



*The responsibility for meeting all graduation requirements lies with the student.*

## HOW DO I ENROLL?

Students in the Weitzenhoffer Family College of Fine Arts are required to meet with a faculty advisor each semester on the school's designated **Advising Day(s)**. These days are announced in class and are posted in the various buildings before enrollment begins. In addition, the information is emailed to each student's OU email address in the monthly college eNewsletter, **Artifacts**, and in an individual message.

*Currently enrolled fine arts majors (with grades in 24 or more hours and 2.5 combined retention gpa/ 2.75 combined retention gpa for Bachelor of Music Education majors) should proceed to their assigned faculty advisor for advisement. Students with less than 24 earned hours should be advised in University College, Wagner Hall, Rm 100, 325-3521.*

### **Things to do before you are advised:**

- ◆ Review your Degree Sheet and the suggested semester by semester plan of study on the back of the sheet.
- ◆ Develop a list of the classes you wish to take by checking the class schedule at [ozone.ou.edu](http://ozone.ou.edu).

### **During the Advising Session:**

- ◆ Bring your Graduation Planner notebook with copies of previous advising forms inside for reference.
- ◆ Talk with your advisor about your plans and schedule for the next semester, plus any issues or concerns.
- ◆ Your faculty advisor will complete an advising form with recommended classes. Some faculty advisors will enter Course Overrides (special permissions) that allow you to enroll in major only classes.
- ◆ The faculty advisor will give you the white copy of the advising form. (You need to make sure the yellow copy of the form goes to the Fine Arts Dean's Office in Fred Jones Center, Suite 122, so your advising flag can be removed).

### **After the Advising Session:**

- ◆ Log onto [ozone.ou.edu](http://ozone.ou.edu) to see if you have any enrollment stops. These stops can be from several different offices; Bursar Stops, Admissions Stops, Student Affairs, etc. You must clear up any stops before you can enroll.
- ◆ Enroll in your courses when your window opens. Faculty and staff do not enroll you in classes, they only enter Course Overrides.
- ◆ *Not enrolling in courses in which you have been advised can possibly delay sequential course enrollment and graduation.*
- ◆ Call the Academic Counselors in the Fine Arts Dean's Office if you have questions.

## TRANSFER STUDENTS

Before your first advising session, pick up a copy of your transfer evaluation document in the Fine Arts Dean's Office, Fred Jones Center, Rm 122.

**Weitzenhoffer Family College of Fine Arts Dean's Office**  
Fred Jones Center, Suite 122  
325-7370

Susie Broach, M.H.R.  
Coord -Undergrad Programs  
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Elizabeth Nunley, M.S.  
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## ENROLLMENT TIPS

- ◆ Be familiar with your degree sheet, especially the fine print.
- ◆ All students must complete 1 upper division (3-4000 level) general education course outside their major.
- ◆ Use “Attribute Type” in the Ozone Class Schedule Search to find general education approved classes.
- ◆ ClassNav is another class scheduling tool to assist in finding courses and general education approved classes. [classnav.ou.edu](http://classnav.ou.edu)
- ◆ Take at least one general education course each semester until they are completed.
- ◆ Keep track of all your advising forms and information in your Graduation Planner.

You must be advised for intercession, fall, spring, and summer semesters.

### Why do I have a Faculty Advisor & an Academic Counselor?

**Faculty Advisor:** You *must* be advised by your faculty advisor each semester. Your faculty advisor monitors your degree progress and makes enrollment recommendations.

**Academic Counselor:** You *must* meet with your Academic Counselor the semester before you plan to graduate.

Your Academic Counselor will assist in answering questions about transfer work, general education courses, and *is responsible for clearing you for graduation...so it's a good idea for you to touch base with them when you have ANY questions.*

#### University College or OU Scholars Advisor

All OU students with grades in less than 24hrs



#### Weitzenhoffer Family College of Fine Arts

Fine Arts majors with grades in 24 hrs or more and at least 2.5 comb ret gpa (2.75 for Music Ed majors)



#### Academic Counselors

Susie Broach  
sbroach@ou.edu  
Studio Art, Music, MThr

Elizabeth Nunley  
elizabeth.nunley@ou.edu  
Art, Dance, Drama

Fred Jones Center, 122  
325-7370



#### Faculty Advisor

School of Art & Art History  
FJC, 202 325-2691

School of Dance  
RPAC, 1000 325-4051

School of Drama  
OSH, 121 325-4021

School of Music  
CMC, 138 325-2081

School of Musical Theatre  
CH, 201 325-0538



#### Who's my faculty advisor?

Call the appropriate office to find out...ask about their office hours, too!

# New Student Orientation

Undergraduate fine arts students are required to complete an online orientation session after they have earned 24 credit hours and their records are officially housed in the College of Fine Arts. The orientation covers college policies and procedures, the advisement and enrollment process within the college and graduation issues. Instructions for completing the online new student orientation are sent to students via OU email.

## COLLEGE POLICIES

### **Math Policy**

All declared fine arts students must complete their college level math course within their first four semesters of enrollment at OU. Transfer students or newly declared fine arts majors who have not completed their college level math requirement will have two semesters in which to complete the requirement. Students who fail to meet this requirement will be restricted from upper division fine arts courses except by permission of their Director and the Dean.

### **Residency Policy**

Residency is defined as coursework taken through any University of Oklahoma campus, excluding correspondence courses.

- ◆ Candidates for an undergraduate degree must complete a minimum of 30 hours in residence at the University of Oklahoma and in the Weitzenhoffer Family College of Fine Arts.
- ◆ At least 24 hours of upper division major credit applied toward the degree must be earned in residence as a declared Dance, Drama, Music, Musical Theatre, or Art History major, with the exception of -
  - ◆ A minimum of 15 hours of upper division major credit must be earned in residence if a declared Bachelor of Arts in Music major.
  - ◆ A minimum of 30 hours of upper division major credit applied toward the degree must be earned in residence as a declared Art studio major.
- ◆ A student must be listed as a Weitzenhoffer Family College of Fine Arts student at the time of graduation.
- ◆ Capstone courses must be taken in residence.

### **Correspondence Policy**

Fine Art majors within their last 30 hours are prohibited from enrolling in correspondence courses to satisfy degree requirements for their respective degrees.

For details on these policies refer to the College of Fine Arts Policies & Procedures Guide, [www.ou.edu/finearts](http://www.ou.edu/finearts).

## ENROLLING IN MATH

Math placement is based on the student's ACT or SAT score. Students do have the option of placing into a higher level math by taking the Math Placement Exam at the Assessment & Learning Center, located in Wagner Hall, 270, 325-4336

### Check List

- \_\_\_ New Student Orientation
- \_\_\_ Gen Ed Math
- \_\_\_ Compliance with policies
- \_\_\_ Upper Division Gen Ed course outside your major
- \_\_\_ Portfolio/Jury/Barrier (Art, Drama, Music)
- \_\_\_ 40 hours of upper division (3-4000) level coursework
- \_\_\_ 24 hours of upper division (3-4000) level coursework in your major...30 upper division hours for art majors
- \_\_\_ "C" or better grade in your major classes
- \_\_\_ At least 2.5 gpa  
At least 2.75 gpa for Music Education majors
- \_\_\_ 2nd semester Junior year, unofficial graduation check in Fine Arts Dean's Office
- \_\_\_ Official Graduation check one semester before you plan to graduate
- \_\_\_ Complete online OU Graduation Application

# DEGREE NAVIGATOR

[degree.ou.edu](http://degree.ou.edu)

Degree Navigator is an online program that allows students to monitor their degree progress online. Degree Navigator is a tool, and should be used as a supplement to your degree sheet and the OU Catalog. The system is available 24 hrs a day, 7 days a week. This is the program your faculty advisor will use during Advising Days; and the academic counselors in the Dean's Office will use it to clear you for graduation.

- 1) Log on with your 4x4 and password
- 2) Select "Audit" for the degree pattern you want to review
- 3) This will compare your coursework against the degree requirements.

For more detailed information on how to use Degree Navigator, contact Susie Broach or Elizabeth Nunley.

## OU Transfer Equivalency Database

Students that plan to transfer credit to OU from another institution can use the Transfer Equivalency Database to see if OU will accept the credit and how it equates to OU coursework.

[WWW.OU.EDU/CONTENT/ADMISSIONS/TRANSFER\\_EQUIVALENCIES.HTML](http://WWW.OU.EDU/CONTENT/ADMISSIONS/TRANSFER_EQUIVALENCIES.HTML)

## STUDENT RESOURCES

Admissions, Records, & Registration:  
325-2252 [ADMISSIONS.OU.EDU](http://ADMISSIONS.OU.EDU)

Assessment Center: 325-4336  
[HTTP://OU.EDU/CONTENT/UNIVCOLL/ADVISING\\_AND\\_ENROLLMENT/PLACEMENT\\_TESTS.HTML](http://HTTP://OU.EDU/CONTENT/UNIVCOLL/ADVISING_AND_ENROLLMENT/PLACEMENT_TESTS.HTML)

Career Services: 325-1974  
[WWW.HIRESOONER.COM](http://WWW.HIRESOONER.COM)

Counseling & Testing: 325-2700 OR 2911  
[GODDARD.OU.EDU/COUNSELINGSERVICES](http://GODDARD.OU.EDU/COUNSELINGSERVICES)

Degree Sheets: [CHECKSHEETS.OU.EDU](http://CHECKSHEETS.OU.EDU)

Disability Resource Center: 325-3852  
[DRC.OU.EDU](http://DRC.OU.EDU) 325-4173 (TDD)

Financial Aid: 325-4521  
[FINANCIALAID.OU.EDU](http://FINANCIALAID.OU.EDU)

Goddard Health Center: 325-4611  
[GODDARD.OU.EDU](http://GODDARD.OU.EDU)

Graduation Office: 325-0841  
[WWW.OU.EDU/GRADUATESOONER](http://WWW.OU.EDU/GRADUATESOONER)

Housing & Food Services: 325-2511  
[HOUSING.OU.EDU](http://HOUSING.OU.EDU)

Independent Study: 325-1921  
[WWW.CIDL.OU.EDU](http://WWW.CIDL.OU.EDU)

Information Technology: 325-HELP  
[IT.OU.EDU](http://IT.OU.EDU)

Interession Office: 325-2899  
[WWW.INTERSESSION.OU.EDU](http://WWW.INTERSESSION.OU.EDU)

Math Help Center: 325-6711, PHSC 425A  
[WWW.MATH.OU.EDU/UNDERGRAD/HELPCENTER.HTML](http://WWW.MATH.OU.EDU/UNDERGRAD/HELPCENTER.HTML)

OU Student Affairs: 325-3161  
[OU.EDU/STUDENTAFFAIRS.HTML](http://OU.EDU/STUDENTAFFAIRS.HTML)

Oklahoma Daily [OUDAILY.COM](http://OUDAILY.COM)

Student Learning Center: 325-7621  
[OU.EDU/CONTENT/UNIVCOLL/ABOUT/DEPARTMENTS.HTML](http://OU.EDU/CONTENT/UNIVCOLL/ABOUT/DEPARTMENTS.HTML)

Transfer Equivalencies:  
[WWW.OU.EDU/ADMISSIONS/HOME/TRANSFER\\_EQUIVALENCIES.HTML](http://WWW.OU.EDU/ADMISSIONS/HOME/TRANSFER_EQUIVALENCIES.HTML)

Tutoring: [OU.EDU/UNIVCOLL/ACTION\\_TUTORING](http://OU.EDU/UNIVCOLL/ACTION_TUTORING)

Student Life: 325-3163  
[STUDENTLIFE.OU.EDU](http://STUDENTLIFE.OU.EDU)

Writing Center: 325-2936  
[WWW.OU.EDU/WRITINGCENTER](http://WWW.OU.EDU/WRITINGCENTER)