## College of Fine Arts Advising Checklist

Students must be advised for the fall, spring, and summer semesters. When completing an advising form, indicate the semester(s) on the top right of the form.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Where to Find Information</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verify Major is posted correctly in Degree Navigator</td>
<td>degree.ou.edu</td>
<td>To make a correction, ask the student to go to the Fine Arts Dean’s office.</td>
</tr>
<tr>
<td>Pre-Requisites and Co-Requisites</td>
<td>oZONE.ou.edu -- faculty/staff -- view courses and student information -- class schedule -- select class -- click on the name of the class -- view catalog entry</td>
<td>If student does not meet pre-requisites or co-requisites, an override will be needed for each pre-requisite and/or co-requisite waived.</td>
</tr>
<tr>
<td>Course Restrictions</td>
<td>oZONE.ou.edu -- faculty/staff -- view courses and student information -- class schedule -- select class -- click on the name of the class -- view catalog entry</td>
<td>If student does not meet course restrictions, an override will be needed for each exception.</td>
</tr>
<tr>
<td>Barriers</td>
<td></td>
<td>A &amp; A Hi: Foundation Portfolio Review in March – Make sure Change of Major Form has been completed and sent to Dean’s office.</td>
</tr>
<tr>
<td>Math Requirement</td>
<td>degree.ou.edu -- Graduation Report -- scroll down about half page to Requirement: University General Education -- in second box you will see: “I. Symbolic and Oral Communication: Mathematics (MTH)”</td>
<td>Must advise student to enroll in math if requirement is not fulfilled. A placement exam is required to enroll in math, Assessment &amp; Learning Center, Wagner Hall 270. Entering freshmen have 4 semesters to complete their math requirement. Transfer students have 2 semesters.</td>
</tr>
<tr>
<td>ENGL 1113 &amp; ENGL 1213</td>
<td>degree.ou.edu -- Graduation Report -- scroll down about half page to Requirement: University General Education -- in sixth box you will see: “I. Symbolic and Oral Communication: English Composition (EC)”</td>
<td>Should be completed by end of sophomore year.</td>
</tr>
<tr>
<td>Upper Division Gen Ed outside their major?</td>
<td>degree.ou.edu -- Graduation Report -- look for requirement box that says: “Requirement: Upper-Division General Education Outside the Major”</td>
<td>To search for a Gen Ed approved course: oZONE.ou.edu -- faculty/staff -- view courses and student information -- class schedule -- highlight all subject areas -- select a Gen Ed Category from “Session Attribute Type” -- search. * you can select more than one subject area by clicking on the first subject (A Hi) then the “Shift” and “W” keys.</td>
</tr>
<tr>
<td>40 hours of Upper Division Coursework?</td>
<td>degree.ou.edu -- &quot;Conditions Requirement Summary&quot; chart at the end of the report -- Regents’ Upper Division</td>
<td>The numbers in the “applied column” includes what the student has completed and classes in which they are currently enrolled.</td>
</tr>
<tr>
<td>Residency Policy</td>
<td>degree.ou.edu -- &quot;Conditions Requirement Summary&quot; chart at the end of the report -- Regents’ Residency -- Regents’ Upper Division in Major -- Regents’ Area of Specialization Hours</td>
<td>Last 30 hours no longer must be completed at OU, as long as they meet residency policy.</td>
</tr>
</tbody>
</table>

### Major Requirements

- **Math Requirement**
  - Must advise student to enroll in math if requirement is not fulfilled.
  - A placement exam is required to enroll in math, Assessment & Learning Center, Wagner Hall 270.
  - Entering freshmen have 4 semesters to complete their math requirement.
  - Transfer students have 2 semesters.

- **ENGL 1113 & ENGL 1213**
  - Should be completed by end of sophomore year.

- **Upper Division Gen Ed outside their major?**
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    - oZONE.ou.edu -- faculty/staff -- view courses and student information -- class schedule -- highlight all subject areas -- select a Gen Ed Category from “Session Attribute Type” -- search.
    * you can select more than one subject area by clicking on the first subject (A Hi) then the “Shift” and “W” keys.

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  - The numbers in the “applied column” includes what the student has completed and classes in which they are currently enrolled.

- **Residency Policy**
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