

Oklahoma State University Policy and Procedures

PRIORITY ENROLLMENT FOR CONTINUING STUDENTS

**2-0213
ACADEMIC AFFAIRS
July 2007**

POLICY

1.01 Enrollment priorities are established by the University on the basis of class standing, as an assistance to students with physical disabilities, for those committed (by a scholarship or full-time employment at the University) to perform a service for the University on a schedule specified by the University, for graduate students, and for students in the Honors College. Notice of this policy appears in both the Catalog and the Class Schedule.

PURPOSE AND SCOPE

2.01 Class standing priority addresses the enrollment needs of students in relation to graduation proximity, with priority based on the number of hours earned. Seniors are given the opportunity to enroll before other undergraduate students.

2.02 Because of health considerations involved in schedules or classroom facilities, students with physical disabilities are offered the option of priority enrollment.

2.03 Individuals committed to perform a service for the University on a schedule specified by the University are allowed priority enrollment.

A. Full-time employees of the University who have approval for enrollment are allowed enrollment priority to lessen conflict with specified University work activities. This opportunity is a benefit provided by the University to full-time employees. Working part-time for the University or outside the University does not qualify a student for enrollment priority.

B. Students are qualified for priority enrollment if they have a university scholarship that requires them to perform a service for the University at a regular time specified by the University.

2.04 Students who are active participants in the Honors College and graduate students are eligible for priority enrollment because of the limited availability of classes.

PROCEDURE

3.01 Students currently enrolled at OSU may enroll for the subsequent semester during a specified period (the latter part of the fall semester for spring classes and the latter part of the spring semester for summer and fall classes).

3.02 Prior to each enrollment period, students should consult academic advisers regarding course selections. Undergraduate students may not enroll until cleared by their adviser. Graduate students may enroll during the priority enrollment period or at any other time during the enrollment period.

3.03 A student who has an overdue account with the Bursar or an enrollment hold will not be allowed to enroll.

Approved by President Boger: December 4, 1984

Revisions approved by:

Instruction Council, April 2007

Reviewed by Faculty Council's Academic Standards and Policy Committee, May 2007

Council of Deans, June 22, 2007

OSU Executive Group, July 20, 2007