It’s National Engineers Week!
7 billion people. 7 billion dreams. 7 billion chances for engineers to turn dreams into reality!
It’s about YOU! Celebrate and participate in E-Week events!
http://eweek.org/Home.aspx

OU Engineering and E-Week Events
For accommodations on the basis of disability contact Alyse Burgess, Alyse. L.Burgess-1@ou.edu
For more information see events below. To sign up for events go to http://e-club.engineering.ou.edu/

ANNOUNCEMENTS
Check out E-Week photos and “Like” us On Facebook at University of Oklahoma College of Engineering
Follow us on Twitter @ENGINEERINGatOU
View us on YouTube
Honors and Engineering – How to fit HONORS into an Engineering Curriculum
The Honors Engineering Liaison is here to help engineering students to graduate with honors. Contact Javen Weston (javen@ou.edu) to set up an appointment. Office Hours: MWF 3:00PM-5:00PM, TR 4:00PM-5:00P, or by appointment

Schneider Electric International Case Competition
Deadline to pre-register March 1st
Interested in careers in green and renewable energy? Teams of two students (business or engineering majors with at least one female member) will be tasked with coming up with a creative idea for how to make their city more "green". The top 100 teams will be offered internships with Schneider Electric and the top 25 will compete in Paris against students all over the world. The winning team will visit Schneider Electric plants and will be offered full time jobs. More info at http://gogreeninthecity.com.

Interested in learning how to program in LabVIEW?
National Instruments is hosting two sections of six workshops each this semester so that students may become proficient or certified in LabVIEW use, which is a skill highly valued by employers. The best part: it’s FREE! For more information and to register, please visit http://oulabview.eventbrite.com/.
For accommodations on the basis of disability, please contact matthew.granato@ni.com.

FE Exam Review Materials
Preparing for the FE exam? There are prep materials in the Engineering Library in Felgar Hall available for your use. Watch upcoming newsletters for review session schedules.

Freshman Pace Award Applications due Feb. 24
http://www.ou.edu/content/univcoll/home/Honors_Awards/pace.html

THIS WEEK’S EVENTS

Engineers Week 2012
Sunday, February 19th through Saturday, February 25th
College of Engineering Engineers Week
In conjunction with National Engineers Week. All activities in conjunction with Engineers Week are held all week long.
For accommodations on the basis of disability contact Alyse Burgess, Alyse. L.Burgess-
1@ou.edu
For more information and to sign up for events go to http://e-club.engineering.ou.edu/

E Week event sales and team sign up - T-Shirt, Mug, Banquet Ticket Sales, Feb 13 -24
Devon Energy Hall Atrium, 9:30am -2:30pm

E Week weeklong event - Elections: Engineering Royalty and Outstanding Senior, Professor, & Staff, Feb. 21 - 24
Elections.ou.edu

E Week weeklong event - Canned Food Drive, All Week Feb. 19-24
Support your department. All donations are for Food and Shelter for Friends. Chaired by Tau Beta Pi.
Donation boxes will be in each department’s main office (i.e. AME, CS, etc). The department with the most non-perishable food item donations will earn a pizza party!

E Week event-TODAY! Quiz Bowl, Monday, Feb. 20
REPF 200, 4pm
Students form 4-person teams in this quiz bowl competition over engineering concepts and the history of the college for a chance to win cash prizes.

E Week event - Games Tournament, Monday, Feb. 20
Willoughby Lounge, 6:30pm
Students create two-person teams and compete in pool, ping-pong, and foosball for cash prizes.

E Week event - Stress E-liminator Day, Tuesday, Feb. 2
REPF 200, 1030am-3:30pm
A day for students and faculty to put aside classes and be pampered. Free chair massages are given by Heritage College and healthy snacks are served. Chaired by the E-1(Freshmen) Club.

E Week event - Engineers Got Talent, Tuesday, Feb. 21
Jim Thorpe Multicultural Center, 6:30pm-9:30pm
Students in the College of Engineering provide an entertaining night showcasing their talents for a chance to win cash prizes. Chaired by the Society of Women Engineers.

E Week event reminder - Purchase Banquet Tickets by Tuesday, please!

E Week event - Blood Drive, Wednesday, Feb. 22
REPF 200, 11am-3pm
Give back to the community by donating to the Oklahoma Blood Institute. Food and drinks provided. Chaired by the Society of Petroleum Engineers.
E Week event - **Casino Night, Wednesday, Feb. 22**  
**REPF 200, 7pm**  
Las Vegas-style games that encourage strategic thinking to win various prizes. Chaired by the American Institute of Chemical Engineers.

E Week event - **E-Olympics, Thursday, Feb. 23**  
**REPF/Devon Energy Hall Lawn, 6-8pm**  
Engineering student organizations compete in athletic events to win bragging rights and cash prizes.

E Week event - **Faculty, Student, Staff Ice Cream Social, Feb. 24**  
**Devon Energy Hall Atrium, 2-4pm**  
An afternoon for students to socialize with engineering faculty and staff.

E Week event - **LKOT Fireout, Friday, Feb. 24**  
**Carson/Felgar Lawn, Time 5:22pm**

E Week event - **Fluid Dynamics Lab, Friday, Feb. 24**  
**O’Connell’s on Campus Corner 6:30pm-11pm**  
A faculty/staff/student celebration of our Irish background that includes a beard & hairy leg contest and our famous engineering songs that have been a tradition for many years.

E Week event - **Engineering Banquet, Saturday, Feb. 25**  
**Sam Noble Oklahoma Museum of Natural History, 6pm-9**  
Outstanding students, faculty and staff are recognized. Engineering King and Queen crowned, St. Pat (senior) Award, Brandon H. Griffith (faculty) Award, and Cherry Griffith (staff) Award winners announced. Corporate sponsors are invited to attend.

**OTHER EVENTS THIS WEEK**

**Final Info Session, February 21, 5:00-6:00 pm, CEC 100**

**Journey to the Middle East (June 4-July 9)**

**Deadline to apply: February 24, 2012**

Six credits toward Gen. Ed. requirements within a month while in Istanbul, Turkey, and Jerusalem, Israel, two amazing cities of contrast. Visit the old and new in both while studying the history, economy, culture, religion, and art of both countries.

For more info:
Visit: [http://www.ou.edu/content/cis/education_abroad/programs/summer.html](http://www.ou.edu/content/cis/education_abroad/programs/summer.html) or contact P. Simin Pulat, [pulat@ou.edu](mailto:pulat@ou.edu)

**Pizza Social Hour with CGI Federal- Software Engineers (CS & CE) Students**  
**Wednesday, February 22, 6:00PM-8:00PM**  
**1 Partner’s Place, Suite 2900, 350 David L. Boren Blvd.**
Free pizza and soft drinks, and an overview of exciting career doing critical work for field artillery systems. Currently interviewing for eight full time positions that will be available upon graduation.
For additional information contact Sandra J. Mayo at sandra.mayo@techrizon.com

**OU Spring Multicultural Career Fair 2012**
**Thursday, February 23 12:30-4:00 pm**
**Kerr McGee Stadium Club, 180 W. Brooks**
All students, all majors

**Before the career fair:**
Click here to activate your HIREsooner Page for 2011 - 2012 - When you check in at the career fair, a name tag will be printed with the name, major and graduation date on your HIREsooner page. If you have questions, please call Career Services at 325-1974.
Upload a resume to HIREsooner - Activate your HIREsooner page and upload a resume to be included in the OU Online Resume Books for employers to view prior to the career fair.

**Cameron Information Session**
**Thursday, February 23, 6:00-7:00 pm**
**REP F 200**
Cameron is a leading worldwide provider of flow equipment products, systems and services to oil, gas and process industries offering accelerated opportunities for new college hires. Text CameronUO to 85775 for career updates. [www.c-a-m.com](http://www.c-a-m.com)

**KAST and MOULD workshop**
**Thursday, February 23, 7:00 pm, FH 126**
Are you interested in learning Solid-Body Computer Aided Design in Solidworks? Would you be interested in learning how to use new, challenging and creative technology? Then consider Kast & Mould Society of Design and Engineering (KAMSODE)! The objective of this student organization is to educate members and engineering students at the University of Oklahoma about the design process. To teach members how to effectively operate several different CAD/CAE/3D-Modeling software(s) such as Solidworks, and to further give them abilities for which they can place on their resumes in order to have better opportunities to be hired. Johnny Carino’s Italian food for workshop attendees. For accommodations on the basis of a disability, contact tanner.jones-1@ou.edu

---

**UPCOMING EVENTS**

**Society of Women Engineers Region I Conference 2012**
**Friday, March 2nd through Saturday, March 3rd**
**Tulsa, OK**
Hosted by the University of Oklahoma, University of Tulsa, and the Tulsa NEO Professional Section. The coast is $45 for students and $75 for professionals, which
includes meals and keynote events as well as a career fair. For more information visit the website for SWE Region I Conference: [http://orgs.utulsa.edu/swe/conference/registration.shtml](http://orgs.utulsa.edu/swe/conference/registration.shtml). Or visit the website for Tulsa Engineering Summit: [http://www.tulsaengineer.org/](http://www.tulsaengineer.org/)

**Graduation Gear-Up**  
**Monday, March 5th through Friday March 9th 10:30 AM-6:00 PM**  
**Beard Lounge, 2nd Floor, Oklahoma Memorial Union**  
Purchase your cap and gown, order your graduation announcements, order your official OU class ring, have your senior portrait taken, order your Sooner yearbook, and learn about your new role as OU alumni.  
For additional information, call the Graduation Office at (405) 325-0841, ou.edu/commencement

**AIChE Tech Talk with Linde Process Plants, Inc.**  
**Wednesday, March 6, 6:30pm, REPF 200**  
**FREE FOOD**  
For accommodations on the basis of disability please contact [lauren.e.haynie-1@ou.edu](mailto:lauren.e.haynie-1@ou.edu)

**Graduate Programs Information Symposium GPiS**  
**Friday, March 9th, 2012**  
**Check-in and lunch at 11:30 am**  
**11:30-3:30 pm, REPF, Room 200**  
Undergraduates, now is the time to learn more about College of Engineering Graduate Programs!  
Open to all Undergraduates, Sponsored by College of Engineering Graduate Programs  
Scheduled events include lunch, keynote speakers, panel sessions, T-shirt giveaways, and more.  
For more information and to register for the symposium please go to: [http://www.ou.edu/content/coe/graduate.html](http://www.ou.edu/content/coe/graduate.html)  
Inquiries or accommodations on the basis of a disability, please contact Holly Chronister at hchronister@ou.edu or call 325-1910

**Undergraduate Research Day, MARCH 31, 2012, 8:30 a.m.-12 noon, OCCE Thurman White Forum Building**  
**CALL FOR PROPOSALS**  
Students are encouraged to present their research or creative activity  
Undergraduate Research Day is an annual event for undergraduate students to present their papers and creative works. Participants will have a 10-15 minute period to give their presentations, either by themselves or with a group. Prizes are awarded to the best presentations in various categories. All undergraduate students at OU are eligible to apply and do not need to be a member of the Honors College to participate.  
The application is available online at [http://www.ou.edu/honors/SRPD-application.html](http://www.ou.edu/honors/SRPD-application.html).  
Questions? Contact Dr. Melanie Wright, [mwright@ou.edu](mailto:mwright@ou.edu).
Applications are submitted online and are due **Monday, February 27, 2012.**

**CAREER, INTERNSHIP, RESEARCH OPPORTUNITIES**

*Engineering Students: Career Services*

Looking for a job or internship. Get help with your resume, job listings, and interview skills

Re-Activate or open your HIREsooner account at HIREsooner.com.

Work on your resume in Optimal Resume or review your current resume.

Stop by Career Services or click on this link to how Career Services can help!

[http://www.ou.edu/career/](http://www.ou.edu/career/)

**Schedule a Mock Interview TODAY!!**

Email [oucs@ou.edu](mailto:oucs@ou.edu) with "Mock Interview" in the subject line to schedule a time.

Available Mon-Thurs 10:30am - 3pm. OMU 3rd floor

*The Mock Interview Program is one of the many resources offered by Career Services to assist students in obtaining interview experience while in school and securing employment after graduation. It’s also a tool to assist students who plan to pursue professional school. Practicing your interview skills is an investment in your future.*

**ESPCOR Summer Research for Undergraduates**

REU awards provide funding to allow undergraduate students to perform research at one of Oklahoma’s comprehensive research campuses during the summer. Work with faculty mentors in a state REU. Particular emphasis is on the bioenergy field. For details go to www.okepscor.org.

**techJOYnT Internship Opportunity**

techJOYnT is now filling Spring and Summer 2012 internship positions. These High School and College internships are now being filled on greatergrads website. The job of interns is to build cool robots and play with them.

[http://www.greatergrads.com/index.php?xsearch%5B0%5D=nowsoft&submit.x=0&submit=Go&xsearch_id=internship_listing_search1&src=directory&srctype=internship_listing_lister&view=internship_listing&submenu=Find_Internship](http://www.greatergrads.com/index.php?xsearch%5B0%5D=nowsoft&submit.x=0&submit=Go&xsearch_id=internship_listing_search1&src=directory&srctype=internship_listing_lister&view=internship_listing&submenu=Find_Internship)

Computer Engineering Intern

[http://www.evernote.com/shard/s44/sh/ea2442a1-0215-4b82-9c46-831a06cd420b/88698658fa27f100d58f7bff838bb1b8](http://www.evernote.com/shard/s44/sh/ea2442a1-0215-4b82-9c46-831a06cd420b/88698658fa27f100d58f7bff838bb1b8)

Mechanical Engineering Intern

[http://www.evernote.com/shard/s44/sh/f3525f9f-dcc5-4793-b645-e2a4656a45ee/84915bfb8a23bbda6611720d222c38b7](http://www.evernote.com/shard/s44/sh/f3525f9f-dcc5-4793-b645-e2a4656a45ee/84915bfb8a23bbda6611720d222c38b7)

**UNDERGRADUATE RESEARCH DAY, MARCH 31, 2012, 8:30 a.m.-12 noon**

**CALL FOR PROPOSALS**
Please encourage your best students to present their research or creative activity. Undergraduate Research Day is an annual event for undergraduate students to present their papers and creative works. Participants will have a 10-15 minute period to give their presentations, either by themselves or with a group. Prizes are awarded to the best presentations in various categories. All undergraduate students at OU are eligible to apply and do not need to be a member of the Honors College to participate. The application is available online at [http://www.ou.edu/honors/SRPD-application.html](http://www.ou.edu/honors/SRPD-application.html). Applications are submitted online and are due **Monday, February 27, 2012**. If you have any questions, please contact Dr. Melanie Wright, [mwright@ou.edu](mailto:mwright@ou.edu).

**NSF Research Opportunities**

*For Undergraduates:*
Paid Summer 2012 Undergrad Research Placements:
More than 650 programs – REU and other summer research opportunities for undergrads at more than 350 institutions nationwide.

*For Financial Support in Graduate School Opportunities:*
Bridge to the Doctorate, IGERT, NSF Grad Research Fellowship and other programs provide generous stipend and tuition support for students through the National Science Foundation.

*For Postdoc opportunities*

**Research Experience for Undergrads**
Check out numerous REU and internship opportunities from Pathways to Science website, [www.pathwaystoscience.org](http://www.pathwaystoscience.org).

**TSMART LIGHTING ENGINEERING RESEARCH CENTER (ERC) Summer REU**
A research, education, and technology transfer center funded by the National Science Foundation and NYSTAR. The Center is developing technologies to revolutionize lighting that provides unparalleled benefits in energy conservation, human health and safety, and high speed information and access. Rensselaer Polytechnic Institute in Troy, NY is the lead institution for the Smart Lighting ERC, partnering with Boston University and the University of New Mexico. A 10-week research program for visiting undergraduate researchers. Application **Deadline, February 29**.

Smart Lighting website at [http://smartlighting.rpi.edu/education/REU%20Details.shtml](http://smartlighting.rpi.edu/education/REU%20Details.shtml)

**Student Temporary Employment Program (STEP)**
[http://jobs.bpa.gov/Just_For_Students/StudentPrograms.cfm](http://jobs.bpa.gov/Just_For_Students/StudentPrograms.cfm)
Interested in learning more about Bonneville Power Administration (BPA), Dept of Energy, and earn money at the same time? BPA’s STEP program provides an opportunity for students to earn money, continue their education, train with professionals, and combine academic study with on-the-job experience. Work does not have to be related to the student's academic or career goals. Students may work part time when school is in session and full time during vacation periods. Students can be hired for the summer...
or for as long as they are an eligible student.

**Hughes Centennial Fellowship**  
**Deadline Feb. 24, 2012**  
Please find more information and fellowship application at the following link: [http://www.ou.edu/content/coe/graduate.html](http://www.ou.edu/content/coe/graduate.html)  
Contact Karen Horne at [Khorse@ou.edu](mailto:Khorse@ou.edu) for more information.

**STUDY ABROAD**  
The College of Engineering encourages students to embark upon a life-changing study abroad experience. Engineering is a global profession as the biggest challenges we face today extend beyond national borders. There are financial resources available today to assist students. Fellowships and scholarships for study abroad: [http://www.ou.edu/content/cis/education_abroad/funding_study_abroad.html](http://www.ou.edu/content/cis/education_abroad/funding_study_abroad.html)  
Any student wishing to study abroad should apply for the Presidential Travel Fellowship. Last year nearly 80% of all applicants who applied received this award that can cover up to 75% of airfare costs. Questions about funding, contact Theresa Marks ([tmarks@ou.edu](mailto:tmarks@ou.edu)) or the Education Abroad office via: [http://www.ou.edu/content/cis/education_abroad/contact_us.html](http://www.ou.edu/content/cis/education_abroad/contact_us.html)

**Engineering Summer France Program, and Engineers in Italy for Summer 2012- FULL!**  
Both the Summer France Program and Engineers in Italy are full for Summer 2012, if you are interested in studying abroad contact Theresa Marks ([tmarks@ou.edu](mailto:tmarks@ou.edu)) with further questions. Also visit the following link: [http://www.ou.edu/content/coe/wssc/left/study_abroad.html](http://www.ou.edu/content/coe/wssc/left/study_abroad.html)

**FA2012 – Semester in Arezzo, Italy. See application information at this site.**  
**Deadline to apply: March 30, 2012:**  
Find all the application materials at this site: [http://www.ou.edu/content/coe/wssc/left/study_abroad.html](http://www.ou.edu/content/coe/wssc/left/study_abroad.html)  
The application deadline for either program is Friday, January 20, 1012 at 5:00 p.m.  
Note: Students are encouraged to apply early, as seats are limited.

**Journey to the Middle East (June 4-July 9)**  
**Deadline to apply: February 24, 2012**  
**Final Info Session, February 21-5:00-6:00 pm, CEC 100**  
Six credits toward Gen. Ed. requirements within a month while in Istanbul, Turkey, and Jerusalem, Israel, two amazing cities of contrast. Visit the old and new in both while studying the history, economy, culture, religion, and art of both countries.  
For more info:  
Visit: [http://www.ou.edu/content/cis/education_abroad/programs/summer.html](http://www.ou.edu/content/cis/education_abroad/programs/summer.html)
**WORKSHOPS**

Lean/Six Sigma Fundamentals Certification Workshop
Lean/Six Sigma Fundamentals Certification Workshop

**When:** September 15, 16, 22, 23, and 29, 2012  *(May workshops are now FULL)*  
**Where:** CEC 121-122, 8am-5pm  
**Cost:** $350 per OU student; $825 for OU faculty/staff; $1,100 for non-OU; for ALL five days

This is the starting certification workshop in Lean/Six Sigma; equivalent to White Belt and Yellow Belt combined. Lean/Six Sigma certification is “for life”. One does not have to pay annual fees or pass periodic examinations to hold on to his/her certification status.

*Engineers design and improve processes/products. Lean and Six Sigma are the best known (benchmark) process improvement tools. Lean promotes "process efficiency" while Six Sigma promotes "process effectiveness." In combination, they allow an organization to make breakthrough improvements in its performance and customer satisfaction. Proficiency in Lean/Six Sigma affords application of these concepts during process design to optimize the functioning of the resulting processes.*

Lean/Six Sigma Green Belt Certification Workshop

**When:** October 13, 14, 20, 2012  
**Where:** CEC 121-122, 8am-5pm  
**Cost:** $450 per OU student; $975 for OU faculty/staff; $1,300 for non-OU; for ALL three days

Green Belt is a higher level of certification. **Only those who have successfully completed the LSS Fundamentals certification are allowed into Green Belt.** For further information and a registration form for each workshop, please contact Dr. B. M. Pulat at bpulat@ou.edu; 405-325-4532.

**SCHOLARSHIPS, FELLOWSHIPS, AND GRANTS FROM THE ADVISING OFFICE**

Contact the advising team in Williams Student Services Center (WSSC) for all enrollment needs.

**WSSC Advising Appointments and Walk-ins:**
Current College of Engineering students can schedule an appointment via [http://iadvise.ou.edu](http://iadvise.ou.edu)  
University College-Engineering majors may call WSSC at (405)325-4096 to schedule an appointment

**Walk-in hours (Felgar Hall room 112):**
**Mondays:** 2:30-4pm  
**Tuesdays** – Thursdays: 9:30-11am and 2:30-4pm  
**Fridays:** 9:30-11am
NOTICE! The deadline for dropping a course with WSSC signature only is March 30! Beginning Monday, April 2nd, students must also obtain instructor permission to drop a course along with filling out a petition. Instructor signature does not guarantee the petition to drop after the 10th week was approved.

Spring 2012 ADD/DROP Deadlines and Instructions

<table>
<thead>
<tr>
<th>Drop course with Automatic “W”</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January 31-March 30</strong></td>
</tr>
<tr>
<td>(3rd thru 10th weeks of semester)</td>
</tr>
<tr>
<td>March 30</td>
</tr>
<tr>
<td>No instructor signature needed.</td>
</tr>
<tr>
<td>Student turns in DROP slip to WSSC Advisor.</td>
</tr>
<tr>
<td>If approved, Office of Registration DROPS student from course</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Drop course with Petition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>April 2-May 4</strong></td>
</tr>
<tr>
<td>(11th week thru final day of semester)</td>
</tr>
<tr>
<td><strong>NOTE: NOT APPROVED UNLESS MEDICAL OR OTHER EXTENUATING REASON. NOT NEEDING OR DOING POORLY IN THE COURSE WILL NOT BE APPROVED.</strong></td>
</tr>
<tr>
<td>March 30</td>
</tr>
<tr>
<td>Instructor signs DROP slip w/ W or F grade</td>
</tr>
<tr>
<td>Student turns in DROP slip and Petition to WSSC-Theresa Marks</td>
</tr>
<tr>
<td>If approved, Office of Registration DROPS student from course</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADD course</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January 17-January 20</strong></td>
</tr>
<tr>
<td>(1st week of semester)</td>
</tr>
<tr>
<td>January 20</td>
</tr>
<tr>
<td>Student can ADD online</td>
</tr>
</tbody>
</table>

***NEW*** Withdrawal (W) limit of 5 total OU courses:

Effective Fall 2011 An undergraduate student is allowed only five grades of “W” from OU courses, throughout the course of his/her undergraduate career at The University of Oklahoma.

Once a student reaches this maximum number of W grades, he/she will not be allowed to drop any courses after the free add and drop period(first two weeks of classes). After the five-drop limit has been reached, students with extreme, extenuating circumstances may apply for an exception to the limit on W grades through the Office of the Provost.

Meet your College of Engineering-Williams Student Services Center (WSSC) Staff
http://www.ou.edu/content/coe/wssc/left/about/staff.html

COLLEGE OF EARTH & ENERGY majors

Please check with your advising center for specific information and deadlines about advising, graduation, scholarships, and seminars. Also, be sure and check out your EarthLink Newsletter posted each week at: http://mcee.ou.edu/services/services.php

FREE TUTORING FOR ENGINEERS!

Sundays - Thursday from 1 - 9 p.m. in REPF 230 and Engineering Library

Free DLC tutoring for engineers will begin January 22, 2012 for the spring semester! Our tutors again participated in ITPC certification before the spring semester. Tutoring in
Physics, Chemistry, Calculus 1-4 and many other courses in engineering. Go to this link for further information about the tutoring schedule for specific courses. [http://www.ou.edu/coe/wssc/left/about/tutoring.html](http://www.ou.edu/coe/wssc/left/about/tutoring.html)

**STUDENT ORGANIZATION INFORMATION FROM UOSA**

**NEW BUDGET WEBSITE**
The new UOSA Webmaster has been working hard over the summer and this week to get the new UOSA Budget Committee website up and running. Please visit the new website for how to spend your UOSA funds, roles of officers, UOSA account handbook and important deadlines. Click Here for the NEW UOSA Budget Committee Website

**STUDENT ORGANIZATION MAILBOXES**
As a registered student organization most of you were assigned a mailbox in the Conoco Wing. Throughout the year you are encouraged to check your mailbox daily or at the least on a weekly basis. Please send someone to check your mailbox for your organization this week because there may be a reimbursement check or outstanding bill that needs to be paid. Also, if you are getting unwanted subscriptions, etc. please contact the sender and cancel the subscription.

**UPDATE SIGNATURE CARDS**
If you are currently funded by UOSA and your officers or advisors have changed, please stop by the UOSA office to fill out a new signature card.

***If you are no longer an officer/advisor for an organization please forward it to the new officer/advisor and have them re-register with Student Life at [http://rso.ou.edu](http://rso.ou.edu).***

**POSTING FLYERS AND ADVERTISEMENTS AROUND AND ON COLLEGE OF ENGINEERING FACILITIES/BUILDINGS**

*NO POSTING OF FLYERS OR INFORMATION ON DOORS, WINDOWS, OR WALLS ON THE NEW DEVON ENERGY HALL AND EXXONMOBIL LAWRENCE G. RAWL ENGINEERING PRACTICE FACILITY.* Recently a bulletin board was placed in the ExxonMobil Lawrence G. Rawl Engineering Practice Facility and in Devon Atrium.

**NOTE:** The OU College of Engineering plans to go GREEN soon – paperless! Please turn in any upcoming meeting notices or other information for College of Engineering students to: [coe_newsletter@ou.edu](mailto:coe_newsletter@ou.edu) to be included with the weekly CoE Williams Student Services Center E-Newsletter!

For the present time: For Postings on Felgar Hall and Carson Engineering Center, if students do not want their flyers removed by Housekeeping or the College of Engineering, please follow the guidelines as listed below:

- The flyer must be about COE related events and functions – all other
advertisements will be promptly removed.

- All flyers **must include**: Accommodations on the basis of disability statement. Example: Accommodations on the basis of disability are available by contacting (name, e-mail address, phone) by (date).
- The flyers may NOT be posted on painted, finished, or brick surfaces. The adhesive in the tape causes damage to these surfaces.
- Never use duct or wide packing tape to post flyers. The adhesive on the tape can be damaging to glass or surfaces. One-sided “Scotch” type tape only can be used on glass surfaces!!
- Flyers posted on glass doors should not block the line of sight, i.e. the whole panel can’t be covered – you must be able to see through to the other side. (This is a safety issue and is regulated by The University of Oklahoma).
- All flyers must include a DATE for a specific event. (Once that date has passed the flyers MUST be promptly removed by the Student organization or Department).
- All flyers must have the approval of the faculty/staff adviser or Tiffany Smith. A copy of the flyer must be on file with Tiffany Smith located in ExxonMobil Lawrence G. Rawl Engineering Practice Facility, Room 241 before posting.

**OTHER CAMPUS FLYER POSTINGS** - If posting in or on facilities that are not engineering buildings, the University requires student groups to fill out and return a **Campus Display Request form** (separate form) and turn it into the Center for Student Life, OMU, Room 363, for approval. The form requires the signature of the Faculty/Staff Adviser. The form further requires no less than FIVE (5) WORKING DAYS PRIOR TO DATE REQUESTED FOR DISPLAY TO BE POSTED. For further information, please call the Center for Student Life at 325-4415.

**CHALKING**-The Campus Display request form includes guidelines about chalking on campus.

*Find these forms and more information, please go to [http://studentlife.ou.edu/content/view/231/181](http://studentlife.ou.edu/content/view/231/181).*

**ANNOUNCEMENTS**: Have an announcement for this weekly E-Newsletter? Email [coe_newsletter@ou.edu](mailto:coe_newsletter@ou.edu) by Monday at noon.

Notices MUST include date, time, location, name and purpose of event and organization, accommodations statement, and contact information. Student organization announcements must be approved by a staff or faculty advisor