Academic Advising Syllabus
College of Engineering

The University of Oklahoma
Williams Student Services Center (WSSC) Felgar Hall room 112
(405) 325-4096  coe.wssc@ou.edu
http://www.coe.ou.edu/wssc/page/wssc/

"Nothing in this world can take the place of persistence. Talent will not; nothing is more common than unsuccessful people with talent. Genius will not; unrewarded genius is almost a proverb. Education will not; the world is full of educated derelicts. Persistence and determination alone are omnipotent."

~Calvin Coolidge

Williams Student Services Center (WSSC)

Members of the WSSC staff help current and prospective College of Engineering students meet career and academic goals through academic advising, student support services, leadership and student organizations development, and other programs designed to recruit, retain, and graduate the best possible engineering students.

OUR VISION
To provide world class student support services that empower our students to become the most sought after engineering graduates in the world.

OUR MISSION
Provide student centered support services to prospective and current engineering students through effective recruitment, retention, and academic advising processes. Cultivate student development through leadership opportunities and professional practice experiences.
Advising Process

- **University College**—As an incoming freshman, you are required to be advised EVERY semester until 24 college hours are earned. ALL OU students (except for those listed in A and B below) start in this college. Log on to [http://iadvise.ou.edu](http://iadvise.ou.edu) for an appointment.
  
  A. If you are an OU or National Merit Scholar, you will be advised in the OU Scholars Program 325-2851.
  
  B. Student athletes are advised in the Prentice Gautt Academic Center 325-8373.

- **College of Engineering**—Once you have earned 24hrs of college credit, you will be automatically transferred to the College of Engineering. You will be assigned 2 Advisors (a college WSSC advisor and a faculty advisor in your major).

---

**AFTER YOU TRANSFER INTO THE COLLEGE OF ENGINEERING...**

1. **What do I need to do BEFORE I can enroll in classes each semester?**
   - You will have to schedule an appointment with your College of Engineering Faculty Advisor.

2. **When do I schedule an Engineering advising appointment?**
   - October for Spring enrollment
   - March for Fall/Summer enrollment

3. **How do I contact my Faculty Advisor?**
   - Contacts are located on the back
   - Undecided Engineering students contact WSSC College office at 325-4096.

---

**Why do you have a College WSSC Advisor AND a Faculty Advisor?**

*You need both!* Each specializes in different areas related to your graduation and career.

- **Engineering College WSSC Advisor**—It is a good idea to meet with this advisor at least once during your sophomore, junior, and senior year. Your College WSSC Advisor answers questions about transfer work from other universities, university general education courses outside of your Engineering major, and is responsible for clearing you for graduation, so it’s a good idea to touch bases with him/her anytime you have ANY questions.

- **Engineering Faculty Advisor**—You must visit with this advisor during scheduled enrollment times (see box to your left) to enroll for courses each semester. Your faculty advisor monitors your progress in your Engineering major curriculum.
Advisors are responsible...
1. To the individuals they advise.
2. For involving others, when appropriate, in the advising process.
3. To their institutions.
4. To higher education.
5. To their educational community.
6. For their professional practices and for themselves personally.

~NACADA Core Values of Academic Advising

Advisor Responsibilities-What You Can Expect
You can expect your advisor to:

➢ Provide you with a clear understanding of degree and graduation requirements.
➢ Encourage you to take a proactive role in your educational and personal planning.
➢ Work with you to develop a cooperative relationship in which to design, develop and implement realistic career, academic, and personal goals.
➢ Accurately document and work with you to monitor your progress towards these goals.
➢ Act as both teacher and mentor.
➢ Be accessible.
➢ Offer campus resource and service information, as well as strategies for academic and personal success.
➢ Maintain confidentiality, abiding by the University of Oklahoma and FERPA guidelines.
➢ Want you to succeed...

Student Responsibilities-What YOU Are Expected To Do
As a student, you play a major role in the advising relationship.
You are expected to:

➢ Schedule and attend regular appointments or make regular contact with your advisor(s) each semester.
➢ Come prepared to each appointment; bring your Advising Syllabus, review Degree Navigator, and bring other advising materials requested to each session.
➢ Be an active learner by participating fully in the advising sessions.
➢ Take responsibility for monitoring your academic progress by checking online resources such as Degree Navigator.
➢ Organize official advising documents in one place.
➢ Become informed about degree requirements, scholastic regulations, policies, and procedures.
➢ Read your OU email daily for advising emails.
➢ Know who your advising contacts are within your University, College, and School.
Advising Learning Objectives

While enrolled at the College of Engineering, you will:

1. Define and comprehend academic regulations, policies, and procedures within OU and the College of Engineering.
2. Demonstrate knowledge of the following tools used to track your degree progress: Degree Navigator, major checksheets, and any other tools used by your major department.
3. Demonstrate knowledge of web-based academic tools, such as the Online Enrollment system and online resource pages.
4. Participate in College events/activities: Internship, Career Fair, Co-op opportunities, Study Abroad, etc.

COMPLETE THESE OBJECTIVES

(Will be checked off with your Engineering College WSSC Advisor)

As a freshman, you will:

- Demonstrate ability to register for classes online.
- Learn to calculate Grade Point Average (GPA)
- Begin retaining all documents from advising appointments in one place.
- Enroll in the Engineering Orientation course
- Schedule an appointment with your University College Advisor 325-3521 in early September for Spring enrollment AND contact your Engineering Faculty Advisor (contact info on last page of syllabus) to find out if they would like to review your schedule.
- Focus on the Engineering core math and science courses and attend tutoring, if needed. Contact WSSC 325-4096 if you are having difficulties.

As a sophomore, you will:

- Demonstrate ability to monitor your degree progress with Degree Navigator (DN). [http://degree.ou.edu](http://degree.ou.edu)
- Declare a major (if not already declared)
- Demonstrate ability to find approved General Education courses.
- Speak with WSSC 325-4096 about internships, Summer Study Abroad opportunities.
- Actively participate in at least one Engineering Student Group.
- Define and comprehend the College Scholastic Regulations Policy
- Contact your Faculty Advisor ([contact list on back](#)) in October for Spring enrollment and March for Fall/Summer enrollment
- Schedule an appointment with your College WSSC Advisor at [http://iadvise.ou.edu](http://iadvise.ou.edu) to discuss your overall graduation requirements.

As a junior, you will:

- Attend the College of Engineering Career Fair in the Fall Semester.
- Utilize OU Career Services [http://www.ou.edu/career/](http://www.ou.edu/career/) for resume & interview skills.
- Contact the WSSC Internship Coordinator 325-4096 for Summer Internship information.

As a senior, you will:

- Fill out a self check/graduation form and graduation application in the WSSC Office the semester BEFORE you plan to graduate.
- Complete Senior Exit Survey your final semester.
- Take Fundamentals of Engineering (FE) Exam, if required by your major.
- Purchase cap and gown, invitations, etc if you are planning to attend the University Commencement and/or College Convocation [http://www.coe.ou.edu/wssc/page/grad_convocation/](http://www.coe.ou.edu/wssc/page/grad_convocation/)
SUMMER INTERNSHIPS!!!

They usually take place in the summer after your sophomore and/or junior years. This is a wonderful opportunity to gain knowledge in research and industry.

http://www.coe.ou.edu/wssc/page/internships/

Interested in Studying Abroad?
Earn your General Education Social Science and Western Civilization & Culture credits in 6 weeks while studying at the Universite Blaise Pascal in Clermont-Ferrand, France
Ask your College WSSC Advisor about the application process 325-4096.

As an Engineering major, you are already a member of the E1-First Year Engineers Club!

For more info on College of Engineering Student Organizations, visit the web:
http://www.coe.ou.edu/en/page/coe_student_organizations/

Multicultural Engineering Program (MEP)

The program provides services primarily for underrepresented minority populations and first generation students.

Academic and professional support include an MEP freshman orientation course, tutoring, career assistance, and a scholarship program.

http://www.coe.ou.edu/wssc/page/mep/

FREE TUTORING
for all Engineering majors

Visit our web site for a list of courses we tutor and tutoring schedules!

http://www.coe.ou.edu/wssc/page/tutor/

Tutoring sessions meet at the Engineering Library in Felgar Hall, room 222

College of Engineering Events

☐ Fall Semester
  ● Fall Festival/New Engineers Welcome
  ● Career Fair
  ● Open House

☐ Spring Semester
  ● Winter Ball
  ● Engineer’s Week
  ● Convocation

http://www.coe.ou.edu/wssc/page/events/
College of Engineering Important Info

- **Laptop Policy**: [http://coe.ou.edu/laptop](http://coe.ou.edu/laptop)
  - Engineering students are expected to have a laptop computer. Refer to link for specifications.

- **Scholastic Regulations (OU Catalog)**: [http://catalog.ou.edu/current/index.html](http://catalog.ou.edu/current/index.html)
  - All Engineering students must maintain a minimum 2.0 OU, Combined, and Major GPA and earn a grade of C or better in ALL courses needed to graduate.
  - A student is allowed no more than 3 attempts per course to successfully complete the course (D, F, I, U, AU, W, and AW are unsuccessful attempts)
  - Students NOT meeting scholastic regulations will be placed on CONTRACT status and are required to sign a contract in WSSC to enroll.

OU Email Account

- The official means of communication between you and the College of Engineering. Please do NOT forward your OU account to another email address.
  - To set up your email account or change your password, go to [http://account.ou.edu](http://account.ou.edu)
  - To access your email, go to [http://exchange.ou.edu](http://exchange.ou.edu)
  - Contact 325-HELP(4537) for assistance with email or any technical issues.

Engineering Computer Labs

- Felgar Hall, room 300
- Carson, room Sub-basement 18
- Carson, room 205
- Carson, room 206

Engineering Core Math and Science

All engineering curricula within the College of Engineering contain a “core” program of coursework. The core program consists of courses in mathematics, basic science & engineering science.

- MATH 1823, 2423, 2433, and 2443 (Calculus 1-4)
- CHEM 1315
- PHYS 2514 and 2524
- ENGR1410 and 1420
- ENGR2003

NOTES:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
Useful Office and Links to Websites

- **Multicultural Engineering Program (MEP)**  TEL: 325-0095
  - The program offers recruiting, tutoring, mentoring, and additional support services.
- **Scholarships and Internship Program**  TEL: 325-4096
- **Mewbourne College of Earth and Energy (Petroleum & Geological Engineering)**
  - cee@ou.edu or www.mcee.ou.edu  TEL: 325-3821

- **Academic Records**, Buchanan Hall rm 330  TEL: 325-2012
  - Questions about enrollment verification, OU transcripts, residency status
- **Admissions Office**, Buchanan Hall rm 127  TEL: 325-2251
  - Admission to OU, turn in transfer transcripts
- **Office of the Bursar**, Buchanan Hall rm 105  TEL: 325-3121
  - Information about tuition, payments, receipt of financial aid awards
- **Financial Aid Services**, Buchanan Hall rm 216  TEL: 325-4521
  - Application and eligibility for financial aid
- **Registration**, Buchanan Hall rm 230  TEL: 325-1083
  - Enrollment changes, Veteran’s Certification
- **One Card Office**, OK Memorial Union rm 127  TEL: 325-3113
  - Student ID Card $15
- **Parking and Transit**, Robertson rm 311  TEL: 325-3311
  - Parking tickets, CART bus pass, parking permits
- **Housing and Food Services**, Walker Center  TEL: 325-2511
  - Housing, meal plans
- **Goddard Health Center**, 620 Elm  TEL: 325-4611
  - Clinic, pharmacy, career testing, counseling

- **Degree Navigator (DN)**
  - Monitor your degree progress online http://degree.ou.edu
- **Engineering curriculum degree sheets**
  - PDF version of degree requirements http://checksheets.ou.edu/engrindx.htm
- **Online Enrollment**
  - Enroll in your classes http://enroll.ou.edu
- **Transfer Equivalency Table**
  - Check to see what course from different universities equate to at OU http://checksheets.ou.edu/tetables.htm
- **Engineering Tutoring Schedule**
  - http://www.coe.ou.edu/wssc/page/tutor/
- **Academic Calendar**
  - Find out OU deadlines and holidays for your semester http://www.ou.edu/admissions/home/academic_calendar.html
- **Check your Grades**
  - View your grades online https://webapps.ou.edu/studentservices/
- **People Search**
  - Search for students, staff, or professors on line http://search.ou.edu/
- **Purchase Textbooks**
  - Order online at http://efollet.com or at OU Bookstore located in the Gaylord Memorial Stadium
- **Campus Map**
  - http://visit.ou.edu/HTML/map.html

Additional Contacts:

- __________________________  __________________________
- __________________________  __________________________
- __________________________  __________________________
College of Engineering Schools

Aerospace and Mechanical Engineering
(405)325-5011
ame@ou.edu
www.coe.ou.edu/ame

Civil Engineering and Environmental Science
(405)325-5911
cees@ou.edu
www.cees.ou.edu

Electrical and Computer Engineering
(405)325-4721
ece@ou.edu
www.ece.ou.edu

Industrial Engineering
(405)325-3721
ie@ou.edu
www.ie.ou.edu

Chemical, Biological and Materials Engineering
(405)325-5811
cbme@ou.edu
www.cbme.ou.edu

Computer Science
(405)325-4042
cs@ou.edu
www.cs.ou.edu

Engineering Physics Program
(405)325-3961
ephys@nhn.ou.edu
http://coe.ou.edu/ephysics/

Engineering Degree Programs

- Aerospace Engineering
  - Standard option
  - Accelerated B.S./M.S.

- Mechanical Engineering
  - Standard option
  - Accelerated B.S./M.S.
  - Pre-Med option

- Civil Engineering
  - Standard option
  - Accelerated B.S./M.S.
  - Civil Engineering

- Environmental Engineering
  - Accelerated BS/MS Environmental Engineering

- Chemical Engineering
  - Standard option
  - Accelerated B.S./M.S.
  - Pre-Med/Biomed option
  - Bioengineering

- Chemical Engineering-Pre-Med/Biomed option
  - Bioengineering

- Chemical Engineering-Biotechnology option
  - Bioengineering

- Electrical Engineering
  - Accelerated B.S./M.S.
  - Computer Engineering

- Computer Engineering
  - Accelerated B.S./M.S.

- Industrial Engineering
  - Standard option
  - Accelerated B.S./M.S.
  - Industrial Engineering

- Industrial Engineering
  - Information Tech option
  - Accelerated B.S./M.S.

- Industrial Engineering
  - Pre-Med option

- Computer Science
  - Accelerated B.S./M.S.

- Engineering Physics