Oregon State University - Cascades

REGISTRATION INFORMATION HANDBOOK

2019-2020
Welcome to the OSU-Cascades Registration Handbook!

Table of Contents

How to Use the Registration Handbook ................................................................. 2
Academic Calendar ................................................................................................. 3
Student Records – Right to Privacy ...................................................................... 5
ID Cards .................................................................................................................. 6
ONID – Student Information Online ...................................................................... 6
Eligibility to Register ............................................................................................ 7
When and How to Register .................................................................................... 8
Cancellation & Withdrawal .................................................................................... 10
Registration Procedures and Details ..................................................................... 11
Academic Advisors ............................................................................................... 13
Placement of Students .......................................................................................... 13
Zero to Success in 77 Days ................................................................................... 14
Baccalaureate Core ............................................................................................... 17
Academic Regulations ........................................................................................... 20
Glossary of Terms ................................................................................................. 21
OSU-Cascades Location Map ................................................................................ 26

A digital version of this handbook can be provided upon request by emailing catalog@oregonstate.edu
**How to Use the Registration Handbook**

This handbook is produced by Enrollment Services. We can help you with a range of questions and queries.

**How to contact us**

Enrollment Services  
Tykeson Hall 106A  
OSU-Cascades  
1500 SW Chandler Avenue  
Bend, Oregon 97702  
*Phone:* (541) 322-3100  
*Walk-In Hours:* 8:00am-5:00pm, Monday, Tuesday and Friday  
9:00am-5:00pm, Wednesday and Thursday  
*Email:* admit@osucascades.edu

**Where to go online**

Useful URLs appear in these boxes in this handbook

- **MyOSU, MyDegrees and Scheduler:** myosu.oregonstate.edu
- **Academic Catalog:** catalog.oregonstate.edu
- **Schedule of Classes:** osucascades.edu/advising/schedule-classes
- **Academic Regulations:** catalog.oregonstate.edu/regulations
- **Academic Calendar:** osucascades.edu/advising/academic-calendar
- **Registration Instructions:** osucascades.edu/advising/registration

❖ **Step 1—Meet with your advisor**  
  o Find your advisor on page 14 to work out your schedule and get your registration PIN

❖ **Step 2—Select your classes**  
  o Go to the Schedule of Classes  
  o Enter a course code into the keyword search field or refine your search using the drop-down search fields  
  o Refer to the ‘How to Read the Schedule of Classes’ page in the Catalog if you need help  
  o Select a course and find your CRN in the left-hand corner or ‘All Sections’ of the course details panel

❖ **Step 3—Register online**  
  o Go to MyOSU  
  o Enter your OSU ONID username and password and click Login  
  o Click the Student tab  
  o Under Registration Tools, select the tools you need to register
These dates apply to regular terms only. This calendar is subject to change. The online calendar has the most current deadlines.

*Summer term is the start of the new academic year. Check the summer session website for registration information and deadlines:* [osucascades.edu/summer-session](http://osucascades.edu/summer-session)

## Fall 2019 Calendar

<table>
<thead>
<tr>
<th>Dates</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/19/2019</td>
<td>Fall Term Priority Reg. Phase 1 Begins (Waitlist Not Available)</td>
</tr>
<tr>
<td>6/6/2019</td>
<td>Fall Term Priority Reg. Phase 1 Ends (Waitlist Not Available)</td>
</tr>
<tr>
<td>6/7/2019</td>
<td>Fall Term Priority Reg. Phase 2 Begins (With Waitlisting)</td>
</tr>
<tr>
<td>9/2/2019</td>
<td>No School - Labor Day</td>
</tr>
<tr>
<td>9/25/2019</td>
<td>OSU-Cascades Fall Term Begins</td>
</tr>
<tr>
<td>9/23/2019</td>
<td>COCC Fall Term Begins</td>
</tr>
<tr>
<td>10/6/2019</td>
<td>Last Day to Drop a Fall Term Course (100% Tuition Refund)</td>
</tr>
<tr>
<td>10/6/2019</td>
<td>Fall Term Priority Reg. Phase 2 Ends</td>
</tr>
<tr>
<td>10/6/2019</td>
<td>Last Day to Add a Fall Term Course Online without Dept. Approval</td>
</tr>
<tr>
<td>10/11/2019</td>
<td>Last Day to Audit a Fall Term Course</td>
</tr>
<tr>
<td>10/11/2019</td>
<td>Last Day to Apply for Fall Term Graduation (Graduate Students Only)</td>
</tr>
<tr>
<td>10/13/2019</td>
<td>Last Day to Add a Fall Term Course Online with Dept. Approval</td>
</tr>
<tr>
<td>10/20/2019</td>
<td>Last Day to Withdraw from a Fall Term Course (50% Tuition Refund)</td>
</tr>
<tr>
<td>11/11/2019</td>
<td>No School - Veterans Day Observed</td>
</tr>
<tr>
<td>11/15/2019</td>
<td>Last Day to Change the Grading Basis of a Fall Course</td>
</tr>
<tr>
<td>11/15/2019</td>
<td>Last Day to Withdraw from a Fall Term Course (No Refunds Available)</td>
</tr>
<tr>
<td>11/17/2019</td>
<td>Winter Term Priority Reg. Phase 1 Begins (Waitlist Not Available)</td>
</tr>
<tr>
<td>11/28/2019</td>
<td>No School - Thanksgiving Break</td>
</tr>
<tr>
<td>11/29/2019</td>
<td>No School - Thanksgiving Break</td>
</tr>
<tr>
<td>12/4/2019</td>
<td>Winter Term Priority Reg. Phase 1 Ends (Waitlist Not Available)</td>
</tr>
<tr>
<td>12/5/2019</td>
<td>Winter Term Priority Reg. Phase 2 Begins (With Waitlisting)</td>
</tr>
<tr>
<td>12/6/2019</td>
<td>Last Day to Withdraw from Fall Term</td>
</tr>
<tr>
<td>12/9/2019</td>
<td>Fall Term Finals Week Begins</td>
</tr>
<tr>
<td>12/13/2019</td>
<td>Fall Term Ends</td>
</tr>
<tr>
<td>12/14/2019</td>
<td>Winter Break Begins</td>
</tr>
<tr>
<td>12/18/2019</td>
<td>Fall Term Grades Posted Online</td>
</tr>
<tr>
<td>1/5/2020</td>
<td>Winter Break Ends</td>
</tr>
</tbody>
</table>
### Winter 2020 Calendar

<table>
<thead>
<tr>
<th>Dates</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/6/2020</td>
<td>OSU-Cascades and COCC Winter Term Begins</td>
</tr>
<tr>
<td>1/12/2020</td>
<td>Last Day to Drop a Winter Term Course (100% Tuition Refund)</td>
</tr>
<tr>
<td>1/12/2020</td>
<td>Winter Term Priority Reg. Phase 2 Ends</td>
</tr>
<tr>
<td>1/12/2020</td>
<td>Last Day to Add a Winter Term Course Online without Dept. Approval</td>
</tr>
<tr>
<td>1/17/2020</td>
<td>Last Day to Audit a Winter Term Course</td>
</tr>
<tr>
<td>1/17/2020</td>
<td>Last Day to Apply for Winter Term Graduation (Graduate Students Only)</td>
</tr>
<tr>
<td>1/19/2020</td>
<td>Last Day to Add a Winter Term Course Online with Dept. Approval</td>
</tr>
<tr>
<td>1/20/2020</td>
<td>No School - Martin Luther King Day</td>
</tr>
<tr>
<td>1/26/2020</td>
<td>Last Day to Withdraw from a Winter Term Course (50% Tuition Refund)</td>
</tr>
<tr>
<td>2/21/2020</td>
<td>Last Day to Change the Grading Basis of a Winter Course</td>
</tr>
<tr>
<td>2/21/2020</td>
<td>Last Day to Withdraw from a Winter Term Course (No Refunds Available)</td>
</tr>
<tr>
<td>2/23/2020</td>
<td>Spring Term Priority Reg. Phase 1 Begins (Waitlist Not Available)</td>
</tr>
<tr>
<td>3/11/2020</td>
<td>Spring Term Priority Reg. Phase 1 Ends (Waitlist Not Available)</td>
</tr>
<tr>
<td>3/12/2020</td>
<td>Spring Term Priority Reg. Phase 2 Begins (With Waitlisting)</td>
</tr>
<tr>
<td>3/13/2020</td>
<td>Last Day to Withdraw from Winter Term</td>
</tr>
<tr>
<td>3/16/2020</td>
<td>Winter Term Finals Week Begins</td>
</tr>
<tr>
<td>3/20/2020</td>
<td>Winter Term Ends</td>
</tr>
<tr>
<td>3/21/2020</td>
<td>Spring Break Begins</td>
</tr>
<tr>
<td>3/25/2020</td>
<td>Winter Term Grades Posted Online</td>
</tr>
<tr>
<td>3/29/2020</td>
<td>Spring Break Ends</td>
</tr>
</tbody>
</table>

### Spring 2020 Calendar

<table>
<thead>
<tr>
<th>Dates</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/30/2020</td>
<td>OSU-Cascades and COCC Spring Term Begins</td>
</tr>
<tr>
<td>4/5/2020</td>
<td>Last Day to Drop a Spring Term Course (100% Tuition Refund)</td>
</tr>
<tr>
<td>4/5/2020</td>
<td>Last Day to Add a Spring Term Course Online without Dept. Approval</td>
</tr>
<tr>
<td>4/10/2020</td>
<td>Last Day to Audit a Spring Term Course</td>
</tr>
<tr>
<td>4/10/2020</td>
<td>Last Day to Apply for Spring Term Graduation (Graduate Students Only)</td>
</tr>
<tr>
<td>4/12/2020</td>
<td>Last Day to Add a Spring Term Course Online with Dept. Approval</td>
</tr>
<tr>
<td>4/12/2020</td>
<td>Summer Term Registration Open for All</td>
</tr>
<tr>
<td>4/19/2020</td>
<td>Last Day to Withdraw from a Spring Term Course (50% Tuition Refund)</td>
</tr>
<tr>
<td>5/15/2020</td>
<td>Last Day to Change the Grading Basis of a Spring Course</td>
</tr>
<tr>
<td>5/15/2020</td>
<td>Last Day to Withdraw from a Spring Term Course (No Refunds Available)</td>
</tr>
<tr>
<td>5/17/2020</td>
<td>Fall Term Priority Reg. Phase 1 Begins for Next Academic Year (Waitlist Not Available)</td>
</tr>
<tr>
<td>5/25/2020</td>
<td>No School - Memorial Day</td>
</tr>
<tr>
<td>6/3/2020</td>
<td>Fall Term Priority Reg. Phase 1 Ends for Next Academic Year (Waitlist Not Available)</td>
</tr>
<tr>
<td>6/4/2020</td>
<td>Fall Term Priority Reg. Phase 2 Begins for Next Academic Year (With Waitlisting)</td>
</tr>
<tr>
<td>6/5/2020</td>
<td>Last Day to Withdraw from Spring Term</td>
</tr>
<tr>
<td>6/8/2020</td>
<td>Spring Term Finals Week Begins</td>
</tr>
<tr>
<td>6/12/2020</td>
<td>Spring Term Ends</td>
</tr>
</tbody>
</table>
student_records_-_right_to_privacy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. All students are encouraged to review the full FERPA guidelines outlined online.

In summary, the FERPA guidelines are:

- The right to inspect and review the student’s education records.
- The right to request the amendment of the student’s education record that the student believes are inaccurate or misleading.
- 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.
- 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.

OSU Directory

directory.oregonstate.edu/

The OSU Campus Directory is a directory of staff and student names, locations and telephone numbers. This information is extracted at the end of the second week of the fall term and is published annually and posted on the OSU website.

Students who do not want information to be included in either the printed or electronic version should indicate that in their Directory Profile in MyOSU before the end of the second week of fall term.

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

Release of Student Information to Military Recruiters

Oregon State University provides information about students that is requested by military recruiters under requirements of the Solomon Amendment and the Interim Rule. Under this federal law military recruiters may request information for the immediately previous term, current term, or future term for all students age 17 and older who are or were registered at OSU for at least 1 credit in the requested term. Read more about the Solomon Amendment:
catalog.oregonstate.edu/grades-regulations-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.

Provision of your Social Security Number and consent to its use is not required and if you choose not to do so you will not be denied any right, benefit, or privilege provided by law. You may revoke your consent to the use of your Social Security Number at any time by contacting the Office of the Registrar.

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.
**ID Cards**

All OSU-Cascades students are issued a student identification card upon admission and registration. You will need photo identification and a copy of your registration to get your OSU-Cascades Card. Your identification card is valid as long as you are continuously registered for classes. The OSU-Cascades ID Card is your official identification for using campus services, facilities and activities. It is used at many locations to verify enrollment.

**OSU-Cascades Student ID Card Replacement Fee: $25**

Visit ‘MyCard’ to access your online ID account: mycard.oregonstate.edu

**Online Authentication for Students Taking Ecampus Courses**

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

**ONID – Student Information Online**

Every student is assigned an ONID account. You must activate your ONID account in order to register for classes. You can also use your ONID to access email, online course materials, grades, and financial accounts. Among the services are:

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

**Activate Your ONID Account**

1. Go to ONID: onid.oregonstate.edu
2. Select “Sign Up For ONID”
3. Verify your identity and click ‘Submit’
4. Read ‘Acceptable Use Policy’ and click ‘I Agree’
5. Set a password
6. Enter your contact information and click ‘Submit’
7. Set Spam Blocking Options
8. Verify that the default spam options are set

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. You should also receive a confirmation email in your ONID inbox verifying your information.

Support for ONID is provided by the OSU Service Desk.  
**Phone:** +1 541-737-3474  
**Website:** is.oregonstate.edu/service-desk

onid.oregonstate.edu/
## Eligibility to Register

<table>
<thead>
<tr>
<th>Who You Are</th>
<th>What You Need to Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newly Admitted Students</td>
<td>Newly admitted undergraduates receive letters of admission that outline orientation and registration details. If you have further questions about Cascades START sessions that you are expected to attend, contact the Enrollment Services Office. Call 541-322-3100 or email: <a href="mailto:admit@osucascades.edu">admit@osucascades.edu</a></td>
</tr>
<tr>
<td>Newly Admitted Postbac Students</td>
<td>After admission, you will receive letters that will outline orientation and registration details.</td>
</tr>
<tr>
<td>Newly Admitted Nondegree Students—One Week Before Next Term Begins</td>
<td>After admission, you can register one week before the next term begins. No Registration PIN is needed. For registration time, go to MyOSU, click on Student tab and under Registration Tools, select ‘View Priority Registration Status.’ Registration status will be available approximately two weeks before the next term begins.</td>
</tr>
<tr>
<td>Continuing Students</td>
<td>For registration time, go to MyOSU, 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 the Enrollment Services Office on 541-322-3100 for re-enrollment and registration procedures.</td>
</tr>
<tr>
<td>International Students</td>
<td>Contact the International Student Services Coordinator for details on orientation sessions and testings you are expected to attend. There are immunization requirements that must be met as well. Contact the International Student Advisor at 541-322-3100.</td>
</tr>
<tr>
<td>Students who have changed to a different status (undergrad, grad, postbac, nondegree)</td>
<td>A student changing their status, such as completing an undergraduate degree and continuing on to seek another bachelor’s degree, must apply for admission under the new status through the Office of Admissions. Undergraduate students that enroll in courses for a term beyond the term in which their degree is awarded must apply for admission under a new status. If an application for a new status is not completed, the student will be inactivated and their status changed to non-degree for the future term in which they are enrolled.</td>
</tr>
<tr>
<td>Students on Academic Suspension</td>
<td>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 dis-enrolled. If reinstatement is granted, you must re-register.</td>
</tr>
<tr>
<td>Students with Registration Holds</td>
<td>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.</td>
</tr>
</tbody>
</table>
When and How to Register

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

Scheduler

**scheduler.oregonstate.edu**

Scheduler is a web-based schedule planning tool for students and advisors. Some features of Scheduler:
- Use it on a computer or mobile device
- Block off times in your schedule for commitments such as jobs, child care, or athletics. Scheduler won’t search for classes during times you note as “breaks”
- Compare and choose from multiple, side-by-side schedules of courses that are available for immediate registration
- Pull your active MyDegrees plan created with your advisor into your scheduling process
- Launch Scheduler through MyOSU, click on “Student” tab. Under Registration Tools, click Scheduler

Priority Registration: Phases 1 and 2

**priority-registration.oregonstate.edu**

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 via their MyOSU account. Click on the “Student” tab. Under Registration Tools, select View Priority Registration Status or see the priority registration tables in the Office of the Registrar’s website.

Registration Priority by Student Status

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

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. Nondegree-seeking students are not required to have a registration PIN.

Registering Online

Registration tutorials on adding, dropping, and waitlisting courses are available on the Office of the Registrar’s website.

1. Check ‘Eligibility to Register’ in this 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. 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 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. Although generally available 24 hours a day, if you wait until 10 pm 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, 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 is continually updated and should be referred to for the most accurate information.

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

Registration and Schedule Changes Before Classes Begin
Online registration generally is available 24 hours a day and you may register or change your schedule at any time after the priority registration schedule and before the first day of classes.

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 deadlines on the Academic Calendar.

Schedule Changes After Classes Begin
Use the “Register/Add/Drop Classes” of MyOSU, select Student, then under Registration Tools, click on Add/Drop Classes.

Second Week Add Procedure
1. Contact the department offering the course you want to add.
2. If the department grants you permission, register for the course online.
3. Type the CRN into the box below the courses for which you currently are registered, and hit the submit button.

Waitlisting
In Phase 2 of registration, waitlisting will be in effect but only for certain sections selected by the departments. Look at the Schedule of Classes. You will see that some sections have waitlisting numbers listed above the course description.

To get added to a waitlist:
1. Type the CRN into the registration worksheet and click Submit.
2. Use the action column to choose waitlist.
3. Click Submit again to add yourself to the waitlist.
4. Monitor your ONID email account.

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

Waitlisting remains active through midnight Sunday at the beginning of the second week of classes. If you are still on the waitlist at this time, you are not registered in the course but if you wish to be, follow the Second Week Add Procedure.
Cancellation & Withdrawal

Registration Cancellation/Withdrawal from the Term
Your act of registering constitutes your commitment to attend Oregon State University. As a university student, you are both academically and financially responsible for all classes in which you register.

If you want to cancel this commitment and reduce or eliminate tuition charges for the term, you must officially cancel your registration or withdraw from the term. 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.

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

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

Summer Term Withdrawal
Students may withdraw from any courses during Summer term provided they meet the appropriate session deadline to withdraw posted in the Summer Session website. Summer Session students do not need to complete a Withdrawal Survey.

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

A student who remains enrolled in a course(s) after the Last Day to Withdraw deadline for a session is responsible for completing the course(s) in that session and is not eligible for a term withdrawal for the Summer term. A student who has dropped/withdrawn from all Summer session courses in accordance with posted deadlines will be considered as having withdrawn from the term. Term withdrawal processing will be completed by the Office of the Registrar at the conclusion of the Summer term.

- Withdrawals resulting from a term withdrawal (as defined in Academic Regulation 13) do not count in the undergraduate 12-class withdrawal limit specified in Academic Regulation 12.
- Withdrawal from the term does not disqualify you from registering for the next term. If you have any questions, contact the Office of the Registrar.

Registration Cancellation
Prior to the first day of the term, you may cancel your registration online at no charge.

Do not wait until the last minute to process registration changes online. If you wait until 10 pm 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 Procedures and Details

Access for Persons with Disabilities
Students with permanent or temporary disabilities who need assistance in accessing the services of the Enrollment Services Office or the Online Student Services of the Web, may contact TYKH 106A, 541-322-3100. Students who need information on accessible campus classrooms should contact the Enrollment Services Office. For further information about access for academic issues, contact Diane Pritchard, DAS Coordinator, at 541-322-2023, or diane.pritchard@osucascades.edu

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

Auditing Courses (seniors 65 and over)
Audit registration permits a student to enroll in a course for no credit and no grade. Course requirements for an audited course will be determined by the course instructor. Audit registration is available to degree-seeking and nondegree-seeking students. The audit registration period runs Monday through Friday of the second full week of classes. See the Academic Calendar for the Audit Registration period.

Students wanting to audit a course must bring a completed Audit Registration form with the instructor’s permission to the Office of the Registrar for registration. Audit registration is not done online.

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

Changing Grading Options (S/U, A–F)
All courses registered online 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 Office of the Registrar after completing the appropriate forms. The deadline for these changes is the end of the 7th week of classes.

Classification Standing

<table>
<thead>
<tr>
<th>Total Credits Earned</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–44</td>
<td>Freshman</td>
</tr>
<tr>
<td>45–89</td>
<td>Sophomore</td>
</tr>
<tr>
<td>90–134</td>
<td>Junior</td>
</tr>
<tr>
<td>135 and more</td>
<td>Senior</td>
</tr>
</tbody>
</table>

Closed or Cancelled Courses
When you register online, 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 online 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, Online 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.

Departmental Approval of Registration for Courses
Some courses require departmental approval. Contact the appropriate department or school to obtain approval prior to registering. The department or school will not register you for the class, but will electronically authorize you to register for the course. You will then need to register for the course on your own.

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

Lectures/Labs/Recitations/Studios (Multi-Part Courses)
If a course lecture is “linked” to a noncredit laboratory or recitation or studio, you must register for all parts of the course at the same time. Online 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.

**Major and Minor Changes or Declarations**
To change or declare a major or minor, students must complete an Undergraduate Change of Academic Program form available at head advising offices, the Registrar’s website under forms 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 online for up to 19 credits and graduates up to 16 credits. Additional credits may be added, within the guidelines of the academic regulations, by completing an extra credits petition.

**Open Courses, Open Sections**
Available classes can be found by using the “Look-Up Classes to Add” feature of online registration. Open and current-to-the-minute section availability also can be checked through the Schedule of Classes.

**Prerequisites**
Prerequisites are required courses that 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 Schedule of Classes lists prerequisites in the “Restrictions” section, where all registration restrictions for the class can be found. You must meet all restrictions that the department has placed on the course.

- 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:
  - D− grade or higher, or an S or P grade.
  - Test score in the prerequisite.
  - Some chemistry, mathematics, and foreign language courses require a placement test.
  - Accepted transfer work that is considered equivalent to the prerequisite course.

- Prerequisites will be enforced after grades are processed and students can be dis-enrolled for not meeting the prerequisites.

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

**Time Conflicts**
Online 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, you will need to obtain an override from the instructors and departments for each affected course. If approved, the departments will electronically authorize you to register for the courses.

**Transfer of Academic Colleges**
If you wish to transfer from one OSU college to another, please do so prior to registration. Meet with an advisor in the college you would like to transfer to. 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, online 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 online during the add period for the term.
OSU-Cascades believes that academic advising is a key ingredient in helping students attain their educational goals. We encourage all students to form a strong partnership with their academic advisor and to become active participants in their own advising process. Not only can your advisor help you understand rather complex degree requirements and schedule planning, but he or she is also a valuable source of information about your career field, job or internship opportunities, study abroad programs, and other majors or minors that may enhance your skills.

**Advising for New Students**
All new students will be contacted about signing up for a required CascadesSTART session. All new students will meet with an academic advisor. Your advisor will help you choose appropriate courses to meet your educational goals, and will also serve as an important resource to you as you navigate through the college system. When you meet with your advisor during CascadesSTART, you will be given your OSU PIN number for registration for OSU classes. If you will be registering for COCC classes, your advisor will also clear your advising hold at COCC.

**Advising Structure**
OSU-Cascades uses professional advisors to meet the unique needs of our students. See 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 541-3223100, TYKH 106A, to find out who your academic advisor is.

## Placement of Students

### Chemistry
Select a general chemistry course using the information at the website above. For further information on articulations, consult the OSU Articulation Tables for Oregon schools: admissions.oregonstate.edu/course-articulations

### Language
Students with previous training or experience in a second language who do not have advanced placement or college credit are required to take a Second Language Assessment before enrolling in a language course. There is an online placement test for Chinese, Russian, French, German and Spanish and these online, self-proctored exams can be taken at any time. No proctor is required.

To request access to the placement exam, contact the main office of the World Languages and Cultures Program by on 541-737-2146 or email wlc.placementexam@oregonstate.edu Students will need to provide their OSU ID number.

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

### Mathematics
All first-year Cascades campus students must take the ALEKS Mathematics Placement Test prior to START (new student orientation and advising). Please consult with your academic advisor to determine an appropriate mathematics course. Descriptions of courses are found in the Academic Catalog.
Zero to Success in 77 Days

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.

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: myosu.oregonstate.edu - Go to the “Student” page and look for the “My Class Schedule” link under “My Student Stuff”. Make note of where each class meets and the name(s) of your instructor(s).
- If you can, purchase your textbooks before your classes start. That way you’ll be ready for the first reading assignment, which is likely to be assigned the first class.
- Check to make sure your OSU email account is active and working. It is a primary mode of communication for the university. If you’ve forgotten how to access your email, just login to the MyOSU portal; you’ll see a link to ONID Email in the upper right corner of the page.
- Buy a planner or use an electronic calendar—write down known responsibilities (class times, work schedule, recurring activities). Need a template? Check out The Learning Corner: success.oregonstate.edu/learning/all-worksheets
- Check to make sure your OSU email account is active and working. It is a primary mode of communication for the university. If you’ve forgotten how to access your email, just login to the MyOSU portal; you’ll see a link to ONID Email in the upper right corner of the page.

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. The Human Services Resource Center also has a textbook lending program - studentlife.oregonstate.edu/hsrc/textbooks
- 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, check out The Learning Corner site at success.oregonstate.edu/learning.
  - Learn your professor’s and TA’s names and office hours.
- If you make schedule changes, do so as soon as you can this week, so you do not have to make up a lot of missed class time. Check here for info and deadlines on add/drop: registrar.oregonstate.edu/registration

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

- 20% of the term is in your rearview mirror! Review your syllabi and start your preparation for midterms. You should also get a start on projects or papers that might be due later in the term.

- Keeping up on your reading? Struggling at all with note taking? Any issues in completing all your homework? Don’t let small problems early in the term become big problems later in the term! Visit The Learning Corner site (success.oregonstate.edu/learning).

- Identify a question or concern you have about each class after the first few weeks and make it a point to visit your professor during office hours. It is a good way for you to get to know them, and more importantly a good way for them to put your face to your name on their roster. It also shows them you care about your learning.

Week Four

- Don’t be surprised if your first midterms are happening this week (maybe you even had some last week). In fact, you may even have multiple midterms in a single day. Scheduling your studying in advance helps you minimize your stress on days and weeks where you may have more than one exam.

- Look Back: The first exam always gives you a chance to do a critical evaluation of yourself and your term thus far. Being a full-time student, in terms of time investment (class time, reading, studying, and project time), equates to a full-time job. Are you performing the way you want? If not, visit your advisor to strategize on how you can do better.

Week Five

- Look Forward: Very soon, you and your advisor will be planning for next term. Understand that whether your advisor is a professor or professional advisor, this individual has a very full schedule. Scheduling an appointment now assures that you will get in to see your advisor before priority registration starts later in the term.

- If you need an external trigger to help you remember, use Halloween (fall term), Valentine’s Day (winter term), and Cinco de Mayo (spring term) as target dates for advising appointments. It is wise to see your advisor every term, even if your specific academic major doesn’t require it. You can prepare by using your advising checklist and your major course planning website.

- It is important for all students to balance their academic lives with meaningful activities outside of the classroom. How are you spending your time when you are not in class or studying? Have you joined any clubs or organizations? Are you meeting new people and are you getting experiences that your classes don’t offer? You can learn about many of the available student activities at OSU-Cascades by visiting the Assistant Director of Student Life in TYKH 110 or by going to osucascades.edu/studentlife

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. In that same box, you’ll find the Scheduler tool, which you can use to start visualizing possible days and times for classes that interest you.

- 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 pm online) or change from letter grading to S/U grading (5:00 pm 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. 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: registrar.oregonstate.edu/waitlisting-courses

- **Look Forward:** Get yourself ready for finals week which begins next week. If you haven’t done so already, write down the time and location of all of your finals. This information should be on your syllabus, and you can also find it by going to this website: osucascades.edu/advising/schedule-classes

REGISTRATION INFORMATION HANDBOOK 2019-2020

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!**
The Baccalaureate Core (Bacc Core) curriculum represents what the OSU believes is the foundation for students’ further understanding of the modern world. Informed by natural and social sciences, arts, and humanities, the Bacc Core requires students to think critically and creatively, and to synthesize ideas and information when evaluating major societal issues. The Bacc Core promotes understanding of interrelationships among disciplines in order to increase students’ capacities as ethical citizens of an ever-changing world.

The Bacc Core emphasizes critical thinking, writing, world cultures, appreciation of differences, the arts, sciences, literature, lifelong fitness, and global awareness in 15 course categories. Students must complete a total of 48 credits plus a Writing Intensive Course (WIC) of at least 3 credits.

The core is governed by the following rules:

- No more than two courses from any one department may be used by a student to satisfy the Perspectives category of the core.
- 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.
- Both Synthesis courses may not be taken in the same department.
- The WIC course must be taken in the student’s major. Each interdisciplinary major has a list of approved WIC courses for that major.

The Office of Academic Programs and Assessment can provide information on the Bacc Core governance process: apa.oregonstate.edu/assessment/baccalaureate-core-assessment

Additional Bacc Core information can be found online at main.oregonstate.edu/baccalaureate-core

Transfer Students

Oregon Transfer Students
Completion of an Associate of Arts Oregon Transfer degree (AAOT) ensures completion of all lower division Bacc Core requirements and junior standing for registration. It may be more efficient to use the OSU Bacc Core list than completing the full AAOT.

The Associate of Science (AS) degree is designed for students planning to transfer credits to a baccalaureate program at a four-year institution. It allows more freedom in course selection than the Associate of Arts Oregon Transfer (AAOT) degree, but does not guarantee that students will be accepted as having completed all lower division Bacc Core requirements or junior standing for registration purposes.

A Linn-Benton Community College Associate of Science degree awarded after March 2001 ensures completion of all lower division OSU Bacc Core requirements.

Completion of an Associate of Science Oregon Transfer Degree- Business (ASOT- Business) ensures completion of all lower division Bacc Core requirements and junior standing for registration purposes. The ASOT-Business degree may include up to 12 approved professional-technical credits as electives.

Completion of the ASOT-Business degree does not guarantee admission to OSU’s Business pro-school. It is strongly recommended that students contact OSU College of Business early in the first term of their ASOT-Business program to be advised of additional requirements as they are subject to change without notice.

Washington Transfer Students
The Direct Transfer Associate (DTA) degree awarded by a regionally accredited community college in the state of Washington will satisfy lower division Bacc Core requirements and junior standing for registration purposes. OSU will accept a maximum of 12 credits in professional, vocational, and technical courses.

California Transfer Students
OSU accepts the Intersegmental General Education Transfer Curriculum (IGETC) to satisfy lower division Bacc Core requirements and junior standing for registration purposes. Students interested in the IGETC path to transfer are strongly advised to see an academic advisor prior to enrollment. For more information about how OSU accepts any of the transfer degrees, call the Admissions office at (800) 291-4192.

Transfer Credits
Decisions on transfer courses 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 or check the articulation tables: admissions.oregonstate.edu/course-articulations
Tuition, Fees and Student Accounts

Tuition Charges
Tuition rates vary depending on factors such as academic program, residency, campus, and student or course level. For a full listing of tuition and fees, please visit the OSU Business Affairs website or the OSU Budget Office: fa.oregonstate.edu/budget/tuition-fees

Mandatory Enrollment Fees
Building, Incidental, Student Health: amounts updated annually
Student Fee Information: fa.oregonstate.edu/business-affairs/student-fee-information

Advance Tuition Deposit: $200.00
Admissions website: admissions.oregonstate.edu/advanced-tuition-deposit-information

Matriculation Fee: $350.00
All new students (undergraduate and graduate) are charged a one-time fee of $350.00 at the start of their first term at OSU to support access to a variety of OSU programs and services.

Course Fees: varies by course
Refer to the Schedule of Classes for individual class related fees.

Other Fees
Every student at OSU has a student account. Charges that students incur beyond tuition and fees are posted to the student account and are part of the student’s financial responsibility. This includes, but not limited to: housing, dining, library, parking, recreation center, fines and the like.

Special Tuition Rate Categories
Graduate Assistants
Graduate School website: gradschool.oregonstate.edu/finance/tuition-remission/graduate-tuition-remission-policy

Non-degree Students
Admissions website: osucascades.edu/admissions/apply-now/non-degree-students

Senior citizens Auditing a Course
Senior citizens in Oregon may be eligible to audit courses without paying tuition or fees.

Employees and dependents
Human Resources website: hr.oregonstate.edu/benefits/current-employees/tuition-reduction-staff-fee-privileges

Student Financial Obligation
Upon registering for or receiving services from the University, the student agrees to accept full responsibility to pay tuition, fees and other associated costs assessed as a result of the student’s registration or receipt of services. The student understands and agrees that registration constitutes an obligation to pay for all assessed tuition, fees and other associated costs by the published or assigned due date. Any student incurring tuition, fees and any other charges at the University understands and agrees to be fully responsible for the resulting amounts that become due and owing to the University. Financial Aid, awards, scholarships, grants, and sponsorships are all posted to the student account as credits and subsequently applied as payment for charges (in accordance with federal Title IV financial aid regulations as applicable). The student account will remain active as long the Student attends the University, receives University services, or has an account balance.

Billing
The University uses electronic billing as its official billing method. Students are sent an email to their ONID email account on the 5th day of each month as a reminder to view their account activity online at MyBill: mybill.oregonstate.edu.

On the 2nd day of every month, any unpaid balance on the student’s account from the previous month incurs simple interest at the rate of 12% percent per year. For more information about student billing, see the Business Affairs website.

Payment
OSU accepts electronic check (bank debits), paper checks, credit cards, money orders, and cash as payment methods for student accounts. Online payment options can be accessed through MyBill or MyOSU (navigate to Paying for College, Financial Services, Pay My Bill). Please note any service or convenience fees associated with the selected payment option.

More information can be found at the OSU Cashiers website: fa.oregonstate.edu/business-affairs/student-billing
Delinquent Accounts

- Registration Hold, continuing students: Cascades campus students must pay their account in full in order to register.

- Registration Hold, returning students: Enforced unless the student account is paid in full. This applies to students who are no longer registered or have not attended for a term or more (other than Summer).

- Transcript Hold: Enforced if any prior term charges remain unpaid. All prior term charges must be paid in full in order to access an official transcript. Please note: Cascades campus students must pay their entire student account in full, including current term charges, in order to access an official transcript.

Drop/Withdraw Refunds

Students who drop or withdraw from a class during the first 30% of the term (or part of term) may be eligible for a partial tuition refund. If the financial aid that was disbursed to the student is revoked due to dropping or withdrawing from classes, the student must repay the revoked financial aid. Refunds are calculated from the date of official drop, withdraw, or cancellation, not the last date of class attendance.

- For refund deadlines check the online Catalog or the Business Affairs website: fa.oregonstate.edu/business-affairs/tuition-reduction-schedule

Special Fees

Don’t see your fee listed? Check out the Special Fees section in the Catalog for a full list of fees.

Billing Questions

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

Graduate School
gradschool.oregonstate.edu/finance/graduate-assistantships

University Housing and Dining Office
First floor of the residence hall
541-322-3177
housing@osucascades.edu

Residency - Admissions
admissions.oregonstate.edu/residency

Third Party Billing
B100 Kerr Administration Building
541-737-3775
Accounts.Receivable@oregonstate.edu
Academic Regulations

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 OSU. 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. Additional information regarding Graduate School policies should be addressed to the Office of the Graduate Dean.

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.

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 the Catalog outlines both academic appeal procedures and those relating to the employment of graduate students.

AR 1. Admission for Nondegree Students
AR 2. Credit from a Two-Year Institution (Undergraduate Students)
AR 3. Credit from an Unaccredited Institution (Undergraduates)
AR 4. Classifying Students
AR 5. Transfer from One College to Another (Undergraduate Students)
AR 6. Change in Credits Scheduled
AR 7. Maximum and Minimum Registration
AR 8. Late Registration
AR 9. Admission to Class
AR 10. Eligibility
AR 11. Adding and Dropping Courses
AR 12. Withdrawal from Individual Classes
AR 13. Withdrawal from the Term
AR 14. Attendance
AR 15. Academic Misconduct
AR 16. Finals Week
AR 17. Grades
AR 18. Alternative Grading Systems
AR 19. Grade Points
AR 20. Repeated Courses
AR 21. Honor Roll
AR 22. Satisfactory Academic Standing (for Undergraduate Students)
AR 23. Special Examination for Credit
AR 24. Special Examination for Waiver
AR 25. Institutional Requirements for Baccalaureate Degrees
AR 26. Concurrent and Subsequent Baccalaureate Degrees
AR 27. Subsequent Credentials: Minors, Certificates, Options, and Majors
AR 28. Substitutions
AR 29. Graduation Exercises
AR 30. Auditing Courses
AR 31. Academic Fresh Start Policy
Glossary of Terms

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

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

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

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

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

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

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

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

Baccalaureate core: The university’s general education requirements consisting of skills courses; perspectives courses; difference, power and discrimination courses; synthesis courses; and writing intensive courses. A baccalaureate core course is designated with an asterisk, *, a writing intensive course with a caret, ^.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Credit: Credits vary, depending upon the type of course and level at which it is offered. One credit is generally given for three hours per week of work in and out of class. For example, each hour of class lecture is generally expected to require two hours of work out of class.

One credit would be given for a lecture course that met for one 50-minute period each week over a 10-week period; i.e., 10 contact hours between faculty and students.

One credit is typically given for a laboratory course that meets for two to three hours per week for an entire term. Equivalent credits are given for recitations, discussions, and other types of courses.

All credits given in the Academic Catalog refer to quarter credits. When transferring in course work from a semester system institution, multiply the number of credits by 1.5 to determine how many quarter credits will be transferred (3 semester hours x 1.5 = 4.5 quarter credits). If planning to transfer OSU credits out to a semester system institution, multiply the number of quarter credits by .67 to determine how many credits will transfer (4 quarter credits x .67 = 2.68 semester credits).

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

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

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

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

Double degrees: A student may earn multiple, different degrees simultaneously. Additional degrees may also be earned after your first degree was awarded. The degrees may be offered by the same college, or by different colleges. To earn a double degree, or for each additional degree, a student must complete a minimum of 32 credits above the minimum number of credits needed for one of the degrees. Each degree application is reviewed by the appropriate academic advisor. Advisors complete a separate graduation audit for each of the degrees.
On the student’s academic record, each degree awarded will be recorded as a separate degree with its major, e.g., Bachelor of Science in Mathematics, Bachelor of Arts in English. The student will also receive a separate diploma for each degree awarded (See Academic Regulation 26).

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

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

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

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

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

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

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

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

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

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

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

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

Graduate option: Options are for students of a specific major. An option is one of several distinct variants of course aggregations within a major that focus on an area of study designed to provide a student with specialized knowledge, competence, and skills while sharing a minimum core of courses. A graduate option consists of a minimum of 12 designated quarter credits of related course work (excluding thesis credits), comprised of course work offered by the sponsoring unit as well as by other academic units. The option may be comprised of specific courses, completion of a designated number of credits from a longer list of alternative courses, or a combination of specific and alternative course
lists. Approved options may be added to a graduate program of study, and approved by the faculty advisor(s) and the director of the sponsoring unit. On the program of study, there should be no overlap in course credits between options (the same course cannot be used to satisfy credit requirements in multiple options). When the unit submits the final examination card to validate awarding of the major to the Graduate School, the unit will also validate that the requirements of the option have been completed.

**Hybrid course:** A hybrid course includes both regularly scheduled on-site classroom meetings and significant online, out-of-classroom components that replace regularly scheduled class meeting time. A substantial portion of the course learning activities are delivered online; face-to-face meeting time is generally reduced by approximately 50% compared to a traditional on-campus course.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Professional program:** Curriculum generally offered at the junior and senior level, designed to prepare students for a professional career within a specific field (e.g., engineering, pharmacy). Admission to professional programs, often based on prior course work and/or work experience, is competitive.
Reading and conference: A course focused on reading assignments to be completed in conferences with the instructor.

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

- 100–110 and 200–210: Survey or foundation courses in the liberal arts and sciences
- 401/501/601: Research and Scholarship
- 402/502/602: Independent Study
- 403/503/603: Thesis/Dissertation
- 404/504/604: Writing and Conference
- 405/505/605: Reading and Conference
- 406/506/606: Special Problems/Special Projects
  - 407/507/607: Seminar
  - 408/508/608: Workshop
  - 409/509/609: Practicum/Clinical Experience
  - 410/510/610: Internship/Work Experience

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

Sequence: Two or more closely related courses usually taken in numerical order and through more than one term.

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

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

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

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

- Full Time: 12 or more credits in a term
- Three Quarter Time: 9 to 11 credits in a term
- Half Time: 6 to 8 credits in a term

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

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

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

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

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

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).

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

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

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

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

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

Writing Intensive Courses (WIC): Designated upper-division courses in the major discipline that use writing as a significant approach to learning. WIC courses have a carat, ^, in front of the title.
OSU-Cascades Location Map
Important Dates for Fall
Classes begin on Wednesday this year.

Welcome Week.................................................................Sept. 23-24
OSU-Cascades classes begin..............................................Sept. 25
C OCC classes begin............................................................Sept. 23
Deadline to drop a class....................................................Oct. 6, 11:55pm
Deadline for 100% tuition refund.....................................Oct. 6, 11:55pm
Deadline for 50% tuition refund.......................................Oct. 20, 11:55pm
Veterans Day (observed by all).........................................Nov. 11
Thanksgiving (observed by all)..........................................Nov. 28-29
Dead Week........................................................................Dec. 2-6
Finals Week.......................................................................Dec. 9-13
Winter term begins...........................................................Jan. 6, 2020

Deadlines for the full 2019-2020 academic year can be found online!
registrar.oregonstate.edu/osu-academic-calendar