an undergraduate degree.

**Sequence:** Two, three, or four closely related courses that are usually taken in numerical order and through more than one term.

**Skills courses:** Baccalaureate core courses designed to give the student fundamental mathematical, communication, and fitness competence.

**Sophomore:** A student who has completed at least 45 but not more than 89 term credits toward an undergraduate degree.



# Academic Glossary

**Special topics courses (X99):** Like reserved numbered courses, special topics courses may be repeated as specified by the academic unit responsible for the course offering. It is implied that the course content is different each time the student takes the course. In the schedule of classes, section titles are listed as “ST/” followed by the topic covered in the section.

**Student enrollment levels:** The levels below establish enrollment levels for federal financial aid eligibility and the deferment of student loans. Summer enrollment levels are the same as other terms.

Full Time: 12 or more credits in a term

Three Quarter Time: 9 to 11 credits in a term

Half Time: 6 to 8 credits in a term

**Syllabus:** A list of course objectives, lecture topics, assigned reading, exams, etc., prepared and distributed by a professor at the beginning of the term.

**Synthesis courses:** Baccalaureate core upper-division courses that emphasize interdisciplinary, critical thinking approaches to global, technological, and societal issues.

**TBA:** Commonly used abbreviation for “to be arranged”; time, place, or credit of a course is to be arranged with the instructor.

**Term:** Usually one-third of the school year. Terms at OSU are divided into fall, winter, and spring terms (also referred to as “quarters”). Summer term is generally an 8- or 11-week session during the summer. See “Credits” above.

**Transfer student:** An individual who has completed 36 or more transferable term credits at another institution and will resume his or her college course work at a second institution.

**U-Engage:** First-year seminar designed to assist the transition of new students to college.

**University:** An assembly of colleges, each specializing in a different field.

**Upper-division courses:** Advanced course offerings at a level usually associated with junior or senior students. Upper-division courses are numbered in the 300s and 400s.



**Waive:** This term refers to decisions of advisors to “waive” a course or courses in a student’s program. Typical reasons include transfer credit for equivalent courses, equivalent experience in the profession or discipline, and petitioning for and successfully completing an examination. Waiving courses usually does not decrease the total credits required for completion of the degree or program; students should discuss this with their advisor.

**Withdraw:** To voluntarily leave a course or the term without academic penalty. A W letter grade will be placed on the student’s transcript for each course attempted.

**Workshop:** A brief intensive course for a small group which emphasizes problem solving.

**Writing Intensive Courses (WIC):** Designated upper-division courses in the major discipline that use student writing as a significant approach to learning. WIC courses must meet a variety of requirements, as do other courses in the baccalaureate core. WIC courses have a carat, ^, in front of the title.

# MyDEGREES

**OSU** Oregon State University

[Back to Self-Service](#)
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[Help](#)
[Print](#)

Student ID 931525424	Name Test Person REGISTRAR, Jr	Degree BS	Major BioHealth Sciences	Level 01	Student Class Level Freshman	Last Audit Today
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Degree Checklist  
  
 Degree Checklist  
  
 History  
  
 What If  
  
 What If History  
  
 Look Ahead

Plans
GPA Calc

Format: Student View View Save as PDF Class History Alpha History

### MyDEGREES PROD

**Student View** AH87BnZ1 as of 03/17/2016 at 10:38

Student	Test Person REGISTRAR, Jane Science	Campus	Oreg
ID	931525424	Level	Und
Confidential	Y	Degree	Bach
Holds	Account Balance 541-737-3775	College	Colle
Academic Advisors		Major	BioH
Class Standing	Freshman	Option	BioH
Academic Standing		Minor	
OSU GPA		Graduation Status and Term	
Transfer GPA	3.31		

Athlete		International Student	
Student Support Programs		Exchange Student Visitor	
Degree Partnership Program	Degree Partner, LBCC	Resident for Tuition Purposes	R
		Veteran Benefits	

## LEGENDS –Indicate status of your requirements

Legend

☒ Complete  
☐ Not Complete

☒ Complete except for classes in-progress  
☒ Nearly complete - see advisor

☐ (T) Transfer Class  
☐ @ Any course number

## BLOCKS—Major/Degree Requirements

☒ **Bachelor of Science**

Academic Year: 2011-12 Credits Required: 180  
 GPA: 2.93 Credits Applied: 122

☐ **Minimum Credits Requirement**

Still Needed: 180 credits are required for the degree. You currently have 122, you still need 58 more credits.

☒ **Residency Requirement**

If you are pursuing multiple degrees, select the appropriate degree above to ensure you are reviewing the correct audit.

☒ **2.0 OSU GPA requirement is met.**

☐ **Major Requirements**

Still Needed: See Major in Accountancy section

☐ **Baccalaureate Core Requirements**

Still Needed: See Baccalaureate Core section

☐ **University Upper-Division Credit Requirement**

Still Needed: See University Upper-Division Credit Requirement section

☒ **Major in Accountancy**

Academic Year: 2013-14 Credits Required: 102  
 GPA: 2.91 Credits Applied: 54

## NOTES—Advisor post important notes related to registration, major requirements. Look for notes at the end of your Degree Checklist

Notes
<div style="display: flex; justify-content: space-between;"> <span>Internal</span> <span>Entered by    Date</span> </div>

## Degree Requirements

### SERVICES AVAILABLE

#### DEGREE CHECKLIST

Your current Major and Degree requirements are listed in blocks as checklists

#### HISTORY

You can see the last three audits in MyDegrees.

#### WHAT—IF

See what it would take to major in something else and how your classes you took can apply to a different major

#### WHAT –IF HISTORY

Freeze favorite major scenarios to discuss with academic advisor

#### DEGREE CHECKLIST REGISTRATION CHECKLIST VIEW

See degree requirements still pending

#### CLASS AND ALPHA HISTORY

View class history in sequential and alphabetical order

#### LOOK AHEAD

See how various classes could apply to your current or other major scenarios.



MyDegrees Video Tutorials

# MyDEGREES PLANNER

## EDIT VIEW

- Build a New Plan** From Scratch or use a Template, use the New Plan button.
- Add Notes** Specific to a term, to the entire plan, or to a particular course. When note is saved, the Note icon lights in orange.
- + / - to add/delete** Use plus and minus button to add or delete a term in your plan. Use these buttons within a term to add or delete items to term.
- Drag-N-Drop** Drag and drop courses from Still Needed column list into plan after you set up terms.
- Edit Your Plan** Edit View is the only view you can edit the plan: Add/Delete/ terms, classes, set min grades and credits.
- Courses** Drag and drop courses from the Courses list if you cannot find the course you need in Still Needed list.

## AUDIT VIEW

### Compare

View you plan and your degree checklist side by side. See how classes in your plan apply to your current major; add up in overall credits.

### Drag-N-Drop

Drag courses from your Degree Checklist over to your plan and drop in a term you plan to take the class.

### View Notes

You can view Notes in your plan by clicking on the orange Note icon.

### Adjustable View

You can make the Degree Checklist side or the Planner side of view wider. Use the screen separator in the middle. Scroll up an down on either side separately.

## CALENDAR VIEW

### High-level View

Each academic year in your plan is displayed as a row with associated terms. This is best view to print to have a at-a-glance view of your plan.

### View Notes

You can view Notes in your plan by clicking on the orange Note icon.

### No Functions

Calendar view has no other functions besides viewing notes and viewing course information when you click on courses in each term. If you need to make a change in your plan, switch to Edit View

## NOTES VIEW

### High-level View

Displays notes with full content. You can see also what the note is related to: note for entire plan, or for specific term and course. Title of the note indicates what the note is for.

### Hide/Show Notes

You can hide or show notes with a button on the header of your plan in Notes View.

### No Functions

Notes view has no other functions besides viewing notes and viewing course information when you click on courses in each term. If you need to make a change in your plan, switch to Edit View.

# SCHEDULE PLANNER FEATURES



## ADD COURSES

**+ Add Course**

Easily search and add desired courses for the upcoming term. Search by subject, attribute, or learning community. Pull in courses from your degree plan, if applicable.



## ADD BREAKS

**+ Add Break**

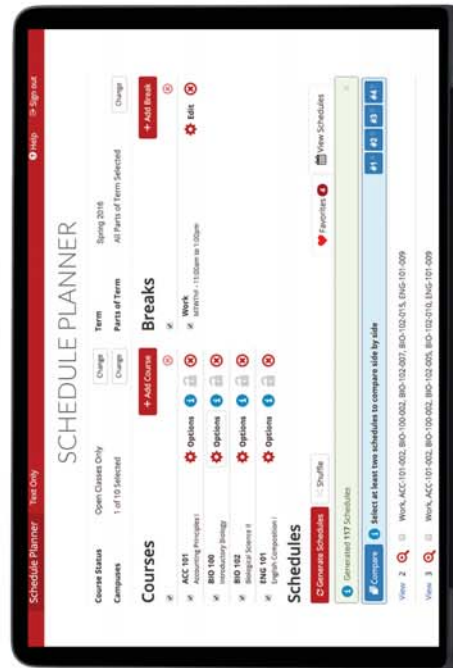
Add in breaks for times you are unable to attend class. This allows you to tailor schedules around work, a commute, sports, family or any of life's obligations.



## GENERATE SCHEDULES

**+ Generate Schedules**

Instantly generate every conflict-free schedule. With the click of a button, every possible schedule option will be presented for you to browse.



## VIEW SCHEDULES

From the main page, click **View** to see a detailed schedule. Use the **View** icon for even more information.



## SEND TO CART

**Send to Shopping Cart**

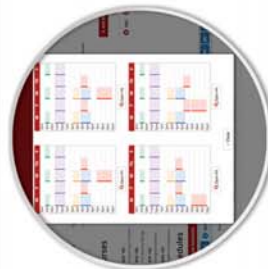
When viewing a schedule, click "Send to Shopping Cart" to complete registration.

## ADVANCED FEATURES



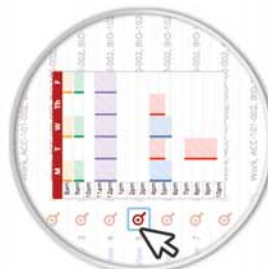
## OPTIONS

Use "Options" to get a detailed list of available course sections. Then edit the list by un-checking sections to reflect your preferences.



## COMPARE

Click the check box on up to four schedules and the compare icon will appear. This allows you to see multiple schedules side by side.



## PREVIEW

Visually preview each schedule using the magnifying glass. This gives you a quick glance of the calendar, showing the times courses are offered.



## LOCK

While viewing a schedule, click the lock icon to pin down your favorite sections. This keeps the locked sections in place and revolves all other courses around them.



## FAVORITES

Favorite the best schedules by clicking the heart icon on the schedule screen. Favorite schedules are saved for you to easily send to the shopping cart.



# STUDENT SCHEDULE PLANNER

## 1 LOGIN

Log in at [myosu.oregonstate.edu](http://myosu.oregonstate.edu)  
Click the "Student" tab.

## 2 CLICK "SCHEDULE PLANNER"

Under Registration Tools, click Schedule Planner.  
It will direct you right to Schedule Planner.

## 3 ADD COURSES

Import from  
MyDegrees Plans

## 4 ADD BREAKS

To Block Off Times  
For No Class

## 5 GENERATE

All Possible Schedules

## 6 VIEW

To See Each Schedule

## 7 SEND TO REGISTRATION CART

From the "View" Screen, Click the "Registration Cart" Button to Begin Registration!

# Canvas Basics for OSU-Cascades Students

## How-Tos

### Submit an Assignment

Instructors may create assignments that you will upload a file to, similar to an email attachment. Note that once the file has been uploaded you cannot delete the file. You can upload another file, if needed.

1. Open the attachment from Modules or from your Grades page.
2. Click the blue **Submit Assignment** button.
3. To upload a file from your computer, click the **Choose File** button.
4. When the file window appears, locate and click the name of the file. At the bottom of the window, click the **Choose** or **Browse** button (depending on your browser). Entering comments for your instructor is optional.

### View Comments from Your Instructor

If your instructor has given you comments while grading your assignment, you can see them on the Grades page, or by opening the assignment.

On the Grades page, icons to the right of the assignment name show Comments, Scoring details, or Rubric details (if a rubric was used). Click any of the icons to see details.

### Send a Comment to Your Instructor on a Grade

You can send comments to your instructor when submitting an assignment, or after it's been graded. You can enter text comments, attach a file, or use a webcam to record a comment. Be sure to click **Save** when your comment is ready to be sent.

To view instructor comments and annotations on your File Upload assignment, open the assignment and click the **View Feedback** link on the right side of the page.

### What-If Grades

What-if grades allow students to enter hypothetical grades for an assignment and see the effect on your grade. Instructors never see students' What-if grades. To try this, open Grades, click a score cell and enter a grade.

The Grades page updates the total score with the What-if grade, which is shown in red.

To revert your What-if grade to your actual score, click the arrow next to the What-if grade.

## Major Case 2 Assignment

**Submit Assignment**

**Due** May 21 by 11:59pm **Points** 100  
**Submitting** a file upload **File Types** doc, docx, and pdf

**Introducing Ourselves Discussion** Jan 14 by 11:59pm 5 5

### Comments

Thank you for the self-introduction. In this class, we will mainly focus on how to use database systems to solve business problems. Hope you will find this course interesting.

Shaokun F.  
Jan 16 at 9:59am

Excellent Job!

Jan 22 at 3:37pm

**Add a Comment:**

**Media Comment**

**Attach File**

**Save**

Mar 18 by 11:59pm



50



WELL-BEING | DIVERSITY | CAREERS | CIVIC ENGAGEMENT | LEADERSHIP

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# EXPERIENCE IT HERE

**[osucascades.edu/studentsuccesscenter](https://osucascades.edu/studentsuccesscenter)**

Make the OSU-Cascades Student Success Center site your go-to-spot for OSU-Cascades resources.

Whether you want to get involved on campus, serve your community or improve your health, visit [osucascades.edu/studentsuccesscenter](https://osucascades.edu/studentsuccesscenter).



Oregon State University  
**Cascades**



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Available now for iOS and Android

**Oregon State**  
UNIVERSITY

# Daily Schedule



	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 am					
9:00 am					
10:00 am					
11:00 am					
12:00 pm					
1:00 pm					
2:00 pm					
3:00 pm					
4:00 pm					
5:00 pm					
6:00 pm					
7:00 pm					
8:00 pm					
9:00 pm					

# Daily Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 am					
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7:00 pm					
8:00 pm					
9:00 pm					

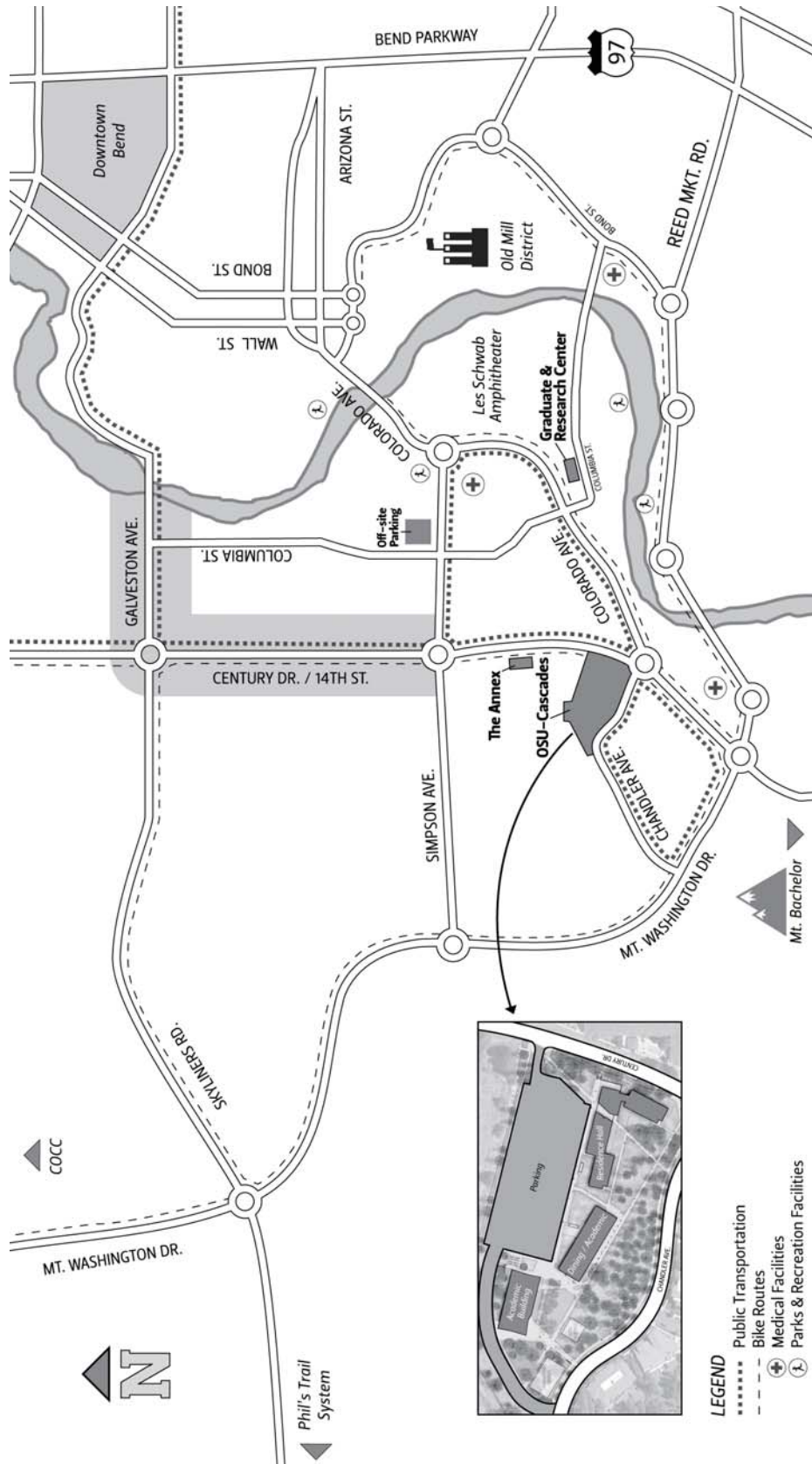
## Important Dates: OSU-Cascades

## 2018-2019 ACADEMIC YEAR IMPORTANT DATES

2019 Spring Term Begins												
Date		Description										
1-Apr	Last Day to Drop a Course, receive 100% tuition refund											
7-Apr	Last Day to Add a Course Online without Dept. Approval											
7-Apr	Spring Term Priority Reg. Phase 2 Ends											
12-Apr	Last Day to Audit a Course (Audit Apr 8th thru 12th in R											
12-Apr	Last Day to Apply for Spring Term Graduation											
14-Apr	Last Day to Add a Course Online with Dept. Approval											
14-Apr	Summer Sessions Registration Open for All											
21-Apr	Last Day to Withdraw from a Course with a 50% Tuition											
17-May	Last Day to S/U a Course											
17-May	Last Day to Withdraw from a Course											
27-May	No School-Memorial Day											
19-May	Fall Term Priority Registration: Phase 1 begins											
5-Jun	Fall Term Priority Registration: Phase 1 ends											
6-Jun	Fall Term Priority Registration: Phase 2 begins											
7-Jun	Last Day to Withdraw from Term											
10-Jun	Finals Week begins											
14-Jun	2019 Spring Term Ends											
16-Jun	Commencement Day											
17-Jun	2019 Summer Term Begins											
17-Jun	Week Zero Summer Session Begins (June 17 thru 21)											
19-Jun	Spring Grades are Posted Online											
21-Jun	Week Zero Summer Session Ends											
24-Jun	Summer Sessions 1 Begins (11 Weeks Long)											
24-Jun	Summer Sessions 2 Begins (4 Weeks Long)											
24-Jun	Summer Sessions 3 Begins (8 Weeks Long)											
4-Jul	No School-Independence Day											
5-Jul	Last Day to Apply for Summer Term Graduation											
19-Jul	Summer Session 2 Ends											
22-Jul	Summer Session 4 Begins (4 Weeks Long)											
16-Aug	Summer Session 3 Ends											
16-Aug	Summer Session 4 Ends											
19-Aug	Summer Session 5 Begins (3 Weeks Long)											
2-Sep	No School-Labor Day											
6-Sep	Summer Session 1 Ends											
6-Sep	Summer Session 5 Ends											
6-Sep	2019 Summer Term Ends											
1*	First Day of Fall Term falls during Welcome Week, classes are held											
0*	Summer term has many sessions, and each session has its own set of deadlines, check calendar online for detailed deadlines list.											
11*	Last week of summer term is in September											



# OSU-Cascades Location Map



# Transfer Student Worksheet

## TRANSFER STUDENT WORKSHEET

DATE: \_\_\_\_\_

AAOT COMPLETED: Y or N

OVERALL GPA: \_\_\_\_\_

OVERALL CREDITS: \_\_\_\_ quarter \_\_\_\_ semester

TRANSFERABLE HOURS: \_\_\_\_\_

### Transfer Admission Coursework

COURSE	GRADE
<b>WR 121</b> or equivalent	<i>A grade of C– or better is required.</i>
<b>Mathematics</b> equivalent to MTH 105 or MTH 111 (College Algebra), preferred.	<i>A grade of C– or better is required.</i>

### Required Credits

APPLICATION TYPE	CREDIT REQUIREMENTS	HOW TO CHECK ELIGIBILITY
Transfer	<b>24 or 16 semester transferrable credits</b>  <i>Up to 124 community college quarter credits (82 semester credits) may be accepted by Oregon State University-Cascades to be used in the completion of a bachelor's degree.</i>	Search <a href="http://osucascades.edu/admissions/transfer-credits">http://osucascades.edu/admissions/transfer-credits</a> <ul style="list-style-type: none"><li>• Oregon Community Colleges Articulation</li><li>• Oregon Colleges &amp; Universities</li><li>• Transfer Course Search</li></ul>

### Other Admission Requirements

1. Do you have a **minimum cumulative GPA of at least 2.25**? Consideration is given to students with a 2.00 GPA and an Associate of Arts Oregon Transfer (AAOT) degree from an Oregon community college.
2. If you graduated high school in 1997 or after, have you completed two years of high school level study in the same language or two quarter term courses of college-level study in the same language?  
(Students may enter deficient in foreign language. You will be expected to complete the requirement before graduation.)  
A grade of C– or better is required each term.
3. Are you eligible to return to the most recent college or university you attended?

Programs available at OSU-Cascades can be found at <http://osucascades.edu/academics>.

# NEW YEAR, NEW DATES



Important Dates for Fall  
Classes begin on Thursday this year.

Welcome Week.....	Sept. 17-21
OSU-Cascades classes begin.....	Sept. 20
COCC classes begin.....	Sept. 24
Deadline to drop a class.....	Sept. 30, 11:55 p.m.
Deadline for full tuition refund.....	Sept 30, 11:55 p.m.
Deadline for 50 percent tuition refund.....	Oct. 14, 11:55 p.m.
Veterans Day (observed by all).....	Nov. 12
Thanksgiving (observed by all).....	Nov. 22-23
Dead Week.....	Nov. 26-Nov. 30
Finals Week.....	Dec. 3-7
Winter term begins.....	Jan. 7, 2019

Deadlines for the full 2018-2019 academic year can be found at  
[oregonstate.edu/registrar/academic-calendar](http://oregonstate.edu/registrar/academic-calendar).