WILLIAMS STUDENT SERVICES CENTER NEWS
January 23, 2012
This E-Newsletter Includes:
Announcements
This Week’s Events
Upcoming Events
Career, Research and Internship Opportunities-New
Workshops
Study Abroad-Summer deadline and New Fall 2012!
Awards-Apply--New listings!
Advising Information
UOSA Registration
Tutoring Information-It’s Back!

DO NOT REPLY: Students enrolled in College of Engineering courses receive this weekly e-newsletter. Questions or submissions, contact coe_newsletter@ou.edu.

ANNOUNCEMENTS

Have you joined us on Facebook? It’s time to follow COE!
Like us on Facebook at University of Oklahoma College of Engineering
Follow us on Twitter @ENGINEERINGatOU
View us on YouTube

Spring Awards
Our engineers will sweep the awards, but first must APPLY! Freshmen, sophomores, juniors apply for OU Awards by Feb. 14
See AWARD information below or http://leadandvolunteer.ou.edu/awards.html
PACE awards for freshmen, http://www.ou.edu/content/univcoll/home/Honors_Awards/pace.html

FREE Tutoring Is Back! Ramp up your study Habits.
Sundays - Thursday from 1 - 9 p.m. in REPF 230 and Engineering Library
Free DLC tutoring for engineers has started for 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
**THIS WEEK’S EVENTS**

**FE Exam Sign Up Day for OU**  
Wednesday, January 25, 9:00 am to 3:00 pm  
Carson, 1st floor lobby  
*Staff members of the State Board of Licensure for Professional Engineers & Land Surveyors will answer questions & assist you in filling out your application forms for the April 14 FE Examination.*

What to bring:  
$50 check or money order made out to Ok State Board of PE & LS and your typewritten completed application from the website ([www.pels.ok.gov](http://www.pels.ok.gov))  
- OR - mail your application to the state office at:  
State Board of PE & LS, 201 NE 27th St., Room 120, Oklahoma City, OK 73105  
*Who Qualifies:* Students with 90 hours towards their engineering or related science degree  
*General Exam Info:* Cut-off date for receiving applications is **Feb. 1.** Exam Date - Saturday, **April 14,** OU Campus. For more information e-mail swisby@pels.ok.gov or [http://www.pels.ok.gov](http://www.pels.ok.gov)

**Alpha Sigma Kappa Lego Study Break**  
Wednesday, January 25, 3:00-5:00 pm  
Devon Hall Team Room 145  
*All women in engineering, architecture, math, meteorology, and science fields are welcome to attend!*  
Hosted by Alpha Sigma Kappa - Women in Technical Studies  
Contact rush@askbeta.org or call Casey Carlile at 918-810-0030 for special accommodations.

Kick back and show us your creativity! We would love for you to join us for a mid-afternoon play date with free style Lego building and refreshments! [askbeta.org](http://askbeta.org)

**Alpha Sigma Kappa Chapter Meeting**  
January 29, 6:30 pm  
Crimson Room or the Oklahoma Memorial Union  
*All women in engineering, architecture, math, meteorology, and science fields are welcome to attend!*  
Hosted by Alpha Sigma Kappa - Women in Technical Studies  
Contact [rush@askbeta.org](mailto:rush@askbeta.org) or call Casey Carlile at **918-810-0030** for special accommodations.

The weekly open meeting of ASK: a planning meeting for the upcoming events hosted by the chapter. [askbeta.org](http://askbeta.org)

**UPCOMING EVENTS**

**MEP MEETING**  
Monday, January 30  
5:00 pm, REPF 200  
Our first monthly MEP meeting for the spring semester will be held on **Monday, January 30** at 5 pm in the **REPF Room 200**. We will discuss upcoming events during this meeting. For accommodations on the basis of a disability, contact Lisa Morales, [lmorales@ou.edu](mailto:lmorales@ou.edu).

**LabVIEW workshop info sessions**  
Tuesday, January 31, and Thursday, February 2, 6 PM  
CEC 206 (the Carson computer lab)  
Information sessions for this semester’s upcoming LabVIEW workshops. LabVIEW is a useful programming suite many engineers and scientists use for their test, measurement, and automation needs.
Six workshops offered to help students become proficient in the use of LabVIEW. Students who satisfactorily complete the course will be eligible to test for certification in LabVIEW.

For information or accommodations on the basis of disability, please contact Matthew Granato, LabVIEW Student Ambassador, at matthew.a.granato-1@ou.edu

**Alpha Sigma Kappa Game Night**
**Tuesday, January 31, 5:00-7:00 pm**
Cate Main Social Lounge
All women in engineering, architecture, math, meteorology, and science fields are welcome to attend!
Hosted by Alpha Sigma Kappa - Women in Technical Studies. Contact rush@askbeta.org or call Casey Carlile at 918-810-0030 for special accommodations.
Join us for an evening of cards and table games with the sisters of Alpha Sigma Kappa, the University of Oklahoma's only sorority for women in STEM fields. askbeta.org

**FE Exam Registration Deadline**
**Wednesday, Feb. 1**
For more information e-mail swisby@pels.ok.gov or http://www.pels.ok.gov Exam Date - Saturday, April 14, OU Campus.

**Auditions!!! Society of Women Engineers - Engineers Got Talent Show**
**Wednesday, Feb 1, 8:30-10:30, and**
**Thursday, Feb 2, 6-8pm**
**REPF 200**
SWE is sponsoring the Engineers' Week Engineers Got Talent Show! The show is **Feb 21st** and will feature our own engineering students! Please come and show us your hidden talents!!
For accomodations on the basis of disability please contact Carly Young, cyoung12@ou.edu or Cassie Gonzales, cassie_gonzales@ou.edu

**LabVIEW workshop info session**
**Thursday, February 2, 6 PM**
Scroll up to see January 31 entry for details.

**Engineers' Club Winter Ball**
**Friday, February 3, 8:00pm- Midnight**
Cobblestone Creek clubhouse
The University of Oklahoma Engineers' Club presents Winter Ball 2012: Tropical Escape!! The event will be held Friday, February 3, from 8 pm to midnight at Cobblestone Creek. There will be plenty of free food, an awesome DJ spinning your favorite tunes, karaoke, games and lots of fun! **Tickets on sale in the lobby of the EPF, 9 am and 2 pm**, everyday until the day of the event. You don't want to miss it! For accommodations on the basis of a disability, contact Nick Ibarguen: Nicholas.W.Ibarguen-1@ou.edu

**Alpha Sigma Kappa Chapter Meeting**
**Sunday, Feb. 5, 6:30pm, Crimson Room, Oklahoma Memorial Union**
All women in engineering, architecture, math, meteorology, and science fields are welcome to attend!
Hosted by Alpha Sigma Kappa - Women in Technical Studies
Contact rush@askbeta.org or call Casey Carlile at 918-810-0030 for special accommodations.
The weekly open meeting of ASK: a planning meeting for the upcoming events hosted by the chapter.

askbeta.org

**COE Graduate Programs Information Symposium (GPIS)**
Friday, March 9, time TBA
REPF 200
For information or accommodations on the basis of a disability contact Holly Chronister, hchronister@ou.edu.

**AWARDS**

**Spring OU Individual Awards**
COE Majors, check them out and APPLY!
ALL APPLICATIONS ARE DUE BY 4:00 p.m. on Tuesday, FEB. 14, 2012, PACE AWARD DUE FEB 24.
http://leadandvolunteer.ou.edu/awards.html (best viewed via Internet Explorer)

Following are the awards and links to the pdf applications.
**RECIPIENTS WILL BE RECOGNIZED AT THE SPRING CAMPUS AWARDS PROGRAM**

**FRESHMEN:**
*President's Award for Outstanding Freshmen*
PACE Award http://www.ou.edu/content/univcoll/home/Honors_Awards/pace.html (application due February 24.
PACE awards honor the top 1% of the fall 2011 entering freshman class (approximately 40 students) based on the following criteria:
* minimum 3.25 OU g.p.a. with preference given to applicants who completed 14 credit hour in fall 2011
* evidence of participation in campus activities, community service, leadership and events for fall 2011

**SOPHOMORES:**
*President's Award for Outstanding Sophomores*

**JUNIORS:**
*JUNIOR AWARD INFORMATION*
*Regents’ Award for Outstanding Juniors (12 awarded)*
*Big Man & Big Woman on Campus (number awarded varies)*
*Melvin C. Hall Leadership Scholarship (one awarded)*
*Pe-et Senior Honor Society (Top 10 Senior Honor Society selected during the junior year)*

**SENIORS:**
*SENIOR AWARD INFORMATION*
*Big Man & Big Woman on Campus (if not selected as a junior) (number awarded varies)*
*Letzeiser Honor List & Medalists (recognizes up to 13 men and 13 women; as well as overall medalists)*

**ADDITIONAL AWARDS!**
*President’s Award for Outstanding Transfer Students*

$1,000 Mary E. Heckendorn Outstanding Student Mother Award/Scholarship
Awarded to a full-time OU student who is also a mother.
Fern Holland Award - This award is presented via a faculty/staff nomination process
$1,000 cash scholarship

**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/

**Schedule a Mock Interview TODAY!!**
Email 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.okpscor.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.y=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
Mechanical Engineering Intern http://www.evernote.com/shard/s44/sh/f3525f9f-dcc5-4793-b645-e2a4656a45ee/84915bfb8a23bbda6611720d222c38b7

**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

For NASA-supported internships, fellowships and scholarships

NASA offers paid undergraduate and graduate level internships in a wide variety of disciplines. Over 200 internships are available. The deadline is March 1st, but offers may begin going out as early as Feb. 2nd. Visit http://intern.nasa.gov to apply for up to 15 opportunities with a single application.

NSF offers a wide variety of paid summer research experiences for undergraduates. To search over 600 programs, please visit: http://www.pathwaystoscience.org/undergrads.asp

For summer research specifically in ocean sciences: http://www.pathwaystoscience.org/oceanscience.asp

For summer research specifically in engineering: http://www.pathwaystoscience.org/engineering.asp

For mentoring and professional development support, please take a look at AGEP alliances: http://www.agep.us

Summer Undergraduate Research Fellowship (SURF) National Institute of Standards and Technology

May 24 - August 9, 2012  Website for eligibility and application requirements - http://www.nist.gov/surfgaithersburg/  http://www.youtube.com/watch?v=wMFMqMMGGrg

Deadline: 5 p.m. EST February 15, 2012

Setting a Course Toward a Career in Science or Engineering? SURF students work at NIST for 11 weeks, contributing to an ongoing research project under the guidance of a NIST scientist or engineer from one of the Institute's major laboratories (Physical Measurements, Engineering, Material Measurements, Information Technology, Neutron Research, and Nanoscale Science). Work with researchers at the National Institute of Standards and Technology (NIST), one of the world's leading research organizations and home to three Nobel Prize winners. Stipend, travel allowance. Abstracts from this past summer's projects are contained in our SURF Colloquium document (http://www.nist.gov/surfgaithersburg/upload/SURFPromoBook2012.pdf).

About 130 fellowships are awarded each year for the Gaithersburg, MD program and another 22 fellowship are awarded for the Boulder, CO program.

Summer REU at The National Museum of Natural History at the Smithsonian Institution (NMNH)

NSF-funded Research Experience for Undergraduates Natural History Research Experiences (NHRE). The 10 week paid research internship for undergraduates will run from May 29th - August 3rd. Interns are selected through a competitive process and applications are due February 1st. Please circulate this information widely to your undergraduate students. Information and applications can be found at http://www.mnh.si.edu/NHRE/

Research Experience for Undergrads

Check out numerous REU and internship opportunities from Pathways to Science website, 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.
Summer Nanoscience Research at UC Berkeley
June 11 - August 10, 2012. US citizens or permanent residents interested in nanoscience (majors: EECS, Mechanical Engineering, Bioengineering, Materials Science Engineering, Chemical Engineering, Chemistry, Physics) Work with world renowned faculty members and a graduate student mentor on research areas such as energy scavenging, sensing, electronics & wireless, and mobility. The program will provide a stipend, room and board, travel arrangements. **Deadline:** January 31, 2012 (10 day grace period for supporting documents)  
http://susanb.physics.berkeley.edu/coins/?page_id=27  
Contact: Meltem Erol, merol@berkeley.edu or 510-643-7380

Student Temporary Employment Program (STEP)
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.

Department of Energy: General Counsel Undergraduate Intern Program
http://energy.gov/gc/general-counsel-undergraduate-intern-program
The Department of Energy’s Office of the General Counsel Undergraduate Intern Program offers an exciting opportunity for college students to gain firsthand exposure to cutting-edge issues in energy law and policy. The General Counsel’s Office provides legal advice, counsel, and support to the Secretary, the Deputy Secretary, and program offices throughout DOE to further the Department’s mission of advancing the national, economic, and energy security of the United States through scientific and technological innovation and the environmental cleanup of the national nuclear weapons complex. Interns learn first-hand about the work of DOE and the Office of the General Counsel. Interns can expect work assignments concerning an array of energy related issues, such as energy efficiency enforcement, implementation of energy law, renewable technologies, and increasing transparency, accountability and efficiency within the DOE. The Undergraduate Intern Program will run for a minimum of ten weeks during the fall, spring and summer – however we can be flexible on dates to accommodate academic schedules. To apply, please send a cover letter, resume, and transcript directly to the Office of the General Counsel’s email at gcintern@hq.doe.gov. Applications are due by **August 1 for the fall semester; October 15 for the spring semester; and February 1 for the summer.**

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
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) or the Education Abroad office via:  
http://www.ou.edu/content/cis/education_abroad/contact_us.html
NOTICE: Five spots remain for Engineers in Italy for Summer 2012!
If you are interested in studying abroad, follow this link:
http://www.ou.edu/content/coe/wssc/left/study_abroad.html
If you have further questions, contact: Theresa Marks (tmarks@ou.edu).

March 30, 2012 is the deadline to apply for the FA2012 – Semester in Arezzo, Italy.
See application information at this site:
http://www.ou.edu/content/coe/wssc/left/study_abroad.html
Note: Students are encouraged to apply early as seats are limited.

Information Session on Journey to the Middle East (June 4-July 9)
Journey to the Middle East is a summer study abroad program to introduce OU students to the history, culture and society of Turkey and Israel. Our very own Assoc. Dean Pulat and Dr. B Pulat will lead the students in Turkey. Visit: http://www.ou.edu/content/cis/education_abroad/programs/summer.html

WORKSHOPS
Lean/Six Sigma Fundamentals Certification Workshop
When: May 14 - 18, 2012
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: May 29 - 31, 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 Fundamentals certification are allowed into Green Belt. For further information and a registration form, please contact Dr. B. M. Pulat at bpulat@ou.edu; 405-325-4532.

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
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 Full Refund (No “W” record)</th>
<th>January 30</th>
<th>--No permission needed. --Student DROPS online</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January 17-January 30</strong> (1st and 2nd weeks of semester)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drop course with Automatic “W”</td>
<td>March 30</td>
<td>--No instructor signature needed. --Student turns in <strong>DROP slip</strong> to WSSC Advisor. --If approved, Office of Registration DROPS student from course</td>
</tr>
<tr>
<td><strong>January 31-March 30</strong> (3rd thru 10th weeks of semester)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drop course with Petition</td>
<td></td>
<td>--Instructor signs <strong>DROP slip</strong> w/ W or F grade --Student turns in <strong>DROP slip</strong> and <strong>Petition</strong> to WSSC-Theresa Marks --If approved, Office of Registration DROPS student from course</td>
</tr>
<tr>
<td><strong>April 2-May 4</strong> (11th week thru final day of semester)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NOTE:</strong> NOT APPROVED UNLESS MEDICAL OR OTHER EXTENUATING REASON. NOT NEEDING OR DOING POORLY IN THE COURSE WILL NOT BE APPROVED.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADD course</td>
<td>January 20</td>
<td>--Student can ADD online</td>
</tr>
<tr>
<td><strong>January 17-January 20</strong> (1st week of semester)</td>
<td></td>
<td></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, seminars. Also, be sure and check out your EarthLink Newsletter posted each week at:  http://mcee.ou.edu/services/services.php

**Diversity Programs News!**

**MEP MEETING**  
**Monday, January 30**  
**5:00 pm, REPF 200**

Our first monthly MEP meeting for the spring semester will be held on **Monday, January 30th at 5 pm in the REPF Room 200**. We will discuss upcoming events during this meeting. For accommodations on the basis of a disability, contact Lisa Morales, lmorales@ou.edu.

**FREE TUTORING FOR ENGINEERS!**

**FREE Tutoring Has Started!**  
**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.***

**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 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.

ANNOUNCEMENTS: Have an announcement for this weekly E-Newsletter?
Email 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.