We hope you had some time to enjoy the holidays and relax over the winter break. We’re starting our spring semester with a few changes in the student services area of the Fine Arts Dean’s Suite. Elizabeth Nunley will be the primary advising contact for Music and Dance majors. Holley Brewer will be the primary contact for Art, Drama, and Musical Theatre majors. You will still see your faculty advisor for semester advising. Ms. Brewer and I will help you with any questions or assistance you need with enrollment, degree progress, and college/university policies. Don’t forget, you must see us the semester before you plan to graduate for your official graduation check! We are also your “go to’s” for any other questions you might have about OU.

**We will have walk-in hours (9am - 12pm and 2:00-4:00pm) during the first week of classes.** Feel free to stop by and meet Holley or let us know if you need assistance with something. The second week of class regular walk-in hours will resume (M, T, Th, F 9:00-10:30 am & 1:30-2:30 pm). You can schedule an appointment anytime at [iadvise.ou.edu](http://iadvise.ou.edu). Our offices are in the Fine Arts Dean’s Suite, Fred Jones Center 122. We look forward to a great spring 2017!

All the best,

Elizabeth Nunley

**Follow us on Twitter!**

@OUFA_Advising

A great way to stay informed about upcoming dates and deadlines!

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**Upcoming Dates & Deadlines**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2017 Classes Begin</td>
<td>Jan 17</td>
</tr>
<tr>
<td>100% Reduction of Charges and No Record of Grade on Dropped Courses</td>
<td>Jan 17 - 30</td>
</tr>
<tr>
<td>No Reduction of Charges on Dropped Courses After</td>
<td>Jan 30</td>
</tr>
<tr>
<td>Automatic grade of “W” for Dropped Course(s) for Undergrads</td>
<td>Jan 31 - March 31</td>
</tr>
<tr>
<td>Campus Recognition Awards Application Due</td>
<td>Feb 1</td>
</tr>
</tbody>
</table>
**ADDING A CLASS**

1st Week of Class (January 17-20): Students may add a class online through their oZONE account.

2nd Week of Class (January 23-27): A new instructor permission is required to enroll in a class - even if the class did not originally require instructor permission. Additional permissions may be needed. To enroll, students must enter the 5 digit CRN number.

3rd Week and later (January 30 and later): Students must complete a Petition to Add After the Deadline and an Add Form. Both forms must be signed by the instructor of the course. The petition is available on the Fine Arts website, click here. Add forms are available in each school’s main office or the Fine Arts Dean’s Office (Fred Jones Center 122). Both forms must be returned to the Fine Arts Dean’s Office for approval.

**DROPPING A CLASS**

January 17 - 30: Students may drop courses without charges or grading penalties. You may drop courses through your oZONE account during this time period.

January 31 - March 31: Students may drop courses with an automatic grade of “W”. **Students may no longer drop classes online.** Go to the Enrollment Services Office (Buchanan Hall 230) to complete a drop slip. No permissions or signatures are required, except for students in University College, which requires students to obtain the University College Dean’s approval to drop a class after the second week.

April 3 - May 5: Instructors must assign a grade of “W” or “F” and sign a drop slip. Students are also required to complete a University Petition to Drop after the Deadline, available here. Both forms are to be returned to the Fine Arts Dean’s office for approval.

**Students are limited to 5 drops (Ws) during their academic career at OU.** Complete withdrawals at OU, drops from other institutions, and Ws from semesters prior to Fall 2011 do not count in the 5-drop limit. Click here for details.
Changing Variable Credit Course Hours

Once you enroll in a course that is variable credit hours, the system will automatically enroll you in the minimum number of hours for that course.

You can see the number of hours that you are currently enrolled in.

Click on “My Schedule and Options” to change the number of hours that you are enrolled in.

The course with variable credit hours is underlined.

Click on the credit hours and it will give you the credit hour range for the course in question.

Change the credit hours to what you are wanting within the credit hour range. Then submit your change.

Credit hour change will be reflected here.

Click on Submit.

Once you have submitted the change you will get a message that states “Save Successful”.

Save Successful
Due February 1st!

CAMPUS RECOGNITION AWARDS

Spring 2017

The President’s Award for Outstanding Freshmen
12 selected individuals receiving the highest honor bestowed to freshmen by the university community

The President’s Award for Outstanding Sophomores
12 selected individuals receiving the highest honor bestowed to sophomores by the university community

The President’s Award for Outstanding Transfer Students
Selected transfer students who have excelled in the areas of scholarship, character, leadership and service

The Regents’ Award for Outstanding Juniors
12 selected individuals who have excelled in the areas of scholarship, character, leadership and service

Big Man on Campus & Big Woman on Campus
Who can apply?
Juniors and fourth or fifth year Seniors

PE-ET - Top 10 Senior Honor Society
Who can apply?
Will be of Senior standing for the academic year of 2017-2018

Letzeiser Honor List and Medalists
Who can apply?
Scheduled to receive Bachelor’s Degree in December / May / August 2017

Molly Shi Boren Volunteer Award
1-2 selected individuals who have made a significant impact on the community ($250 cash award)

Melvin C. Hall Award/Scholarship
One selected individual who has made a significant contribution to enhance campus diversity ($750 cash award)

Fern Holland Award
Sponsored by Student Affairs & Delta Gamma Fraternity
A selected female student with a desire to make a difference in the world around us ($1,000 cash award)

Fall 2017 OrgSync Applications

CAC Homecoming Royalty
Who can apply?
Fourth or fifth year undergraduate seniors
For more information visit: cac.ou.edu

Outstanding Seniors
Who can apply?
Scheduled to receive Bachelor’s Degree in December / May / August 2018
Award of Merit to the Outstanding Senior of each undergraduate college as selected by the college dean

LEAD AND VOLUNTEER
OU.EDU

The University of Oklahoma is an Equal Opportunity Institution (www.ou.edu/see). For information or accommodations on the basis of disability, please contact Leadership & Volunteerism at (405) 325-4000.
CAMPUS RECOGNITION AWARDS

HOW TO APPLY

1. To be considered for an individual campus award you must login to the Centralized Academic Scholarship Hub (CASH) by visiting scholarships.ou.edu.

2. Once you have logged into CASH using your 4+4 you will be prompted to complete a General Application. On this General Application, there is a section that requests that you “please check the boxes below if any of the following statements apply to you.” Toward the bottom of the list, you must select the box that says I am interested in applying for Campus Recognition and Awards.

   * Please check the boxes below if any of the following statements apply to you.
   - I am interested in applying for Campus Recognition and Awards such as Outstanding Sophomore or Outstanding Student Father (please note: these are not scholarships).

3. Selecting this box will allow you to continue on to the Campus Awards and Sooner Parents Conditional Application. This step of the application process is required.

4. Once you have completed and submitted this Conditional Application and have checked the awards for which you would like to be considered, you will need to click on “Recommended Opportunities” under the “Opportunities” tab on the top navigation bar.

5. Submitting the General Application, the Campus Awards and Sooner Parents Conditional Application, and the desired campus award that will be listed under your Recommended Opportunities tab are all necessary to be eligible. If you have any other questions about the application process please email scholarships@ou.edu.
### Student Resources

**Goddard Health Center**: 325-4441  
GODDARD.OU.EDU

**Graduation Office**: 325-0841  
WWW.OU.EDU/GRADUATESOONER

**Housing & Food Services**: 325-2511  
HOUSING.OU.EDU

**Independent and Distance Learning (CLEP tests)**: 325-1921  
ISD.OU.EDU

**Information Technology**: IT.OU.EDU

**Intersession Office**: 325-2899  
WWW.INTERSESSION.OU.EDU

**Leadership Development and Volunteerism**: 325-7865  
HTTP://LEADANDVOLUNTEER.OU.EDU

**Math Help Center**: 325-6711  
PHSC 425A  
WWW.MATH.OU.EDU/UNDERGRAD/MATHCENTERS.HTM

**Office of Academic Integrity**: 325-3224  
INTEGRITY.OU.EDU

**Oklahoma Daily**: 325-4149  
HTTP://OUDAILY.COM

**OU Library**: 325-4149  
HTTP://LIBRARIES.OU.EDU

**OU Student Affairs**: 325-3161  
SA.OU.EDU

**SafeRide**: 325-RIDE (7433)

**SafeWalk**: 325-WALK (9255)

**Scholarships**:  
HTTP://SCHOLARSHIPS.OU.EDU

**Student Learning Center**: 325-7621  
WWW.OU.EDU/ADMISSIONS/HOME/TRANSFER_EQUIVALENCIES.HTML

**Student Life**: 325-3163  
WWW.FJMA.EDU

### Spring Classes 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 15</td>
<td>Martin Luther King, Jr. Day</td>
</tr>
<tr>
<td>Mon 16</td>
<td>First day of spring classes</td>
</tr>
<tr>
<td>Tues 17</td>
<td></td>
</tr>
<tr>
<td>Wed 18</td>
<td></td>
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<tr>
<td>Thurs 19</td>
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<tr>
<td>Fri 20</td>
<td></td>
</tr>
<tr>
<td>Sat 21</td>
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</tbody>
</table>

### Musical Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 22</td>
<td>Sutton Concert Series: Accademia Filarmonica CPE Bach</td>
</tr>
<tr>
<td>Mon 23</td>
<td>VISUAL ARTS</td>
</tr>
<tr>
<td>Tues 24</td>
<td>MUSIC</td>
</tr>
<tr>
<td>Wed 25</td>
<td>DANCE</td>
</tr>
<tr>
<td>Wed 26</td>
<td>DANCE</td>
</tr>
<tr>
<td>Wed 27</td>
<td>DANCE</td>
</tr>
<tr>
<td>Wed 28</td>
<td>DANCE</td>
</tr>
</tbody>
</table>

- Purchase your University Theatre tickets online or check for up-to-date information as event dates, times, and locations can change: [theatre.ou.edu](http://theatre.ou.edu)
- For a complete list of faculty, student, and chamber recitals see “Performances & Events Calendar” at [music.ou.edu](http://music.ou.edu)
- For more information on Fred Jones Jr. Museum of Art events please visit [ou.edu/fjjma](http://ou.edu/fjjma)

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[**January 2017 Calendar**](#)