UNDERGRADUATE ADVISING AND ADVISORS FOR CBME STUDENTS
School of Chemical, Biological and Materials Engineering
T-335 Sarkeys Energy Center
August 23, 2010

To be enrolled, please follow instructions. Each semester you will be notified by email when to attend your advising session, all students are urged to attend.

STEP 1  Chemical Engineering students are classified according to where they are in the CBME curriculum rather than by total hours of credit. When your class enters OU, a faculty member is assigned and will remain the advisor of this class until graduation. By doing this, your advisor will get to know you and the special situations being encountered by you and other students in your class. Please note that Chemical Engineering classes are offered only once each year, not enrolling during the semester the course is offered could delay your graduation.

Transfer students need to start with an advisor at Williams Student Services Center, afterwards you will need to schedule an appointment with the Chemical Engineering advisor, Dr. Friederike Jentoft. Once in the curriculum, transfer students are assigned an advisor based on the chemical engineering courses taken.

STEP 2  Please bring the following materials with you to advisement:
1. Copy of your current schedule (this includes any transfer courses you are currently enrolled in). You can obtain a copy of your current OU schedule by:
   a. Logging on to http://ozone.ou.edu and clicking on the “Academics” TAB
   b. Locate the “Student Schedules” box on the far right and choosing the “Concise Student Schedule” link
   c. Select term from the drop down menu
   d. Print screen (CTRL P)

2. Prepare a COURSE PLAN in Degree Navigator by:
   a. Logging on to http://ozone.ou.edu and clicking on the “Academics” TAB
   b. Locate the “Degree Navigator” box on the far left and click the link
   c. Click on the “DN Audit” link on the gray bar and then click on “DN Audit” from the 5 choices given
   d. Scroll down the page and click on a course you plan for that term.
   e. A pop-up box will appear. Select the term (depending on when the course is offered) from the dropdown menu.
   f. Choose “ADD” to complete your selection.
   g. Repeat this process until you have selected ALL courses you plan on enrolling in for that term.
   h. You can verify your list by clicking on “MY Course Plan” at the top of the page
   i. Do NOT print screen. Your faculty advisor will access your course plan during the advising session.

STEP 3  After seeing the advisor, a WSSC staff will be available at the advising session to take care of enrollment stops and to answer other enrollment questions. This MUST be done so that you can complete the enrollment later. Some courses, especially 5000 level courses, may require special permission. This must be obtained from the instructor of the course by sending them a request by e-mail. If the instructor allows you permission you will receive an email that your permission has been granted and you can enroll in the course.

STEP 4  Once advised, log in at ozone.ou.edu and select the academics tab to begin enrollment.

CBME ADVISORS FOR CLASSES AND CURRICULUM

National Scholar’s Office visitors should see: Dr. Lance Lobban or Dr. Brian Grady

Beginning Freshmen Fall 2010 & Transfer Students (Class of 2014) – Friederike Jentoft
Contact her at 325-0465 or f cjentoft@ou.edu to set up an advising time. Her office is in Sarkeys Energy Center T-237.

In Sophomore courses Fall 2010 (Class of 2013) – Miguel Bagajewicz
Contact him at 325-5458 or bagajewicz@ou.edu to set up an advising time. His office is in Sarkeys Energy Center T-233.

In Junior courses Fall 2010 (Class of 2012) – Jeffrey Harwell
Contact him by at 325-4375 or jharwell@ou.edu to set up an advising time. His office is in Sarkeys Energy Center T-325.

In Senior courses Fall 2010 (Class of 2011) – Brian Grady
Contact him at 325-4369 or bpgrady@ou.edu to set up an advising time. His office is in Sarkeys Energy Center, T-223.

Fifth Year Seniors (Class of 2010) – Robert Shambaugh
Contact him at 325-6070 or shambaugh@ou.edu to set up an advising time. His office is in Sarkeys Energy Center, T-225.