

COLLEGE OF INTERNATIONAL STUDIES ACADEMIC ADVISING RESOURCES:

- ❑ **My Schedule:** To view your schedule and to make changes, log into your ONE account. You can see your courses on the home page or in the *Academics* tab. On the *Registration* screen, you can search and register for classes and review your class schedule. Your class schedule will be displayed in colored time blocks. Each course pops up with not only the scheduled weekly meeting times but also the final exam day and time. To understand which are the weekly meeting times and which is the final, select the *Schedule Details* tab.
- ❑ **Working the Waitlist:** If you would like to enroll in a course but it is full, add yourself to a waitlist. Once a seat in the course opens up, you will receive an email informing you that you can now enroll in the course. You will have 24 hours to add the course before you are dropped off the waitlist. Go to *Register for Classes* in ONE. Click *Add* next to the closed class, and it will place the course in your *Summary* view as pending. (A course that is pending is shaded in the summary view.) Change the status from "Self-Service Enrollment" to "Waitlist" and then submit your request.
- ❑ **Foreign Language Assessment/Placement:** Students who have studied a language previously and wish to enroll in a class at OU must take a placement test. This test establishes the student's reading and writing competency level in the language. It also ensures that the student is placed in the most appropriate course for their skill level. Visit the Language Learning Center for more info. Location: Kaufman Hall 228; Phone: (405) 325-1352; E-mail: llc@ou.edu
- ❑ **Check sheets:** checksheets.ou.edu will give you a complete list of every major and minor at OU broken down by college. You can print these off and see what courses you would need for any degree. Many students use these to research majors, possible double majors, or if they are thinking about switching their major and/or add a minor.
- ❑ **Pre-Law Advising:** OU has a full-time advisor dedicated to students who wish to attend law school. She can offer information on course selections, assistance with law school prep, share events of interest, and information on the undergraduate mock trial team. Contact Lori DeKalb, J.D, Academic Advising Resource Center; Location: 308 Cate Drive, Room 418; Phone: (405) 325-1596; Email: loridekalb@ou.edu.
- ❑ **Student Organizations:** Whether you are a new student at OU or an upperclassman, we believe there is a place for everyone here. There are a variety of ways to get involved on campus. Student organizations create opportunities for leadership development, learning, student engagement, and fostering of shared interests. Run by students with support from OU. For more info: <https://www.ou.edu/rso>. For International Studies organizations and involvement, visit: <https://www.ou.edu/cis/student-life-and-careers/student-organizations>.
- ❑ **OU Tutoring Resources:** The Student Learning Center offers numerous opportunities for free supplemental instruction, tutoring, and academic skill development through UC Action. Study nights, group tutoring in 90+ subjects, tutoring around campus (including modern languages), and study skills consultations are available. Location: Wagner Hall, Room 245; Phone: (405) 325-7621; Email: studentlearning@ou.edu.
- ❑ **Writing Center:** Pedagogical service that provides writing support for students; offers feedback and thoughtful suggestions; provides print and online resources as well as modeling approaches for editing. This is not a proofreading service. Location: Wagner Hall, room 280; Phone: (405) 325-2936; Email: writingcenter@ou.edu. Satellite locations: Bizzell Library, room 121, and Cate Center 4, room 134. For details, visit ou.edu/writingcenter.
- ❑ **Center for Major Exploration:** Coaches work one-on-one with students to identify the student's personality type, interest, and aptitudes. Information gained from conversations and assessment tests help identify which majors are a good fit for you. Resources to help you explore and understand majors are available as well as decision-making tools that help prioritize factors involved in the decision. To schedule an appointment, use the *iAdvise* appointment system. Location: Wagner Hall, room 203, rooms 204, 205, & 206; Phone: (405) 325-1684; Email: exploremajors@ou.edu.
- ❑ **Career Center:** Career advising and job search; career fairs; career-related events and workshops; mock interviews; resume assistance, and on-campus interviews. The Career Center is open Monday-Friday from 8:00am-5:00pm.

Location: Oklahoma Memorial Union, Suite 323 (across from the Molly Shi Boren Ballroom on the third floor); Phone: (405) 325-1974; Email: careercenter@ou.edu.

- ❑ **University Counseling Center (UCC):** UCC provides comprehensive mental health services at OU. UCC is staffed by professional psychologists, counselors, and advanced graduate students under supervision; they help people resolve existing problems and prevent potential problems. Please call (405) 325-2911 for more info. Location: 620 Elm Ave. Rm 201 (corner of Brooks St & Elm Ave); Hours: Monday-Friday 8:00am-5:00pm.
- ❑ **Accessibility & Disability Resource Center (ADRC):** Assists students with disabilities so they have equal access to all educational programs and activities on campus. Common accommodations include note takers, exam assistance (extended testing time and/or reduced distraction environment), use of a word processor in the classroom, audio recording lectures, sign language interpreter, real-time transcription, captioned videos, reader and/or scribe for exams, and other reasonable accommodations to provide an equal opportunity for the student. To learn more about ADRC, visit ou.edu/adrc. Location: 730 College Ave, Norman, OK 73019. Phone: (405) 325-3852; Email: adrc@ou.edu.
- ❑ **OU Food Pantry:** All current OU students are eligible to use the OU Food Pantry. Location: 333 Cate Center Drive, just south of Lindsey. For information about how to place an online order, volunteer opportunities, and how to donate, visit <https://www.ou.edu/foodpantry>.
- ❑ **OU Information Technology:** Assists with technology issues and questions (e.g., email and Canvas). Phone: (405) 325-HELP (4357). In-person assistance: Bizzell Library, room 125. Open Monday-Friday; 8:30am-5:30pm.
- ❑ **CASH (Centralized Academic Scholarship Hub):** Apply for university scholarships! Applications are submitted in the current academic year for consideration with award disbursement in the next academic year. CASH is available annually from October 1-February 1. College-wide scholarships, departmental scholarships, and financial aid scholarships will all be housed through the online system (<https://www.ou.edu/sfc/scholarships/cash>).
- ❑ **The MoneyCoach Program:** Assists students with personalized, effective financial planning, coaching and financial education strategies to help ensure healthy lifelong financial behaviors, continuous enrollment, and graduation from OU. One-on-one appointments (in-person or zoom) are scheduled using [iAdvise](#). Email: moneycoach@ou.edu; Phone: (405) 325-4692; Location: Student Financial Center, Buchanan Hall, Suite 105.
- ❑ **Student Financial Center:** How to submit missing documents; verification requirements; FAFSA questions; billing questions; payment plan and Bursar charges; how to obtain additional funding resources/scholarships etc. Location: Buchanan Hall, room 105; Phone: (405) 325-9000; Email: sfc@ou.edu.
- ❑ **OU Testing Center:** Administers several different examinations for students. Visit the OU Testing Center online at <https://ou.edu/accessandopportunity/testing-center>; click on the "Exams" tab for info about specific subject exams, associated costs, how to sign up etc. Phone: (405) 325-1921; Email: testing@ou.edu; Location: Boomer Outreach Building, room 140.
 - CLEP (College-Level Examination Program): Offers students the opportunity to earn college credit for what they already know by taking one of several subject exams. Taking and passing these exams can enable test examinees to gain college credit that can be applied to meet their degree requirements.
 - Prior Learning Assessments developed by academic departments. Upon satisfactory completion, you are awarded credit for the course.
 - Foreign Language Requirement Assessment (FLRA): Waives the general language requirement for students who are already competent in oral, reading, and written skills in another language at or above the intermediate level; recommended for students who are proficient in a language not offered at OU. It does NOT provide academic credit. *There is NO guarantee of an approved examiner to administer the exam for languages NOT offered at OU.*