



The University of Oklahoma (OU)
School of Aerospace and Mechanical Engineering (AME)
Graduate Student Community (GSC)

NEW GRADUATE STUDENTS ORIENTATION



GRADUATE STUDENT COMMUNITY
FA19/SP20 Student's Booklet

We are ready to help
Graduate Student Community
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Foreword

I am thrilled to welcome new graduate students joining the School of Aerospace and Mechanical Engineering at the University of Oklahoma. I am delighted to write the foreword for the second edition of the *NEW GRADUATE STUDENTS ORIENTATION booklet*. The first edition was composed and published last year, 2018, as *AEROSPACE AND MECHANICAL ENGINEERING INFORMATION FOR NEW GRADUATE STUDENTS* by *Bhagyashree Vijay Waghule* and *Fatema Tarannum*. This booklet summarizes the basic information for new graduate students to start their graduate life at OU.

This booklet is updated every year to ensure the information included is recent and relevant. In this edition, some of the changes include structure, a table of contents, and a preface, and some more sections have been added like *Student Professional Organizations*.

I encourage the readers to consider carefully *Section 2: Important Steps for Starting at OU AME* to get started with what's needed to enroll in classes, important dates on registration and semester progress, required training for graduate assistants, and of course knowing the cost and funding sources including scholarships.

This booklet targets every new graduate student; however, *Section 3: Important Rules for Studying and Working in the United* targets new international students. In this section (section 3) is included information on Oklahoma's driver licenses, Social Security, filing income tax returns and Optional Practical Training (OPT). This information will assist new international students in obtaining the legal documents required for work and travel. It would be helpful for a new international student to pay close attention to what has been penned down. The rest of the section has been written in a generic way to benefit the rest of our graduate students.

At AME, we like seeing students involved in social activities around the campus. These cultural activities help to build and unite our graduate student community into a woven whole dedicated to lifting each other up. It creates a playground to share thoughts on research ideas, deciding on a research advisor, and more.

It is my hope and expectation that this booklet will provide the necessary information to get new graduate students started. Once again, I welcome each of you to AME, invite you to play an active role in the GSC and wish you the very best.

Zahed Siddique

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in Mechanical Engineering
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Felgar Hall 211A
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GSC Purpose and Goals

We believe engineering is fun, and engineers are better engineers and researchers when they talk with each other. Our purpose is to be a structured welcoming environment for discussion. Our activities include seminar series, once a year events like the food festival and the picnic, and whatever other opportunities we find or make. Our goal is for everyone to enjoy learning and growing as engineers. We are open to all graduate students, in engineering and in other disciplines.

Mission

To create a hospitable environment to incoming graduate students by providing a smooth transition into a community of graduate students.

Acknowledgments

Special thanks to Bhagyashree Waghule and Fatema Tarannum, for their work on previous editions of the booklet, and for their role in making the GSC a welcoming environment for us.

For reasons of space, we will collectively thank the staff and faculty of AME. Ever available and kind, you have provided a great deal of advice, help, and correction.

Sherri Irvin, Rodney Bates, and Jessica Reynolds from the Graduate College have helped with this update.

Debbie Blevins from Enrollment Services, Courtney Henderson from Student Financial Services, and Pam Dempsey and Breck Turkington from Enrollment Services were very patient with some detailed questions. International Student Services (ISS) was also very helpful. GSC would also like to thank Payroll & Employee Services.

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1. INTRODUCTION TO YOUR NEW ACADEMIC HOME AT OU

1.1. Graduate Student Community

The Graduate Student Community (GSC) is made up of students principally from the graduate School of Aerospace and Mechanical Engineering. The Leadership Team are graduate student volunteers from the College of Engineering who organize academic and social events to create a stronger community during our journey through graduate school.

GSC Leadership Team most often arranges seminars, typically Wednesday or Thursday from noon to 1:30 PM, covering variety of topics throughout the semester. Additionally, they arrange fun and social activities like a food festival, game day events, a picnic, and other special events.

1.1.1. Meet-and-Greet Committee Members Fall 2019

Robert Rucker :	xyzyz@ou.edu	(405) 401 4726
Emmanuel Hakizimana:	eh@ou.edu	(909) 757-9593

Faculty Adviser: Farrokh Mistree [farrokh.mistree@ou.edu] Phone: (405) 306-7309

All engineering graduate students are encouraged to attend the weekly meetings of the GSC Leadership Team, held in the Dave and Susan Bert Team Room, Engineering Laboratory Building, every Friday at 1PM. We welcome individuals from other disciplines.

The GSC has strived to make the Team Room available at Engineering Laboratory Building to graduate students so they can relax, study, or have meetings. The room is equipped with a fridge, microwave, a board to brainstorm on and couches to relax. Please respect the place, clean any leftovers or ideas written on the board and tidy the place before you leave.

The GSC leadership team arranges weekly seminars to keep our members updated with the exciting research being carried out on campus and outside as well. This is a great opportunity to network with different faculty members and to spark new ideas.

Last but not the least, feel free to contact ame_gsc@ou.edu for any questions you may have. We check that account regularly

Follow us on our Facebook page: www.facebook.com/ouamegsc/ where we give updates about all our events and activities such as seminar series and social events.

1.1.2. Weekly Seminars – Short listing speakers, host and form of event

Day	Person	Title
Thursday 8/22	Meet and Greet	N/A
Wednesday 8/28	Director and Graduate Liaison	N/A
Thursday 9/5	Junke Wang, AME	Home Envelope Performance
Wednesday 9/11	Amy McGovern, CS	Frontier research in Machine Learning
Thursday 9/19	Chris Bash, OSU	Building and Equipment Research
Wednesday 9/25	Alan Choudhry, Industry	Frontier Research Issues in Sustainability
Thursday 10/3	Raj Prabhu, MSU	Ultrasound Imaging Technologies for Biomedical and NDT
Wednesday 10/9	Sherri Irvin	Dialogue
Thursday 10/17	David Atkinson, NASA	Frontier Issues in Space Exploration
Wednesday 10/23	Blake Herren, AME	Manufacturing of Flexible Nanocomposite Sensors
Thursday 10/31	Brian P. Grady, CBME	Plastic Recycling
Wednesday 11/6	Rajmohan Muthaiah	Experience at ORNL
Thursday 11/14	Michael Detamore, BME	Frontier Issues in Biomedical Engineering
Wednesday 11/20	Liangzhong Xiang ECE/BME	...



Left: Dr. Harsh Karandikar. VP Product management at ABB Inc. Forum. March 15,2019

Right: Dr. Shima Mohebbi. Assistant Professor, School of Industrial and System Engineering. Seminar. March 13,2019

1.1.3. Graduate Student Community Social Events



Picnic at the Reeves Park(April 2019)



International Food Festival: Appreciating cultures from all over the world with faculty and students (2018)

1.2. Your New Scholastic Environment at OU

1.2.1. Important Contacts in the OU School of Aerospace and Mechanical Engineering

Director: Professor Zahed Siddique: zsiddique@ou.edu

Graduate Liaison: Professor Mrinal Saha: msaha@ou.edu

Staff: Bethany Burklund: bethanyhb@ou.edu (Contact for academics)

Martina Ferguson: martina-ferguson@ou.edu (Contact for pay-roll)

Melissa Foster: mfoster@ou.edu (Contact for travel)

Rebeka Morales: rmorales@ou.edu (Contact for web graduate profile)

Ellen McKenzie: emckenzie@ou.edu (Contact for reimbursements)

1.2.2. OU Graduate College

An AME graduate student will need to work closely with two organizations at OU. The School of Aerospace and Mechanical Engineering oversees all AME graduate student-related activities, and the Graduate College oversees all OU graduate student-related activities. The Graduate College is headed by Randall Hewes, Dean of the Graduate College, and Sherri Irvin, Associate Dean. For any assistance or advice, be sure to contact Dr. Rodney Bates, the Director of Graduate Student and Postdoc Retention and Support [rbates5@ou.edu] or Sara Vaughan, academic counselor, [saravaughan@ou.edu]. For more information, the Graduate College website can be accessed through the following link <http://www.ou.edu/gradcollege>.

1.2.3. What is a Credit?

A credit is a unit of study, of which a specified amount makes up a course. For example, to complete a master's with non-thesis one needs to complete 36 credit hours (12 courses worth 3 credits each).

1.2.4. What is a GPA?

In the U.S., credits are also used to determine a student's Grade Point Average (GPA) for a semester or academic year. A score of 4.0 is the equivalent of an A average, 3.0 for B, 2.0 for C, 1.0 for D, while 0.0 represents an F score. OU's bachelor's and master's program specifies their own minimum GPA requirement for graduation.

The semester GPA of a student is calculated based on the final marks received for each course and the credit hours awarded by the program for that semester. The final overall GPA is the average of all courses completed during the years of study.

2. IMPORTANT STEPS FOR STARTING AT OU AME

2.1. OU Graduate College Checklists

Graduate Student Pre-Arrival Checklist

TECH BOOTCAMP <ul style="list-style-type: none"><input type="checkbox"/> Set up OUNet account<input type="checkbox"/> Create OU email & password<input type="checkbox"/> Get enrollment information<input type="checkbox"/> Explore ONE.ou.edu	HOUSING AND HEALTH <ul style="list-style-type: none"><input type="checkbox"/> For on-campus housing options, visit ou.edu/housingandfood<input type="checkbox"/> Complete OU housing contract OR explore off-campus housing<input type="checkbox"/> Update your immunizations, visit immunization.ou.edu
SUBMIT TRANSCRIPTS <ul style="list-style-type: none"><input type="checkbox"/> Submit official transcripts by mail or approved electronic transcript service	CONTACT PROGRAM <ul style="list-style-type: none"><input type="checkbox"/> Get first semester course recommendations<input type="checkbox"/> Finalize GTA/GRA offer's details, if applicable<input type="checkbox"/> Obtain program orientation information
FINANCIAL AID <ul style="list-style-type: none"><input type="checkbox"/> Complete FAFSA (domestic students only)<input type="checkbox"/> Visit financialaid.ou.edu for more options	

Graduate Student Pre-Arrival Checklist

GRADUATE ASSISTANTS <ul style="list-style-type: none"><input type="checkbox"/> Enroll in courses before August 5th to ensure FICA exemption<input type="checkbox"/> Register for TAO and DITA required training for teaching assistants<input type="checkbox"/> Read about your health insurance information<input type="checkbox"/> Enroll dependents	INTERNATIONAL STUDENTS <ul style="list-style-type: none"><input type="checkbox"/> Obtain required immigration and visa documents<input type="checkbox"/> Complete MIO online orientation<input type="checkbox"/> Schedule your airport pickup while completing MIO
MANDATORY TRAINING <ul style="list-style-type: none"><input type="checkbox"/> Complete Title IX Training, at onpoint.ou.edu <p>This training must be completed to enroll in academic courses</p>	

Graduate Student Post-Arrival Checklist

ALL STUDENTS	INTERNATIONAL STUDENTS
<input type="checkbox"/> Enroll in courses for the first semester <input type="checkbox"/> Check OU email daily <input type="checkbox"/> Explore ONE.ou.edu <input type="checkbox"/> Get Sooner ONE Card in the OU Memorial Union <input type="checkbox"/> Submit official transcripts in person to the Office of Admissions, if needed <input type="checkbox"/> Get bus pass and/or parking pass, as needed <input type="checkbox"/> Finalize immunizations <input type="checkbox"/> Attend Welcome Week events at Graduate College <input type="checkbox"/> Visit the Zarrow Graduate Student Center in Bizzell Library and the Writing Center in Wagner Hall	<input type="checkbox"/> Complete the ISS Arrival Appointment <input type="checkbox"/> Attend the Crimson Connection Orientation on August 15 <input type="checkbox"/> Update your address on file with ISS <input type="checkbox"/> Explore the ISS Community Events
	GRADUATE ASSISTANTS
	<input type="checkbox"/> Attend DITA and TAO Trainings in early August <input type="checkbox"/> Read about your health insurance coverage <input type="checkbox"/> Complete PET-RCR Training before 3rd semester starts

These checklists were taken from the canvas *CONNECT: to a Community of Graduate Scholars Orientation*
<https://canvas.ou.edu/courses/165587>

2.2. Select Courses and Enroll

	Sign in <ul style="list-style-type: none"> • Sign in to one.ou.edu • You will see the home page
	Option <ul style="list-style-type: none"> • Look for "Enroll for Fall 2019" option • You should see a column to the right of the page
	Begin Process <ul style="list-style-type: none"> • Click on the "begin process" option • Another column reopens to the right of the page
	Enroll to classes <ul style="list-style-type: none"> • Under "required" section, select "enroll in classes" • Click on "Enroll now option"
	Banner <ul style="list-style-type: none"> • A new tab opens which provides a variety of options • Click on "Register for Classes"
	Register <ul style="list-style-type: none"> • Follow the steps and type AME for our department courses • Consult your advisor or graduate liason and register your classes

- Graduate check-sheet is a very important document to complete! (One can find the check-sheet after logging into one.ou.edu)
- For Thesis: Students are advised to consult their advisor regarding course selection.
- For non-thesis: Students will be consulting members of the GSC for appropriate guidance. For further assistance, students are encouraged to contact Graduate Liaison Dr. Saha [msaha@ou.edu].
- *SOME COURSES MIGHT NEED INSTRUCTOR APPROVAL*. In that case, send an email to the professor to ask for permission to enroll in classes and copy Bethany Burkland [bethanyhb@ou.edu]. Please make sure to include your student ID.

2.3. Prior to Enrollment

1. The first item in the Post-Arrival checklist on Page 7 is ‘Enroll in Classes’ which requires you to get in touch with the graduate liaison Dr. Saha [msaha@ou.edu] first. Check what courses are important for your graduation.
2. Once the courses are finalized, go to one.ou.edu and follow the procedure on Page 10. Then, if you are unable to enroll, email the respective professor with a request to enroll. Make sure to mention the class number, name and your OU ID in the body of the email.
3. The professor then emails Bethany Burkland [bethanyhb@ou.edu], who will help you enroll in that course. Be mindful of the deadlines and start accordingly. Make sure that you check your email regularly especially from the AME staff members and GSC. It is important that you use your email address with the OU domain for university correspondence.
4. Have your graduate profile showcased on the AME website graduate student page by emailing Rebeka Morales [rmorales@ou.edu] in August. The graduate student profile will require your:
 - Name, Email Address, Admission Year,
 - Office Room Number/Location, Office Phone Number (if applicable),
 - Program (Aerospace Engineering OR Mechanical Engineering), M.S. OR Ph.D.,
 - Previous Education,
 - Research Interests & Objectives,
 - Mentor at OU,
 - Select Publications,
 - Awards & Honors,
 - Job History/Relevant Experiences,
 - Expected Graduation Semester,
 - Academic & Career Goals,
 - Hometown & Country of Origin,
 - Express your feelings about graduate student life in few words: (100 words or less)

If you enroll in more courses than required, you should drop the course according to Fall 2019 calendar dates from where you registered for the course. Make sure you hit the “submit” button after you select “Add/Drop” course. It is a good courtesy to notify the instructor that you are dropping a class.

2.4. Dates and Requirements

2.4.1. Partial Fall 2019 Academic Calendar

Last Day to Register Before Classes Begin	August 18
Classes Begin	August 19
First Day for Late Registration Fee of \$20.00	August 19
Final Day to Register	August 23
Final Examinations	December 9-13
100% Reduction of Charges on Dropped Courses	August 19-30
No Reduction of Charges on Dropped Courses after this date	August 30
No Record of Grade on Dropped Courses	August 19-30
Automatic Grade of W for Dropped Course(s) for Graduate students	Sept. 3.-Sept. 27
Grade of W or F for Dropped Course(s) for Graduate students	Sept. 30-October 25
Petition to College Dean to Drop Course(s) (Instructor's Signature and Grade of W or F Required)	October 28-December 6

Full calendar can be viewed at http://www.ou.edu/admissions/academic_calendar/fall-2019

2.4.2. Find a Thesis / Dissertation Advisor!

As a part of doing your MS with thesis, finding a thesis advisor is an important step. The best way to get in touch with a potential advisor is to go through the following steps:

1. Check the Faculty website <http://www.ou.edu/coe/ame/people>: Go through the Research Interests and projects you may be interested in.
2. If the research interest matches, email the professor briefly about why you are interested. Do not forget to follow up!
3. Another way to find a thesis advisor is to research a professor and his/her projects and talk to him/her personally. Professors are always looking for enthusiastic, talented, and hardworking students.
4. Faculty advisor could also be met during meet and greet organized by the college of engineering. During meet and greet, professors showcase research they are currently working on. Professors may invite those interested to contact and/meet in person to talk about their interests.

Note: It is students' duty to maintain satisfactory GPA over. Graduate students should repeat courses and GPA calculations for courses with grade C and/or lower.

2.4.3. Requirements for MS and PhD degrees

Masters		PhD	
Thesis	Non-thesis	From Masters	From Bachelor
<p>Six credit hours of Research Thesis enrollment (AME 5980)</p> <p>At least 12hrs of AME courses at the 5000 level or higher</p> <p>At least 3 hrs. of Mathematics or advanced engineering analysis</p> <p>Up to 9 hrs. of Approved graduate-level courses chosen from other fields of engineering, the physical sciences, and mathematics, or AME courses, including 4000-level courses not required for the B.S. degree in the major field and that are approved for graduate credit.</p> <p>Total: 30 Hours</p>	<p>At least 18 hours of AME courses at the 5000 level or higher.</p> <p>At least 3 hrs. of Mathematics or advanced engineering analysis</p> <p>Up to 12 hrs. of Approved graduate-level courses chosen from other fields of engineering, the physical sciences, and mathematics, or AME courses, including 4000-level courses not required for the B.S. degree in the major field and that are approved for graduate credit.</p> <p>Comprehensive Examinations covering major fields offered for the degree program.</p> <p>Total: 36 Hours</p>	<p>The student can include up to 42 credit hours from previous graduate work as follows:</p> <p>i. All of M.S. degree up to 30 hours but including no more than 6 thesis hours</p> <p>ii. All of M.S. non-thesis degree up to 36 hours</p> <p>iii. Up to 12 hours of post-master's work</p> <p>Total: 90 Hours</p>	<p>At least 42 hours of dissertation and 42 course credit hours beyond the baccalaureate degree for a total of 90 credit hours)</p> <p>Course credit hours include:</p> <p>At least 24 hours of advanced engineering graduate courses at the 5000 level or higher as determined by the student's Doctoral Advisory Conference.</p> <p>At least 6 hours of graduate-level math-related and science course work of which 3 hours are to be in math-related course work.</p> <p>A maximum of 9 credit hours of Special Projects, Guided Individual Studies, or other non-competitively graded courses including 6 credit hours of MS thesis.</p>

Note: It is important to keep in mind the rule for taking research credits. Once you take start taking research credits, you must take at least 2 research credits every consecutive semester.

Note: Check the courses required for you to graduate with our Graduate Liaison Dr. Saha.

http://www.ou.edu/content/coe/ame/graduate/master_program_requirements.html

http://www.ou.edu/content/coe/ame/graduate/phd_requirements.html

2.5. TRAINING

2.5.1. Graduate Teaching assistant (GTA) and Graduate research assistant (GRA)

Graduate students can be supported by a teaching assistantship or a research assistantship. Teaching assistantships are assigned by the School of AME. Research assistantships by the faculty supervising the research. The number available are limited. Further information on assistantships is available at <http://www.ou.edu/content/coe/ame/graduate/assistantships.html> Graduate students seeking teaching assistantships need to be certified to be proficient in English by English Testing and Certification Services if English is not their native language. The school will not appoint a graduate student whose native language is not English as a teaching assistant without the English proficiency certification. Graduate student community assists student taking the test in preparation. Please refer to the link: <http://www.ou.edu/gradcollege/new-students/etc>

As long as you hold a Qualifying Graduate Assistantship (QGA), you will receive a full tuition waiver covering up the number of hours required for your degree. Tuition waivers do not cover fees.

A QGA is a 0.50 FTE (full-time equivalency) position, so the duties associated directly with your position will not exceed 20 hours per week, though the entire responsibilities of a graduate student will generally far exceed this amount.

Graduate Assistantships are subject to certain limitations, including enrollment requirements and maximum allowable FTE levels. As a QGA you must be enrolled in 5 hours minimum in the Fall and Spring semesters, and you may hold no more than a 0.50 FTE appointment without the approval of the Graduate College.

The assistantship provides medical insurance for you as an individual at Level I coverage. Enrollment is available online. Please consult AME department if you have any questions.

2.5.2. Requirements for Teaching Assistants

The Development for International Teaching Assistant (DITA) and Teaching Assistant Orientation (TAO) are mandatory orientations for new graduate teaching assistants (GTAs) for 2019-2020.

For All New GTAs - Teaching Assistants Orientation (TAO)

- August 12 - 13, 2019 | 9:00 a.m. - 12:00 p.m. | Dale Hall 270
- All new GTAs including international GTAs should attend

For New International GTA(s) – Development of International Teaching Assistants (DITA)

- August 5 - 7, 2019 | 9:00 a.m. - 12:00 p.m. | Zarrow Hall, Room 145

2.5.3. Responsible Conduct of Research Training

The Graduate College offers semi-annual Responsible Conduct of Research (RCR) Training, typically at the start of the fall and spring semesters. The framework for this training is unique. Rather than focusing on rules and principles, it looks at how people try to make sense of ethical issues. The training seeks to provide graduate students across all disciplines with realistic, work-based strategies for identifying and resolving complex ethical dilemmas.

Note

The policy on PET-RCR training recently changed. For this year, the training is required only for NSF-funded research assistants. The training is now being overseen by the VPR's office, which has handled the related communications. This happened after we released the fall orientation. For more information of PET-RCR visit

<http://www.ou.edu/gradcollege/funding/graduate-assistantship/professional-ethics-training>

2.6. Expenses

2.6.1. Bursar Information on Fees

Once you have enrolled to classes, fees will be added to your bursar account. These are visible on your one.ou.edu page after you log in. If you have a 0.5FTE appointment, you would be eligible for a tuition waiver. but you must pay other fees. An FTE of 0.5 is 20 hours / week, half of a full work or school load. The tuition waiver is applied during the first month, after a delay. You can talk to the payroll office (Nuclear Engineering Lab building room 244) if the waiver has not been applied after 3 weeks.

OU also offers fee payment in installments over the semester.

Location: Buchanan Hall Room 105 | *Call (405)325-4521*

2.6.2. Housing and Food

Norman is a University town and offers a wide variety of housing options. Some of them are listed in this website: <http://www.isa.ou.edu/oncampus.html>

On-Campus housing: Kraettli Apartments, Traditions E and W, Callaway Apartments

Off-Campus housing: <http://www.isa.ou.edu/offcampus.html>

Summer Pointe Apartments, Springfield Apartments, Riverbend, Crimson Park, Campus Lodge,

2.7. Funding

2.7.1. Scholarships

CASH – the Centralized Academic Scholarship Hub – is where current OU students can apply for all merit and financial need-based OU scholarships. The link to CASH opens annually on Oct 1 at scholarships.ou.edu for the next academic year. The School of Aerospace and Mechanical Engineering also provides various scholarships every year. Please look out for an email from Bethany Burklund sometime in the Spring semester with more information about departmental scholarships.

2.7.2. Fellowships from the Graduate College

Find more information on relevant fellowships from the graduate college website.

<http://www.ou.edu/gradcollege/funding/fellowships>

2.7.3. PhD Dissertation Excellence Award (DEA)

The Gallogly College of Engineering designed the reward for PhD students to encourage the students to complete their dissertation with excellence. The application package for DEA may be

submitted electronically to: pjmeek@ou.edu. Directions and instructions to apply are sent out with email.

For any query contact: John Antonio, Interim Dean, Gallogly College of Engineering, University of Oklahoma, *Phone: (405) 325-4397*, E-Mail: antonio@ou.edu.

2.7.4. Jobs

Consult Section 4.1 of this document for information on campus jobs

3. IMPORTANT RULES FOR STUDYING AND WORKING IN THE UNITED STATES

3.1. Oklahoma Driver's Licenses

Students needing to obtain an Oklahoma Driver's License or ID card should contact the Department of Public Safety's Norman exam site, located at 430 N. Berry Rd. The phone number is (405) 364-9595; the hours of operation are 8 a.m. to 4:45 p.m., Monday through Friday. Information about Oklahoma driver's license requirements and an online copy of the driver's license manual are available at: <https://www.ok.gov/dps/>.

3.2. Social Security Card

All new employees at any job should present an original Social Security Card to PES at the time of hire. Please make sure all new hires have an original card. If they do not have their original social security card, they should apply for a replacement card from Social Security Administration. The social security card is not required to put someone on the payroll but is needed to ensure that we are reporting wages under the correct name and number.

The closest Social Security Administration office is in Moore:

Address: 200 NE 27th Street
Moore, OK 73160

Hours:
Monday through Friday 9AM – 4PM

The Social Security Administration offers a wide range of services including issuing a new social security card, replacement of a lost card, name change, benefits and more. For international students, follow the following steps for application of new social security card.

1. Provide ISS with an original on campus employment confirmation letter.
2. Request a Social Security Letter from ISS.
3. Apply for the Social Security Number (SSN) at any Social Security Administration (SSA) office. Original copies of your employment offer letter and the Social Security letter from ISS are required by the Social Security Administration. An F-1 or J-1 student may work while the SSA processes the SSN application.

For more information on social security card/number, call 866-964-4260 ; 800-772-1213 - toll free number with automated information or visit <https://www.ssa.gov/ssnumber/>
The university of Oklahoma, department of transportation offers free transportation from Norman to SSA office in Moore on Tuesdays and Fridays (with OU CART) only starting 12.05 PM from Campus depot and picks up from SSN office at 3 PM. Find detailed information on this website: <http://www.ou.edu/cart/schedules/socialsecurityroute>.

3.3. Filing Income Tax Returns

Sprintax is an online tax assistance service the University of Oklahoma provides for international students.

As of Summer of 2019, ISS will be sending instructions for Sprintax to international students in February 2020. Taxes are filed in April 2020 for income received during 2019.

If you worked in the US or received a stipend, grant or allowance (over a certain amount), you're legally required to file a tax return.

If you didn't work or receive income in the US, you should file a Form 8843 which confirms your residency status for tax purposes for the 2019 tax year. You can use Sprintax to help you complete Form 8843, or you can complete Form 8843 yourself.

www.irs.gov/forms-pub/about-form-8843

As a reminder, you must print, sign and mail your documents once you complete the preparation process in the Sprintax software.

If you have any questions, please email Sprintax at hello@sprintax.com.

It is important that students are aware of the procedure and rules after graduation and make decisions accordingly.

3.4. Optional Practical Training (OPT)

OPT is a possibility that international students will want to be aware of. An OU student on an F-1 visa can use OPT to work in the United States on that F-1 visa without requiring employer sponsorship on visa paperwork. Undergraduate and graduate students with F-1 status who have completed or have been pursuing their degrees for more than nine months are permitted by the United States Citizenship and Immigration Services (USCIS) to work for one year on a student visa, if the work is practical training to complement their education. STEM graduates can receive an extension of up to 24 months giving a total of 36 months. For more information about Pre-Completion and Post-Completion OPT, visit the International Student Services website at ou.edu/iss and review the Canvas workshop for OPT. If you have additional questions about OPT after completing the workshop, you can contact your ISS advisor.

More information on: <https://www.uscis.gov/opt>

3.4.1. Applying for OPT

You will be working closely with your ISS advisor on both OPT applications. You will not need an employment offer for the application, or employer help with the OPT application. Please direct inquiries about OPT to OU ISS.

The potential employer may need to be consulted regarding the choice of future start date in order to minimize the unemployment period. Please note that the company does not have any additional effort for the student in the case of hiring through Practical Training. For more information about the OPT application process, visit the International Student Services website at ou.edu/iss and review the Canvas workshop for OPT. If you have additional questions about OPT after completing the workshop, you can contact your ISS advisor.

More information on: <https://www.uscis.gov/opt>

3.4.2. Applying for the OPT STEM Extension

F-1 students who receive science, technology, engineering, and mathematics (STEM) degrees, and who meet other specified requirements, can apply for a 24-month extension of their post-completion OPT, giving STEM graduates a total of 36 months of OPT. This application is again made working closely with the ISS office. You will want to keep a close eye on the requirements, and ensure that you apply for the extension the right time before the end of your original OPT. Do note that there is a continuing reporting requirement. For more information about the OPT STEM eligibility requirements and application process, visit the International Student Services website at ou.edu/iss and review the Canvas workshop for OPT STEM. If you have additional questions about STEM after completing the workshop, you can contact your ISS advisor.

<https://www.uscis.gov/working-united-states/students-and-exchange-visitors/students-and-employment/stem-opt>

<https://studyinthestates.dhs.gov/students-determining-stem-opt-extension-eligibility>

<https://studyinthestates.dhs.gov/stem-opt-hub>

4. UNIVERSITY OF OKLAHOMA SERVICES

4.1. Jobs

4.1.1. Campus Jobs

Students have an opportunity to apply to on campus jobs to financially support themselves and add skills to their resumes. Follow the link, create an account, and apply to jobs suitable for your interest: jobs.ou.edu/Job-Search/Student-Jobs It is important to apply for the Social Security Number (SSN) after getting an assistantship or a part time job.

While Payroll & Employee Services (Nuclear Engineering Laboratory Room 244) handles many details of being on the OU payroll, Payroll Distribution, Buchanan Hall Room 105, handles the specifics of automatic account payments and paycheck disbursements.

4.1.2. Career Services

Tips: Make an account on ou.joinhandshake.com

Start networking with people (professors and people you meet at the seminar series!)

Location: Oklahoma Memorial Union Room 323 | *Phone: (405) 325-1974*

Resume critiquing hours: Monday - Thursday 1:30 PM - 4:00 PM

Email: oucs@ou.edu

Please check the website for Fall schedule

<https://www.ou.edu/career/students>

International students should also consult Sections 3.2, 3.3 and 3.4.

4.2. Health Services & Counseling Services for Students

<http://www.ou.edu/healthservices.html>

For any health needs as well as medical services, students can contact to OU health center.

Main Line: Call (405) 325-4611 / Immediate Medical Emergency: Call 911

Fall Hours 2018: Monday-Friday, 8 a.m. - 6 p.m.

University Counseling Center provides different counseling services to help existing problems, prevent potential problems and develop new skills. These services may benefit the student's emotional and physical health.

<http://www.ou.edu/content/ucc/counselingservices.html>

For an appointment: *Call (405)325-2911* during business hours.

4.3. Writing center

OU writing center is a great place to get a piece of writing critiqued. The consultants will help you write, develop, and revise your scientific report, journal/conference paper, thesis, or essay. Graduate Writing Groups are another great way to improve writing by collaborating with each other. Walk-in consultation is available during office time or appointments can be made online for consultation.

Location: Wagner Hall Room 280. Please check the website for Fall schedule

<http://www.ou.edu/writingcenter>

4.4. Places

4.4.1. Visit Zarrow Family Faculty and Graduate Student Center

Located at the LL2 of Bizzell library is the latest Research and study place specially for graduate students. The place is suited for collaborative work in collaboration room and group meeting rooms, and for quiet study in focus rooms. Shelves could be reserved to keep your books in the facility itself.

4.4.2. Visit Couch Practice Center

Located on the first floor of the Couch Tower and accessible 24 hours a day, Couch Practice Center is one of our newest study facilities on campus. Students can take advantage of walking stations, individual study spaces, a cloud printing kiosk, collaboration spaces, and video conferencing in this state-of-the-art facility.

4.4.3. Grow Your Skills with LinkedIn Learning

LinkedIn offers free interactive video tutorials on many skills such as Illustrator, Photoshop, Excel, personal finances, and more. Taught by highly qualified and engaging instructors, you'll wish learning could always be this fun! Visit <https://www.linkedin.com/learning/> and sign in with your organization account using your OU email and OU credentials. If you already have a LinkedIn profile, you can connect your existing profile afterwards. AME GSC members strongly recommend this. LinkedIn Learning can help with softer skills necessary for supplementing your technical skills in the practice of engineering, that are outside of what you will learn from your major coursework.

5. EXTRACURRICULAR ACTIVITIES AT THE UNIVERSITY OF OKLAHOMA

5.1. AME Graduate Student Community

The GSC arranges seminars and social activities for graduate students of Aerospace and Mechanical Engineering. Email: ame_gsc@ou.edu

5.2. Graduate Student Senate

The Senate represents every graduate student enrolled in any of the programs offered by the Graduate College at the University of Oklahoma, giving them an official voice in student government. Additionally, each year a substantial portion of the SGA budget is allocated to GSS for two important initiatives: Outstanding Graduate Student Awards and the Research and Conference Grants. Email: gss@ou.edu

5.3. Cultural Associations

OU has a rich cultural diversity. Some of the Cultural Associations are listed below:

African Student Association	Pan American Student Association
Arab Student Association	Peruvian Student Association
Association of Friends of Venezuela	Russian Speaking Student Association
Bolivian International Student Association	Saudi Student Association
Colombian Student Association	Society of Chinese Students and Scholars
French and Francophone Student Association	Society of Vietnamese Students
India Student Association	Sri Lankan Student Association
Iranian Student Association	Taiwanese Student Association
Japanese Student Association	The United World
Korean Student Association	Turkish Student Association
Lebanese Student Association	Vietnamese Student Association
Nepali Student Association	

E-mailing the Office of International Programming or the President of IAC is a great way to contact the Associations. Emails: intlprog@ou.edu, iac@ou.edu

5.4. Student Professional Organizations

Practicing engineers often belong to one or more professional engineering societies. The American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE), the American Society of Mechanical Engineers (ASME), the American Institute of Aeronautics and Astronautics (AIAA) and the Society of Automotive Engineers (SAE) are particularly relevant to AME students, but there are a very wide range. OU has several student chapters of these organizations, many of which can be found on OrgSync.

<https://orgsync.com/login/university-of-oklahoma>

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We hope you all have a smooth transition to the School of Aerospace and Mechanical Engineering. Do not hesitate to contact us for information about course selection or any other concern. We strive to create a hospitable community!

Rajmohan Muthaiah, Chair	rajumenr@ou.edu	(409) 665-1351
Robert Rucker, Promotions	xyzzy@ou.edu	(405) 401-4726
Emmanuel Hakizimana Co-Chair	eh@ou.edu	(909) 757-9593
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