

# REGISTRATION HANDBOOK 2015-2016



OSU | 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 [www.osucascades.edu/admissions](http://www.osucascades.edu/admissions). Call 541-322-3100 or email [cascadesadmit@osucascades.edu](mailto:cascadesadmit@osucascades.edu) with questions about the admissions requirements or process.



## **Step 2: 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.



## **Step 3: Apply for Admission to OSU-Cascades**

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



## **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 [www.osucascades.edu/financialaid](http://www.osucascades.edu/financialaid).

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

February 1 – OSU scholarship priority deadline for fall term

February 28 – Financial Aid 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 Orientation**

After you have paid your advanced tuition deposit, you will receive information regarding New Student Orientation sessions. Orientation covers important aspects of financial aid and payments, student success resources (career services, student life, international programs), online & library services, advising and registration.



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

You will receive your academic advising during the Orientation session. More information about academic advising can be found at [www.osucascades.edu/advising](http://www.osucascades.edu/advising).



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

Verify your registration date and time through student online services. Go to [www.osucascades.edu](http://www.osucascades.edu) **or** [www.cocc.edu](http://www.cocc.edu) to log in.

2600 NW College Way • Bend, OR 97701 • 541.322.3100 • [osucascades.edu](http://osucascades.edu) • [facebook.com\osucascades](https://facebook.com/osucascades)

**Oregon State**  
UNIVERSITY

**Cascades**

# *Registration Handbook 2015–2016*

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## Welcome to the OSU-Cascades Registration 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 20 to work out your schedule and get your Registration PIN.
- Find out if you are eligible to register, page 11.
- 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 connected to the Internet to view the Schedule of Classes electronically.

- Go to **[http://www.osucascades.edu/class\\_schedule](http://www.osucascades.edu/class_schedule)**
- Select Cascades Campus and the term, then the subject. These class listings are accurate as of the time you view them.

OR to print schedules for up to 4 subjects:

Go to the **Print Schedule of Classes–My SOC** at **<http://catalog.oregonstate.edu/MySocList.aspx>** to see and pick the subjects you want to view and print.



### 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, 223 Cascades Hall, 541-322-3100.

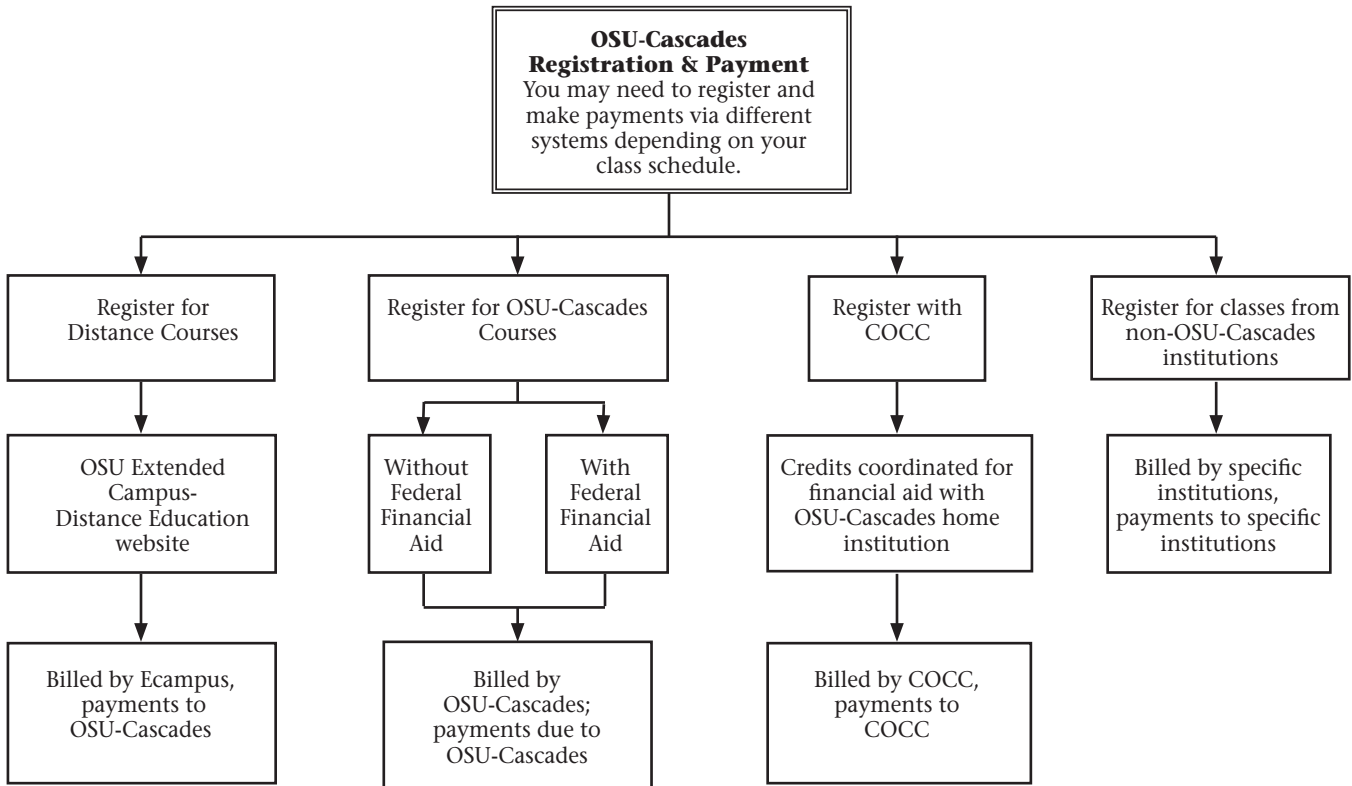
# Table of Contents

<b>9 Steps to OSU-Cascades ..... Front</b>	<b>Registration Procedures &amp;</b>	Perspective Courses (24) .....	27
<b>Welcome to OSU-Cascades</b>	<b>Details ..... 15–16</b>	Difference, Power, and	
<b>Registration</b>	Auditing Courses.....15	Discrimination Courses (3) .....	29
<b>Handbook 2015–2016 ..... 1</b>	Changing Grading Options	Synthesis Courses (6) .....	29
Steps 1, 2, 3 .....	(S/U, A–F) .....	Writing Intensive Courses (WIC) (3) ..	31
<b>Registration and Payment Chart ... 3</b>	Classification Standing.....15	<b>Other Important Information.32–34</b>	
<b>Term Calendars.....4–7</b>	Closed or Cancelled Courses.....15	Undergraduate Graduation—	
<b>Student Records–Right to Privacy8–9</b>	Course Restrictions.....15	MyDegrees.....32	
Notice to Students Regarding	Departmental Approval of	Certification of Enrollment/Degree ....	32
Privacy of Records .....	Registration for Courses.....15	Double Degrees .....	32
Release of Student Information to	Holds .....	Dual (or Multiple) Majors .....	33
Military Recruiters.....8	Lectures/Labs/Recitations/Studios	Veteran and U.S. Military	
Use of Social Security Number (SSN) ...	(Multi-Part Courses) .....	Service Recognition Cord.....33	
Students Rights to Privacy of	Major and Minor Changes	Student Grades.....33	
Records Tutorial (FERPA).....9	or Declarations.....15	Student Right-to-Know .....	33
OSU Directory .....	Maximum Credit Loads .....	Catalog Year Policy.....34	
Update Your Current Mailing Address..	Open Courses, Open Sections.....15	<b>Tuition and Fees &amp; Payment:</b>	
OSU-Cascades Alert Notification	Prerequisites .....	<b>2015–2016 .....35–36</b>	
System .....	Time Conflicts.....16	Advance Tuition Deposit: \$200.00 ....	35
Student Photo Roster .....	Transfer of Academic Colleges .....	Mandatory Enrollment Fees.....35	
<b>ID Cards &amp; Student Info Online.... 10</b>	Transfer Work.....16	Matriculation Fee: \$350.00 .....	35
OSU-Cascades ID Card	Variable Credit Courses.....16	Other Fees .....	35
Provides Access.....10	Wait Listing.....16	Proctor Requirements.....35	
Online Access to Student Records.....	<b>How to Read the Schedule</b>	Graduate Research Assistant	
ONID is Your OSU Network ID .....	<b>of Classes..... 17–19</b>	Tuition and Fees .....	35
Activate Your ONID Account.....10	Schedule of Classes Terms	Academic Year Fee Book.....35	
Student Conduct on COCC Campus..10	and Abbreviations.....17	Current Student Accounts	
Student Life Policies and Regulations.10	Registration Restrictions .....	Office Website .....	35
<b>Registration: Eligibility..... 11</b>	Course Numbering System .....	Nondegree Students .....	35
Newly Admitted Students .....	<b>Key to Success: Academic Advising20</b>	Fee Payment Obligation.....35	
OSU-Cascades Continuing Students...11	Academic Advising on the Web: .....	Registration/Transcript Hold Policy....	35
COCC Continuing Students .....	Academic Advising.....20	Drop/Withdraw Refunds.....36	
International Students .....	Advising for New Students.....20	How to Handle an Error in Billing.....	36
Students on Academic Suspension ....	Orientation Basics.....20	Special Fees.....36	
Students with Registration Holds .....	Advising Structure.....20	Financial Aid .....	38
<b>Registration: When &amp;</b>	Academic Advising Contacts .....	Payment of Student Fees.....38	
<b>How to Register ..... 12</b>	Earn Credit for Advanced Placement	Payment of Nonresident Instruction	
How to find out when you	and International Baccalaureate	Fee (580-10-080).....38	
can register? .....	Scores.....20	Enrollment of Spouse and	
Plan Your Schedule.....12	Earn Credit for Advanced Placement	Dependent Children (580-010-086) 38	
Priority Registration: Phases 1 and 2 ..	and International	<b>Academic Regulations .....39–46</b>	
Registration PIN from Advisor .....	Baccalaureate Scores.....20	<b>Final Week Schedule</b>	
Registering by WEB.....12	<b>Revised Chemistry Articulations.. 21</b>	<b>2015–2016 .....47–48</b>	
Registration Confirmation .....	Change in General Chemistry	Final Examinations and	
Access for Persons with Disabilities ...	Articulations Effective Fall 2007 .....	Examination Policies on the Web: ..47	
<b>Registration Changes..... 13</b>	<b>Placement of Students in</b>	Group Midterm Examination Policy ..47	
Registration and Schedule Changes	<b>Chemistry ..... 22</b>	Group Final Exam Policy .....	47
Before Classes Begin.....13	<b>Placement of Students..... 23</b>	Final Examination Policy.....47	
Late Registration and Fees.....13	Second Language Assessment .....	Exam Conflict Resolution .....	47
Schedule Changes After Classes Begin	Mathematics Assessment .....	Student Petitions to Change the Time	
Second Week Add Procedure.....13	<b>Zero to Success in 77 Days: ..... 24–25</b>	of a Final Examination:	
<b>Registration Cancellation &amp;</b>	<b>Baccalaureate Core Courses ..... 26</b>	Policies and Procedures.....47	
<b>Withdrawal..... 14</b>	Find BCC & WIC Courses	Ecampus Courses Testing Policies.....	48
Withdrawal from the University	on the Web.....26	<b>Academic Glossary .....49–50</b>	
for the Term .....	Oregon Transfer Students.....26	<b>Campus Map ..... 51</b>	
Registration Cancellation/	Washington Transfer Students.....26	<b>Transfer Student Worksheet..... 52</b>	
Withdrawal from the University.... 14	California Transfer Students .....	<b>Daily Schedule ..... 53</b>	
Registration Cancellation.....14	Transfer Credits .....		
Undergraduate Planned Educational	Skills Courses (15) .....		
Leave Program.....14			

**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 2015 Calendar



Priority registration: Phase 1	Sunday, May 17, 2015
Priority registration: Phase 2 with wait listing	Thursday, June 4; ends Monday, October 5, 2015
Verification of enrollment begins.	September 24, 2015
<b>OSU-Cascades Classes begin Thursday, September 24. COCC classes begin Monday, September 28.</b>	<b>Note:</b> OSU will observe Veterans Day on November 11, 2015. The fall term schedule for the 2015–2016 academic year has been adjusted to accommodate this decision.
Last day to drop a course by Web and receive 100% refund.	Sunday, October 4, 2015 at 11:55 p.m.
Withdraw from a course with 50% refund. 0% refund after Oct. 18. (W grade entered on transcript.)	Monday, October 5–Sunday, October 18, 2015, at 11:55 p.m.
Last day to add a class by Web without departmental permission. (End of first full week)	Sunday, October 4, 2015, at 11:55 p.m.
Last day to add a class by Web with departmental permission. (End of second full week)	Sunday, October 11, 2015, at 11:55 p.m.
**\$50 late registration fee assessed. [First two weeks]	Thursday, September 24–Sunday, October 11, 2015.
Late class add through petition begins. **\$100 late registration fee assessed with approved late add petitions. [Start of third week]	Monday, October 12, 2015
Tuition bills emailed to ONID accounts.	October 5, due October 31, 2015
Audit registration period. [Second full week] (Requires instructor approval; tuition and fees assessed.)	Monday–Friday, October 5–9, 2015 [Not by Web, must come into office.]
<b>Deadline to Apply Online for Graduation (Fall Term)</b>	Friday, October 9, 2015
Veterans Day observed: No classes, OSU and COCC	Wednesday, November 11, 2015
Last day to change to or from S/U grading. (Requires approval of academic advisor/dean, see AR 18.)	Friday, November 13, 2015, at 5 p.m.
*Last day to withdraw from a course by Web, W grade entered on transcript. (Students a hold on their record should contact the Registrar’s Office for assistance.)	Friday, November 13, 2015, at 11:55 p.m.
Thanksgiving Holiday observed: No classes, OSU and COCC	Thursday–Friday November 26–27, 2015
Dead week: No finals or midterms except labs, see AR 16.	Monday–Friday, November 30–December 4, 2015
*Last day for total withdrawal from the university, W grade for each registered course.	Friday, December 4, 2015, at 5 p.m.
Finals week.	Monday–Friday, December 7–11, 2015
End of term.	Friday, December 11, 2015
Final grades due to Registrar’s Office.	Monday, December 14, 2015, at 5 p.m.
<b>MyDegrees not refreshing</b> nightly during grading.	Monday–Tuesday, December 14–15, 2015
Grades available on Web.	Wednesday, December 16, 2015
<b>MyDegrees not refreshing</b> nightly first 2 days of winter.	Monday–Tuesday, January 4–5, 2016

This calendar is subject to change. Please see the online academic calendars for the most current dates: <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=148>.

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

\*\*The late registration fee is only assessed 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.

# Winter 2016 Calendar

Priority registration: Phase 1	Starts Sunday, Nov. 15, 2015
Priority registration: Phase 2 with wait listing	Thursday, December 3, 2015; ends Monday, January 11, 2016
Verification of enrollment begins.	January 4, 2016
<b>OSU-Cascades and COCC classes begin.</b>	<b>Monday, January 4, 2016</b>
Last day to drop a course by Web and receive 100% refund.	Sunday, January 10, 2016, 11:55 p.m.
Withdraw from a course with 50% refund. 0% refund after Jan. 24. (W grade entered on transcript).	Monday, January 11–Sunday, January 24, 2016
Last day to add a class by Web without departmental permission. (End of first full week)	Sunday, January 10, 2016, at 11:55 p.m.
Last day to add a class by Web with departmental permission. (End of second full week)	Sunday, January 17, 2016, at 11:55 p.m.
** \$50 late registration fee assessed. [First two full weeks]	Monday, January 4–Sunday, January 10, 2016
Late class add through petition begins. **\$100 late registration fee assessed with approved late add petitions. [Start of third full week]	Monday, January 18, 2016
Tuition bills emailed to ONID accounts.	January 3, due January 30, 2016
Audit registration period. [Second full week] (Requires instructor approval; tuition & fees assessed.)	Monday–Friday, January 11–15, 2016
<b>Deadline to Apply Online for Graduation (Winter Term)</b>	<b>January 15, 2016</b>
Martin Luther King, Jr. Day observed: No classes, OSU and COCC	Monday, January 18, 2016
Last day to change to or from S/U Grading. (Requires approval of academic advisor/dean, see Academic Regulation 18.)	Friday, February 19, 2016, at 5 p.m.
*Last day to withdraw from a course by Web, W grade entered on transcript. (Students who want to withdraw from a course but who have a hold on their record should contact or go to the Registrar's Office for assistance.)	Friday, February 19, 2016, at 11:55 p.m.
*Last day for total withdrawal from the university for the term, W grade for each registered course.	Friday, March 11, 2016
Dead week: No finals or midterms except labs, see AR 16.	Monday–Friday, March 7–11, 2016
Finals week	Monday–Friday, March 14–18, 2016
End of winter term	Friday, March 18, 2016
Final grades due to Registrar's Office.	Monday, March 21, 2016, at 5 p.m.
<b>MyDegrees not refreshing</b> nightly during grading.	Monday–Tuesday, March 21–22, 2016
Grades available on Web.	Wednesday, March 23, 2016
Spring Break	March 21–March 25, 2016
<b>MyDegrees not refreshing.</b> Due to high volume of activity, MyDegrees data is not refreshed nightly during the first two days of the following term.	Monday–Tuesday, March 28–29, 2016
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: <a href="http://catalog.oregonstate.edu/ChapterDetail.aspx?key=148">http://catalog.oregonstate.edu/ChapterDetail.aspx?key=148</a> .	
* See the Tuition and Fee Reduction and Refund Schedule in the Fees and Fee Payment section. ** The late registration fee is only assessed 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.	

# Spring 2016 Calendar



Priority registration: Phase 1	Sunday, February 21, 2016
Priority registration: Phase 2 with wait listing	Thursday, March 10–Monday, April 4, 2016
Verification of enrollment begins.	March 28, 2016
<b>OSU-Cascades and COCC classes begin</b>	<b>Monday, March 28, 2016</b>
Last day to drop a course by Web and receive 100% refund.	Sunday, April 3, 2016, at 11:55 p.m.
Withdraw from a course with 50% refund. 0% refund after April 17. (W grade entered on transcript.)	Monday, April 4–Sunday, April 17, 2016
Last day to add a class by Web without departmental permission. (End of first full week)	Sunday, April 3, 2016, at 11:55 p.m.
Last day to add a class by Web with departmental permission. (End of second full week)	Sunday, April 10, 2016, at 11:55 p.m.
**\$50 late registration fee assessed. [First two full weeks]	Monday, March 28–Sunday, April 10, 2016
Late class add through petition begins. **\$100 late registration fee assessed with approved late add petitions. [Start of third week]	Monday, April 11, 2016
Tuition bills emailed to ONID accounts.	Tuesday, April 5, due April 30, 2016
Audit registration period. [Second full week] (Requires instructor approval; tuition and fees assessed.)	Monday–Friday, April 4–8, 2016 [Not by Web, must come into office.]
<b>Deadline to Apply Online for Graduation (Spring Term)</b>	<b>Friday, April 8, 2016</b>
Last day to change to or from S/U grading. (Requires approval of academic advisor/dean, see Academic Regulation 18)	Friday, May 13, 2016, at 5 p.m.
*Last day to withdraw from a course by Web, W grade entered on transcript. (Students who want to withdraw from a course but who have a hold on their record should contact or go to the Registrar's Office for assistance.)	Friday, May 13, 2016, at 11:55 p.m.
Memorial Day Holiday observed: No classes, OSU and COCC	Monday, May 30, 2016
*Last day for total withdrawal from the university for the term, W grade for each registered course.	Friday, June 3, 2016
Dead week: No finals or midterms except labs, see AR 16.	Monday–Friday, May 30–June 3, 2016
Finals week	Monday–Friday, June 6–10, 2016
End of term	Friday, June 10, 2016
<b>Commencement</b>	<b>Sunday, June 12, 2016</b>
Final grades due to Registrar's Office.	Monday, June 13, 2016, at 5 p.m.
<b>MyDegrees not refreshing.</b> Due to high volume of activity, MyDegrees data is not refreshed nightly during grading.	Monday–Tuesday, June 13–14, 2016
Grades available on Web.	Wednesday, June 15, 2016
<b>MyDegrees not refreshing.</b> Due to high volume of activity, MyDegrees data is not refreshed nightly during the first two days of the term.	Monday–Tuesday, June 20–21, 2016
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: <a href="http://catalog.oregonstate.edu/ChapterDetail.aspx?key=148">http://catalog.oregonstate.edu/ChapterDetail.aspx?key=148</a> .	
* See the Tuition and Fee Reduction and Refund Schedule in the Fees and Fee Payment section.	
** The late registration fee is only assessed 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.	



# Summer 2016 Calendar



Summer Session Planning Guide available	March 2
Web registration begins	April 10
Verification of enrollment begins	June 20
(Session 6) Inter-session/Zero-week	June 13–June 17
(Session 1) 11-week session	June 20–September 2
(Session 2) First 4-week session	June 20–July 15
(Session 3) 8-week session	June 20–August 12
<b>Deadline to Apply for Graduation Degree Audit (Summer Term)</b>	<b>June 30</b>
Holiday: Independence Day	July 4 (Monday; no classes)
(Session 4) Second 4-week session	July 18–August 12
(Session 5) 3-week session	August 15–September 2
Holiday: Labor Day	September 5 (Monday)
<p>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: <a href="http://www.osucascades.edu/advising/academic-calendar">http://www.osucascades.edu/advising/academic-calendar</a>.</p>	
<p>*See the Tuition and Fee Reduction and Refund Schedule in the Fees and Fee Payment section.                  **The late registration fee is only assessed 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.</p>	

# 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: <http://www2.ed.gov/policy/gen/guid/fpco/index.html>

## Revised directory information effective May 2014:

OSU-Cascades 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 Registrar's Office 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)

OSU-Cascades 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-Cascades 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-Cascades. 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 for 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://oregonstate.edu/dept/computing/train/ferpa/index.htm>.

## 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 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 Registrar's Office 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://oregonstate.edu/main/alerts>) keeps the OSU-Cascades community apprised of emergency situations related to campus and serves as an entry point to the OSU-Cascades 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.

## 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. Log in 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 mind 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.

## Online Access to Student Records

Students can electronically access their own student information via **MyOSU**, <https://myosu.oregonstate.edu>, and clicking on Student.

**These services are explained below and are available 24 hours per day, EXCEPT: 11:55 p.m. Friday to 7:00 a.m. Saturday**

To access your own student information, you need your ONID username and password to log in.

## 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
- Blackboard or Canvas (Canvas—a replacement for Blackboard—is being phased in during 2015, see <http://blogs.oregonstate.edu/cascadeslibrary/2015/02/getting-started-canvas/>)
- MyOSU
- Google Apps for OSU
- OSU’s Wireless Networks
- Computing Labs in Cascades Hall
- Interlibrary Loan

## ONID Support

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

Phone and email support for ONID is provided by the OSU Computer Helpdesk, 541-737-3474 (<http://oregonstate.edu/is/tss/och/contact-get-help-osu-computer-helpdesk>).

## 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
  - c. 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, [http://www.cocc.edu/Student\\_Discipline\\_Process/](http://www.cocc.edu/Student_Discipline_Process/).

## Student Life Policies and Regulations

The Student Life Policies and Regulations are published separately fall term and include rules regarding academic integrity, conduct, living groups, organizations, vehicles, identification cards and policies on discrimination, records, speech activities, sexual assault, copyright, alcohol/drugs, workplace and public safety.

This information is available on the:

- OSU Student Conduct and Community Standards website <http://studentlife.oregonstate.edu/studentconduct/>
- OSU Dean of Students website <http://studentlife.oregonstate.edu/>

Regulations governing student identification cards may be found in this publication and are also available at the University ID Center, B094 Kerr Administration Building.

# Registration: Eligibility

Registration Eligibility on the Web: <http://www.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 orientation sessions that you are expected to attend. Call 541-322-3100 or email: <a href="mailto:cascadesadmit@osucascades.edu">cascadesadmit@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 during new student registration. 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 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 Kristin Coleman at 541-322-3156, <a href="mailto:kristin.coleman@osucascades.edu">kristin.coleman@osucascades.edu</a> .
<b>Students who have changed to a different status, i.e. undergrad, grad, post-bacc, or non-degree</b>	Apply online for admission under your new status: Go to <a href="http://www.osucascades.edu">www.osucascades.edu</a> ; Click on 'Future Students'; Click on 'Apply Online'. After you have been admitted, follow the instructions above for your new status.
<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

## How to find out when you can register?

All continuing OSU-Cascades students are eligible to register at the same time for an on-site course. To view your registration time, sign in to Online Services and then select "Registration," then "Check Your Registration Status."

## Plan Your Schedule

Plan which courses to take for the term by meeting with your college advisor and using MyDegrees. Use the online tools to identify course offerings, times, and locations:

- **General Catalog and Schedule of Classes:**  
<http://catalog.oregonstate.edu/>
- **MyOSU, Student Registration Tools:** 'Look Up Classes'  
<https://myosu.oregonstate.edu/>

## 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 online catalog at <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=374>.

## 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 Registrar's website at <http://oregonstate.edu/registrar/node/93/#Registration>.

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://catalog.oregonstate.edu/ChapterDetail.aspx?key=374> 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-Cascades website always has the latest information. Go to <http://www.osucascades.edu/advising/class-schedules>.

## 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 Cascades Hall, 541-322-3100.

Students who need information on accessible campus classrooms should contact the Enrollment Services Office. Central Oregon Community College's campus services will provide assistance in making arrangements to ensure that students are able to access their classroom locations at COCC/Cascades Campus.

For further information about access for academic issues, contact the Services for Students with Disabilities Office on the main campus in Corvallis (541-737-4098 voice and 541-737-3666 TDD), email: [disability.services@oregonstate.edu](mailto:disability.services@oregonstate.edu), website: <http://ds.oregonstate.edu/home/>.

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

# 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 2015	Winter 2016	Spring 2016
<b>Classes Begin</b>	September 24	January 4	March 28

## 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 2015	Winter 2016	Spring 2016
<b>\$50 late registration fee begins first full week of classes.</b>	September 24	January 4	March 28
<b>\$100 late registration fee begins third week of classes.</b>	October 12	January 18	April 11

## 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 between 8 a.m. and 5 p.m., Monday, Tuesday, and Friday, and 9 a.m. to 5 p.m. on Wednesday and Thursday.

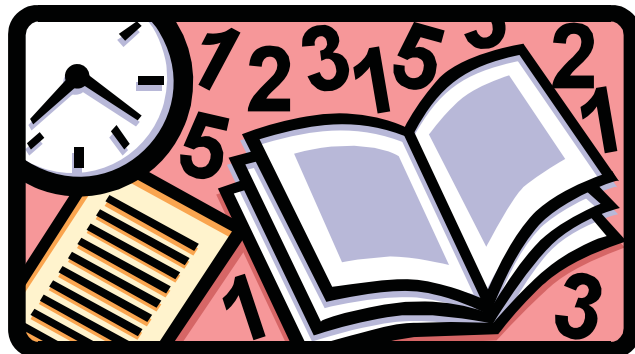
	Fall 2015	Winter 2016	Spring 2016
<b>Last day to add a class by Web without departmental permission</b>	October 4	January 10	April 3
<b>Last day to add a class by Web with departmental permission</b>	October 5–9	January 11–15	April 4–8
<b>Audit registration period</b>	October 5–9	January 11–15	April 4–8
<b>Last day to drop a class by Web, 11:55 p.m.</b>	October 4	January 10	April 3
<b>Last day to change to/from S/U grade, 5 p.m.</b>	November 13	February 19	May 13

## 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 week of classes.

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



# Registration Cancellation & Withdrawal

## Withdrawal from the University for the Term

Beginning with the first day of the term, you may withdraw from the university for the term by completing the online withdrawal survey available through the Registrar's website at <http://oregonstate.edu/registrar/withdraw-term>. Students may withdraw from the university 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 university.

**Summer Term:** Students may withdraw from any courses during Summer term as indicated by the appropriate session deadlines. A student who remains enrolled in a course(s) after the Withdraw Course deadline for a session is responsible for completing the course(s) in that session and is not eligible for a university 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 university for the term. University withdrawal processing will be completed at the conclusion of the Summer term. **Note:** Withdrawals resulting from a university 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 university does not disqualify you from registering for the next term. If you have any questions, contact the Enrollment Services Office, 541-322-3100, Cascades Hall. For COCC registration cancellation and withdrawal information, go to <http://www.cocc.edu/admissions/register-for-classes/adding-and-dropping-classes/>.

Fall 2015 Withdrawal	Winter 2016 Withdrawal	Spring 2016 Withdrawal	Summer 2016 Withdrawal
Sept. 24 to Dec. 4 by 5 p.m.	January 4 to March 11 by 5 p.m.	March 28 to June 3 by 5 p.m.	<a href="http://summer.oregon-state.edu/tuition/schedule.htm">http://summer.oregon-state.edu/tuition/schedule.htm</a>

## Registration Cancellation/Withdrawal from the University

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 university (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 2015 Cancellation	Winter 2016 Cancellation	Spring 2016 Cancellation
Before September 24	Before January 4	Before March 28

**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

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 the 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, 13b, and 13c), 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. 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.

### 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 on the inside cover of the General Catalog.

<sup>3</sup> The PELP began with the 2011–2012 academic year (Summer 2011).

# Registration Procedures & Details

## Auditing Courses

See the Academic Calendar for the Audit Registration period. 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. **Audit registration begins with the sixth day of classes** and ends with the close of registration at the conclusion of the tenth day of classes. Those who want to audit should contact the Registrar's Office for registration procedures that require approval of the course instructor.

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 Registrar's 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 cancelled 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 column labeled "Restrictions"). Contact the appropriate department or school to obtain approval prior to registering. The department or school will **not** register you in 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 form available at head advising offices, the website under forms, <http://osucascades.edu/current-students>, 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 Enrollment Services.

## 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.

## 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**" column, 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 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.

# Registration Procedures & Details

## 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://oregonstate.edu/registrar/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://oregonstate.edu/registrar/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.

## Wait Listing

In Phase 2, wait listing will be in effect—but only for certain sections selected by the departments. Look at the online Schedule of Classes. You will see that some sections have wait listing numbers listed just between the enrollment numbers and the section title.

### MTH 111. COLLEGE ALGEBRA (4).

Term	CRN	Sec	Cr	P/N	Instructor	Day/Time/Date	Location	Campus	Type	Status	Cap	Curr	Avail	WL Cap	WL Curr	WL Avail	Comments
F15	10157	010	4		Smith, B.	MT 1900-2020 9/24/15-12/4/15 WF 1600-1650 9/24/15-12/4/15	COVL 216 GRP MID	Oregon State-Corvallis	Lecture	Waitlisted	128	101	27	20	8	12	Evening midterms T 1800- 1920.

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

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

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 wait list. 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 wait list and the available seat will be passed on to the next student on the wait list.

Wait listing remains active until midnight Sunday of the second week of the term. If you are on the wait list 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 wait list at this time.



# How to Read the Schedule of Classes

## Web Source:

<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=440>

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 a **mortarboard icon** after the title. The course description also contains the note “(Bacc Core Course)”.

All writing intensive course classes (WIC) have a **mortarboard and pencil icon** after 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, OR.  
Oregon State - Corvallis = Corvallis Campus  
Newport/HMSC = Hatfield Marine Science Center in Newport, OR.

### 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 Registration Information at <http://catalog.oregonstate.edu/Default.aspx?section=Registration>. Other fees are described under Tuition and Fees and Payment in the online catalog at <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=434>, and in the Registration Information Handbook under Tuition and Fees.

## Instructor

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

## Location

See the campus map at <http://oregonstate.edu/campusmap/> 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 column. 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 <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=75>.

## 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 Registrar’s Office 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 below and Prerequisites at <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=377#Section2641>.

## 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.

# How to Read the Schedule of Classes

## 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.

**TBA = To be announced.**

## Term

Su 15 = Summer term 2015

F 15 = Fall term 2015

W 15 = Winter term 2015

Sp 15 = Spring term 2015

## Type

The method of instructional delivery. Examples:

Lecture

Laboratory

Recitation

Seminar

Streaming Media

Studio

WWW = World Wide Web

## 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

Prerequisites provide the background necessary for successful performance in a course. Students may attempt a course without having prerequisites if they have obtained the consent of the instructor to do so. If the instructor's consent is not obtained, then students who have not fulfilled published prerequisites may be disenrolled from the course during the first week of classes.

### 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.

## 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

## CO=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 column. Degrees listed may include HBA (Honors Bachelor of Art), HBFA (Honors Bachelor of Fine Arts) and HBS (Honors Bachelor of Science).

## LV=Level

1 = Undergraduate

2 = Graduate students

3 = Postbaccalaureate students

4 = Nondegree and Credential

5 = Professional students

## 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 column in the online Schedule of Classes. Major restrictions and major code descriptions are listed in the online catalog under Search Class Listings at <http://catalog.oregonstate.edu/Default.aspx?section=ClassListing>.

# *How to Read the Schedule of Classes*

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## **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

## 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 New Student Orientation session. During orientation, 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 orientation, 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.

## Orientation Basics

- Orientation is required. We understand that it may mean taking time off of work to participate, but we feel that it is an important part of your commitment to being a student at OSU-Cascades. By understanding OSU-Cascades policies, deadlines, and requirements, students who have been through orientation experience much less stress in later terms. A half day of your time now will save you time down the road.
- When you call 541-322-3100 to register for a session, you will be asked for your OSU and COCC ID numbers. You will also be asked for your contact and major information. Be sure to have this available when you call us.
- Admitted OSU-Cascades students may also be taking classes at COCC, but are not required to attend the COCC orientation.
- All first year students (and transfer students who have not passed college writing with a C- or better), must take a writing placement test at the COCC CAPP Center prior to new student orientation. For information visit: [www.cocc.edu/CAP/Testing/Taking-the-Placement-Test](http://www.cocc.edu/CAP/Testing/Taking-the-Placement-Test).
- All first year students (and transfer students who do not have a transferable college algebra class or placement credit) must take the on-line OSU ALEKS Math Placement test prior to new student orientation. Information is available at [www.math.oregonstate.edu/mlc-placement-home](http://www.math.oregonstate.edu/mlc-placement-home).

## Advising Structure

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

See <http://www.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, 223 Cascades Hall, to find out who your academic advisor is. Advisor information is available at [www.osucascades.edu/advising](http://www.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:

[www.osucascades.edu/admissions/credit-opportunities](http://www.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.

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## 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://oregonstate.edu/admissions/main/credit-opportunities-0>

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 OSU <sup>a</sup>	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>
<b>Blue Mountain</b>	<b>LDT CH</b>	<b>LDT CH</b>	Y	Y
<b>Central Oregon</b>	<b>LDT CH</b>	Not offered	Y	Y
<b>Chemeketa</b>	LDT CH	CH 121–123	Y	Y Also all 3 labs (CH 241B, 242B, & 243B) must be taken <sup>c</sup>
<b>Clackamas</b>	<b>LDT CH + CH 130</b>	Not offered	Y	Y
<b>Clatsop</b>	<b>LDT CH</b>	Not offered	Y	Not offered
<b>Klamath</b>	<b>LDT CH</b>	Not offered	Y	Y Also all 3 labs (CH 241L, 242L, & 243L) must be taken <sup>c</sup>
<b>Lane</b>	LDT CH	Not offered	Y	Y
<b>Linn-Benton</b>	Not offered	CH 121–123 (discontinued)	Y	Y
<b>Mt. Hood</b>	LDT CH	Not offered	Y	Y
<b>Portland</b>	<b>LDT CH</b>	Not offered	Y	Y
<b>Rogue</b>	<b>LDT CH</b>	Not offered	Y	Not offered
<b>SW Oregon</b>	Not offered	<b>LDT CH</b>	Y	LDT CH
<b>Treasure Valley</b>	Not offered	LDT CH + CH 122–123	Y	Y CC Sequence is CH 227–229
<b>Umpqua</b>	<b>LDT CH</b>	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://oregonstate.edu/admissions/main/oregon-college-articulation-tables> and the OSU Department of Chemistry advising Web at [http://chemistry.oregonstate.edu/chemistry\\_tsfr\\_to\\_OSU](http://chemistry.oregonstate.edu/chemistry_tsfr_to_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) concurrently with 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	<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 211 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	CH 231 General Chemistry (4 cr) and CH 261 Laboratory for Chemistry 231 (1 cr)  <b>The complete sequence includes:</b> CH 232 General Chemistry (4 cr) and CH 262 Laboratory for Chemistry 232 (1 cr) <b>and</b> CH 233 General Chemistry (4 cr) and CH 263 Laboratory for Chemistry 233 (1 cr)

# Placement of Students

## Writing Assessment

If you are a first year or transfer student who has never taken college level writing you must take a COCC placement test prior to new student orientation to assess your writing levels. For information visit: [www.cocc.edu/CAP/Testing/Taking-the-Placement-Test](http://www.cocc.edu/CAP/Testing/Taking-the-Placement-Test).

## Mathematics Assessment

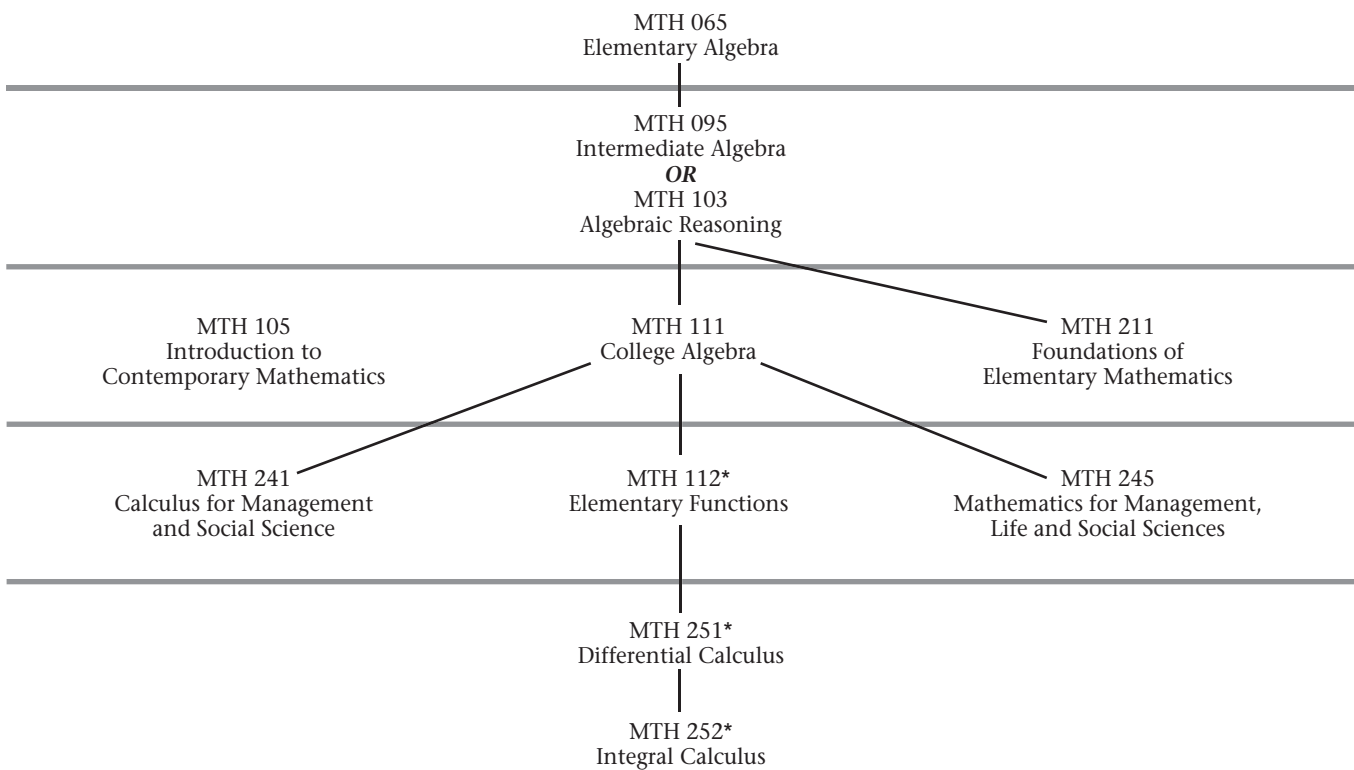
Regardless of AP scores or previous college level math credit, all first-year students must take the on-line OSU ALEKS Math Placement test prior to new student orientation. Information is available at [www.math.oregonstate.edu/mlc-placement-home](http://www.math.oregonstate.edu/mlc-placement-home).

If you are a transfer student who has no transferable college algebra or placement credit, you must take the on-line OSU ALEKS Math Placement test prior to new student orientation. Information is available at [www.math.oregonstate.edu/mlc-placement-home](http://www.math.oregonstate.edu/mlc-placement-home).

IMPORTANT: You must take any required placement tests prior to attending an Orientation session.

MTH 065 and MTH 095 are offered at community colleges or through OSU Extended Campus.

### OSU Mathematics Course Prerequisites



\* A graphing calculator is required for MTH 111, MTH 112, MTH 251 and MTH 252. The following link will take you to advice about choosing a graphing calculator for your mathematics classes: <http://www.math.oregonstate.edu/calculators>. If you have other classes that require a calculator, you should also check with an advisor in that academic area so that you can get a calculator that will serve all your needs.

# 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://oregonstate.edu/registrar/>. At this site, you can also find a complete list of OSU's academic regulations.

### 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 **ONID email account** is active and working. It is a primary mode of communication for the university. If you've forgotten how to access your ONID, 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 and meetings). Need a template? Check out the Time Management section here: <http://success.oregonstate.edu/learning-corner/tools>
- 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 library as some instructors put copies of their texts on reserve there for students to access or the library 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 advisor.
  - 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. The deadline to drop is the Sunday after the Week One. The deadline to add is Monday of Week Two.

### 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 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! Contact your academic advisor 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, he/she 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 the **Planner in MyDegrees** (OSU's degree audit system) 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 by visiting Andrew Davis in Cascades Hall or by going to [osucascades.edu/studentsuccesscenter](http://osucascades.edu/studentsuccesscenter).

# 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 Enrollment Services – 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://oregonstate.edu/registrar/Camtasia/WaitlistTutorial3expnd.html> for information and a "how to" video.
- **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, and you can also find it by going to this web site: <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=371>. 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 <http://catalog.oregonstate.edu>, then click Search Class Listings, then click on Baccalaureate Core Schedules.**

Search for scheduled BCC and WIC courses using the online catalog searcher at <http://catalog.oregonstate.edu/BCCSOCList.aspx>. Select the term and Cascades Campus, then click Search.

## 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 Enrollment Services at 541-322-3100.

## 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 Enrollment Services at 541-322-3100.

## 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 Enrollment Services at 541-322-3100.

## 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://oregonstate.edu/admissions/main/baccalaureate-core-course-equivalencies>.

## Baccalaureate Core Courses

For a list of OSU Baccalaureate Core courses, go to:

**<http://catalog.oregonstate.edu/bcc.aspx>**

For a list of COCC courses that meet OSU Baccalaureate Core requirements, go to: **<http://oregonstate.edu/admissions/baccalaureate-core-course-equivalencies>**

The OSU-Cascades Advising website has links to Baccalaureate Core information: **<http://www.osucascades.edu/advising>**.

## 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 from HHS 241–HHS 248 listed below or any PAC course:

HHS 231 LIFETIME FITNESS FOR HEALTH (2)  
 HHS 241 LIFETIME FITNESS (1)  
 HHS 242 LIFETIME FITNESS FOR HEALTH: CARDIO CONDITIONING LAB (1)  
 HHS 243 LIFETIME FITNESS: RESISTANCE TRAINING (1)  
 HHS 244 LIFETIME FITNESS: WEIGHT MANAGEMENT (1)  
 HHS 245 LIFETIME FITNESS: RUNNING (1)  
 HHS 246 LIFETIME FITNESS: WALKING (1)  
 HHS 247 LIFETIME FITNESS: AQUATIC EXERCISE (1)  
 HHS 248 LIFETIME FITNESS: YOGA (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 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 218 INTERPERSONAL COMMUNICATION (3)  
 COMM 218H INTERPERSONAL COMMUNICATION (3)

### Writing I (3)

WR 121 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 240 INTRODUCTION TO NONFICTION WRITING (3)  
 WR 241 INTRODUCTION TO POETRY WRITING (3)  
 WR 303 WRITING FOR THE WEB (3)  
 WR 323 ENGLISH COMPOSITION (3)  
 WR 324 SHORT STORY WRITING (4)



# Baccalaureate Core Courses

WR 327 TECHNICAL WRITING (3)  
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, one Difference, Power, and Discrimination, 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

## Undergraduate Graduation—MyDegrees

### Are you ready to graduate? You might be!

Before submitting your application to graduate, please confirm that your academic program is correctly recorded. Incorrect academic program information gives inaccurate evaluations. To make corrections in your academic program, contact the Registrar's Office and make the changes prior to submitting a graduation application.

### 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'

### Take time to note:

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

With your advisor, determine which term you will complete your studies and submit your application to graduate. If you will be completing multiple degrees 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'

**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 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. Graduation applications are submitted through MyOSU, <https://myosu.oregonstate.edu>.

**MyDegrees** is a web-based degree checklist program and academic advising tool designed to assist students and advisors in reviewing degree progress. It organizes a student's academic transcript chronologically and categorically, identifying courses they have completed and courses still needed to fulfill the degree requirements.

From the beginning of your academic career MyDegrees allows you to monitor your progress toward your degree. Students may access this tool through **MyOSU** at <https://myosu.oregonstate.edu>, or through links on the Registrar's Office home page, <http://oregonstate.edu/registrar/>. **Video tutorials** on how to use MyDegrees are available on the Registrar's website at <http://oregonstate.edu/registrar/video-tutorials>.

The Registrar's Office works with your advisor to update and maintain an accurate degree audit that will be used to clear your degree requirements during the final term of your undergraduate year.

**Commencement exercises** are held once yearly 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.

## 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://oregonstate.edu/registrar/forms>) and submitting it to the Registrar's Office, B102 Kerr Administration Building, Oregon State University, Corvallis, OR 97331-2130.

Forms submitted to the Registrar's Office 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 Registrar's Office. 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 degrees simultaneously. Additional degrees may also be earned subsequent to a prior degree award. The degrees may be offered by the same college, or by different colleges. For each additional degree, a student must complete a minimum of 32 credits above the minimum number of credits needed for one degree. Each degree application is reviewed by the appropriate academic advisor. Advisors complete a separate graduation audit for each of the degrees. Each degree awarded will be recorded as a separate degree award on the student's record. The student will also receive a separate diploma for each degree awarded (See Academic Regulation 26).

Some programs, such as the Education Double Degree or the International Degree, 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 the requirements for the other degree is not yet met.

# Other Important Information

## 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.

## 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 Veterans Resource Coordinator who will approve the application and distribute the recognition cord.

## 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://oregonstate.edu/registrar/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.

## Student Right-to-Know

The graduation rate and persistence rate for first-year students who entered Oregon State University in 2007 on a full-time basis is provided in the chart below:

Graduation Rates for First-time First-year Students	5-Year		6-Year	
	Graduation	Graduation plus persistence	Graduation	Graduation plus persistence
First-year students who entered full-time in 2008	56.1%	67.4%	63.1%	66.9%
3,003	56.1%	67.4%	63.1%	66.9%

# Other Important Information

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

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

## Catalog Year Policy

### 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; consequently, a student's first (primary) major/option must be in the same catalog year. If a primary option is declared in a subsequent academic year, the primary option will be aligned with the catalog year of the primary major. If the primary option did not exist in the catalog year of the primary major, the primary major will roll forward to the catalog year of the primary option.
- 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 years) established by

the change of academic program process. A student, in collaboration with an advisor, can also choose to graduate under a subsequent (to their most recent major declaration date) catalog year within the same major/option.

- At the time of graduation, all students, including transfer students, must use a catalog that is not more than ten years old. Students may petition to the head advisor of their college 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.d beginning with 2011–2012 academic year, provides a mechanism for a student to sustain 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 State Board of Higher Education.

# Tuition and Fees 2015–2016

## Tuition and Fees and Payment: 2015–2016

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 new student orientation, which allows students to register for fall term classes. After May 1 the deposit is nonrefundable.

### Mandatory Enrollment Fees

Students paying mandatory enrollment fees are entitled to services maintained by OSU for the benefit of students. These services include use of the library; use of laboratory equipment and materials; medical attention and advice at the Student Health Center; use of gymnasium equipment; the student newspaper; admission to some athletic events; admission to concerts and lectures; and registration. 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, START, CON-NECT, pre-enrollment advising, course drop/add/withdrawal, and official transcripts.

### Other Fees

Subject to change without notice.

### Proctor Requirements

Some courses require a proctor to administer exams. Students may be required to pay a \$20 fee per exam through COCC testing service.

### Graduate Research Assistant Tuition and Fees

See Tuition and Fee Information on the OSU Business Office website (<http://oregonstate.edu/fa/businessaffairs/student/tuition-and-fees>). 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://oregonstate.edu/budget/tuition-and-fees>.

## Current Student Accounts Office Website

Go to <http://fa.oregonstate.edu/business-affairs/student-billing/current-students>.

### Nondegree Students

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

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 university. 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-Cascades 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 (<http://fa.oregonstate.edu/business-affairs/cashiers>) 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 is paid in full.

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



# Tuition and Fees 2015–2016

## Drop/Withdraw Refunds

Students who drop or withdraw from a class, or withdraw from the university 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 University.”

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/>.

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 2015–2016 Drop Dates

Fall Term 2015 starts Thursday, September 24		
100% Refund	50% Refund	0% Refund
Sunday, Oct. 4, 11:55 p.m. or Before	Weeks 2 and 3 Oct. 5 – Oct. 18, 11:55 p.m.	Week 4 After Oct. 18, 11:55 p.m.
Winter Term 2016 starts Monday, January 4		
100% Refund	50% Refund	0% Refund
Week 1 Sunday, Jan. 10, 11:55 p.m. or Before	Weeks 2 and 3 Jan. 11 – Jan. 24, 11:55 p.m.	Week 4 After Jan. 24, 11:55 p.m.
Spring Term 2016 starts Monday, March 28		
100% Refund	50% Refund	0% Refund
Week 1 Sunday, April 3, 11:55 p.m. or Before	Weeks 2 and 3 April 4 – April 17, 11:55 p.m.	Week 4 After April 17, 11:55 p.m.

## 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 Enrollment Services 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 Enrollment Services, Cascades Hall 223.

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

**Housing:** Verify the billed amount with the University Housing and Dining Office, 102 Buxton, 541-737-4771.

**Any Other Billing Amount Errors:** Pay based upon the correct amount, then go to Enrollment Services, Cascades Hall 223.

## Special Fees

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

- Undergraduate — \$60
- Graduate — \$60.00
- Nondegree-Seeking Student — \$30.00

### Auditor’s Fee—

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

### Collection Fee — \$10 to \$60.00

If you are enrolled Fall term 2015 and do not enroll Winter term 2016 and you leave school owing the university money and collection proceedings are initiated, you may be assessed a service charge. For balances of \$50 to \$99.99, the fee is \$10; 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

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 fine for circulating books is \$0.25 per day.
- Overdue fine for Reserve Book Room material checkout:
  1. Two-hour material, \$2.00 per hour.
  2. Two-day material, \$2.00 per day.

Borrowers failing to return material within 42 days of the due date are charged the replacement cost of items (a generalized replacement cost of \$70 for books, \$140 for Reserve and AV materials). When such items are returned before the replacement has been ordered, the replacement cost will be refunded, and the borrower is only charged the amount of the fine (not to exceed the replacement cost). When such items are returned after replacement items have been ordered, no refund will be made. A charge at cost, to be determined by the library, may be made for repair or replacement of damaged or mutilated library material.

# Tuition and Fees 2015–2016

## **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 — \$60.00**

Required after an absence of one year. 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.

## **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.

## **Replacement ID Card Fee — \$25.00**

## **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 \$325.00 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.

## **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://oregonstate.edu/registrar/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**

# Tuition and Fees 2015–2016

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://oregonstate.edu/fa/businessaffairs/studentfinance/>.
- 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). Forms to apply for an emergency loan may be picked up at Enrollment Services, 223 Cascades Hall.

## 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, but 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 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.

# Academic Regulations

## 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

- a. 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.
- b. 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.
- c. 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.

- d. 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.
- e. Nondegree students seeking admission to a degree program may do so by filing an undergraduate, postbaccalaureate, or graduate application for admission.

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

1. **College Transfer Credits:** Oregon State University accepts for credit toward a baccalaureate degree all college transfer work completed at an Oregon or other 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 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 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.
2. **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 an 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.
3. **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.



# Academic Regulations

**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.

**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 2b and 2c.

**AR 4. Classifying Students**

- a. **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.
- b. **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.
- c. **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**

- 1. 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:
  - 1. 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).
  - 2. 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.
- 2. 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.
  - 1. Degree-seeking graduate students must take a minimum of 3 credits for any term in which they are enrolled.
  - 2. 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**

- 1. 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.
- 2. 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.

- 1. For student activities, students are responsible for following the Student Life Policy and procedures.
- 2. 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**

- 1. 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.
- 2. 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.
- 3. Add/drop fees will be assessed in accordance with the fee policies stated in the *Schedule of Classes*.



# Academic Regulations

## 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, B, C, D, F, I, S, U, P, N) for all classes in which enrolled unless they officially withdraw from the university. Procedures for withdrawal from individual classes are outlined in the term Schedule of Classes.

### Footnotes:

- <sup>1</sup> Complete withdrawal from the university, 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 University

- a. Any student in good standing (See AR 22) is entitled to withdraw without prejudice at any time prior to the beginning of finals week. The student may accomplish this by completing the online withdrawal survey available through Online Services.
- b. Withdrawal from the university 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.
- c. When a student's academic progress is interrupted by an emergency situation such as serious illness, accident, or death of a family member, within the last four weeks of the term, and the student submits evidence of such to the registrar, he or she may withdraw from the university with I grades in all subjects.
- d. 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 the 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, 13b, and 13c above), 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 on the inside cover of 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 in arriving at a student's grade. While attendance should not be the primary factor in determining a student's academic accomplishment in a course, it may be used as a partial measure of performance.

## AR 15. Honesty in Academic Work

The administration of the classroom rests with the instructor. When evidence of academic dishonesty comes to the instructor's attention, the instructor should: (a) document the incident, (b) permit the accused student to provide an explanation, (c) advise the student of possible penalties, and (d) take action. The instructor may impose any academic penalty up to and including an F grade in the course after consulting with his or her department chair and informing the student of the action taken. Using the standard form, the instructor must report the incident and the action taken to his or her department chair, who, in turn, shall forward the report to his or her dean.

If the student is not enrolled in the college or school in which the course is offered, the dean of that college shall forward the report to the dean of the college or school in which the student is enrolled for possible disciplinary action.

Grade penalties imposed as a result of academic dishonesty may be appealed by the student in accordance with the procedures developed by the department and college or school in which the course is offered.

## AR 16. Finals Week

1. 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.)
2. 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.
3. 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

# Academic Regulations

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.

4. No extracurricular activities or curricular activities other than examinations and final class meetings shall be scheduled during final week.

## 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 Registrar's Office, 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:
    - a. 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.
    - b. 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.
    - c. 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.
- b. 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

# Academic Regulations

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.

## 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.

- a. **Academic Warning:** Students with a term GPA below 2.0 will be placed on Academic Warning.
- b. **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.
- c. **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.
- d. **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 charged with the responsibility for enforcement of the above regulations on Satisfactory Academic Standing. Additionally, this committee has discretionary authority to grant exceptions and to develop guidelines for the administration of 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.



# Academic Regulations

## 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.
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.

# Academic Regulations

- 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.
- 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.

## 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.



# Academic Regulations

## 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 Registrar's Office 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.

## 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 2015–2016

## Final Examinations and Examination Policies on the Web:

<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=371>

### 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 Registrar's Office. Departments originating such requests should obtain a forwarding endorsement from the appropriate Dean. The request should include the date, time and 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 Registrar's 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 Registrar's 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 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, Registrar's Office.
- 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 petition forms available at the Registrar's Office. (A Summary of University Final Examination policy 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 help 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.
  - 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.

# *Final Week Schedule 2015–2016*

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- 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 Registrar's 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 Registrar's Office.

## **Ecampus Courses 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

This information is provided to assist you in finding your way through academic life at OSU.

**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 fall, winter, and spring terms.

**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 the department, school, or college to assist with the planning of academic programs.

**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, ^.

**BA Degree:** The bachelor of arts is conferred for a broad and liberal education in humanities, arts, social sciences, and sciences. College requirements provide (a) a breadth of preparation in these fields that is significantly greater than 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.

**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 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.

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

**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, laboratories, discussions, internships, clerkships, reading and conference, and independent study.

**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.

**Credit:** The academic value assigned to a course based on the type and level of the subject material, as well as the expected number of hours spent on class preparation. One credit represents approximately three hours per week of learning outcome related work for the average student over the course of a full academic quarter; thus one quarter credit represents approximately 30 hours of work.

**Curriculum:** An organized program of study and courses required for a specific degree program.

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

**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



# Academic Glossary

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 that are not required as part of a degree program, but are generally chosen and used by the student to supplement or enrich the required curriculum.

**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.

**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.

**Interdisciplinary:** A term that refers to a course or program that blends concepts, knowledge, or faculty from several fields of study and disciplines.

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

**Lower-Division Courses:** Introductory course offerings usually associated with freshman and sophomores. Lower-division courses are numbered in the 100s and 200s.

**Major:** The primary field of study in which an individual wishes to receive a degree.

**Minor:** A second field of interest in the undergraduate curriculum, which officially consists of a minimum of 27 designated term credits of related course work, 12 of which must be at the upper-division level.

**Option:** A second field of interest in the undergraduate curriculum, which officially consists of a minimum of 21 designated term credits of related course work, 15 of which must be at the upper-division level.

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

**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 upon prior course work and/or work experience, is competitive.

**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:** 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.

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

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

**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-fourth of the school year. Terms at OSU are fall, winter, spring, and summer.

**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.

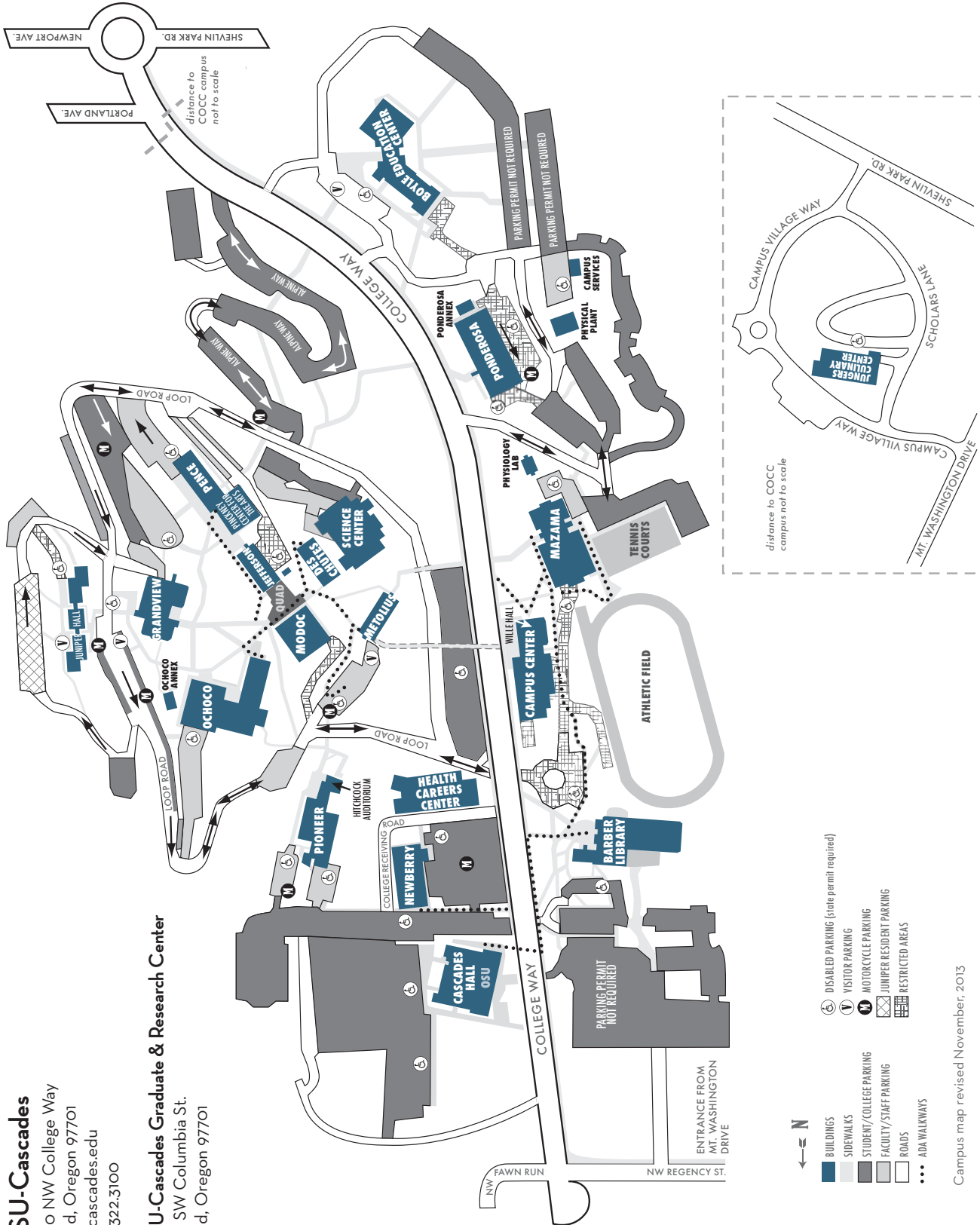
**Upper-Division Courses:** Advanced course offerings at a level usually associated with junior or senior students. Upper-division courses are numbered in the 300s and 400s.

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

**Writing Intensive Courses (WIC):** Designated upper-division courses in the major discipline that use student writing as a significant approach to learning. These courses are designated with a caret, ^.



# Campus Map



Campus map revised November, 2013

# Transfer Student Worksheet

## TRANSFER STUDENT WORKSHEET

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

AAOT COMPLETED: Y or N

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

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

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

### Required 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) or higher.	<i>A grade of C- or better is required.</i>

### Required Credits

APPLICATION TYPE	CREDIT REQUIREMENTS	HOW TO CHECK ELIGIBILITY
Transfer	<p><b>36 quarter or 24 semester transferrable credits</b></p> <p><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></p>	<p>Search</p> <p><a href="http://www.osucascades.edu/advising/transfer">http://www.osucascades.edu/advising/transfer</a></p> <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 [www.osucascades.edu/academics](http://www.osucascades.edu/academics).*

# 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					

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9:00 pm					

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# GET INVOLVED.

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- Club Sports and Intramurals
- Residence Hall
- Activities and events monthly...festivals, concerts, etc.
- Student Leadership
- Student Clubs
- Multicultural Center:  
cultural programs, speakers, films, student clubs
- Native American program
- *The Broadside*, student newspaper

**[cocc.edu/Get\\_Involved](http://cocc.edu/Get_Involved)**

**541-383-7590**

**[OSUcascades.edu/student-life](http://OSUcascades.edu/student-life)**

**541-322-3156**

**CENTRAL  
OREGON  
community  
college**

**Oregon State  
UNIVERSITY**

**Cascades**

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# New year, new dates

Classes begin on a **Thursday** this year, a change to our schedule. Here are important dates to tuck away:

Welcome Week .....	Sept. 20-26
Classes for all students begin .....	<b>Sept. 24</b>
Deadline to drop a class.....	Oct. 4, 11:55 p.m.
Deadline for full tuition refund.....	Oct. 4, 11:55 p.m.
Deadline for 50 percent tuition refund .....	Oct. 18, 11:55 p.m.
Veterans Day (observed by all) .....	Nov. 11
Thanksgiving (observed by all) .....	Nov. 26-27
Dead Week .....	Nov. 30-Dec. 4
Finals Week .....	Dec. 7-11
Christmas (observed by all) .....	Dec. 25

All winter, spring and summer term deadlines can be found on the academic calendar at [oregonstate.edu/registrar/academic-calendar](http://oregonstate.edu/registrar/academic-calendar).

