



Welcome to the School of Industrial Engineering and the University of Oklahoma!

Information for New Graduate Students

Class Schedules

Twice each year a class schedule is prepared, each spring for the summer and fall classes and each fall for the spring classes. This can be purchased in the bookstore or printed off the web at <http://www.ou.edu/bulletins/>. You should either purchase a copy or print out the pages you need off the web.

Computer Access and E-Mail

When a student enrolls in classes at The University of Oklahoma, they are given an OU e-mail address. This will be used by the department and by the Graduate College to send messages and important information to you. Please check this address regularly. If you have another e-mail address, please contact Information Technology at 325-4357 to see about forwarding your OU account to that address. Some labs and offices have computers that students can use to access their email. You should plan to either purchase a computer while here or arrange for use of a computer in either a lab or through a friend, as you will need the use of a computer for various reports for your research.

English Language Skills

The University of Oklahoma now requires international students who work as a teaching assistant or grader and have any contact with students to pass the English proficiency requirements of the GAELS office. This consists of a SPEAK test and a TEACH test. We expect all international students to begin this program in the first semester after they arrive so that they can be qualified to serve as a teaching assistant at a later time. More information about the courses and schedules are available on the web at <http://gradweb.ou.edu/EAP>.

Housing

Graduate students can live either on campus or off campus. For university apartments, call the University Housing Office at (405) 325-2511 or look at their web page at <http://www.housing.ou.edu/>. They have several apartment complexes for use by graduate students. They also may have some temporary housing available in August for students who need a place to stay until they can move into an apartment or need time to find an apartment. If you will need temporary housing, please contact Housing directly. We do not recommend that graduate students live in dormitories, as these do not open until late in August and are closed periodically during the year.

I-20's and Visas

The Office of Admissions issues the I-20 forms and they should be contacted if you have any questions or problems. The Office of Admissions is on the first floor of Buchanan Hall, Room 127, and their telephone number is (405) 325-2251. Another office that can be helpful concerning visas is the International Student Services Office in Old Science Hall, Room 213, and their telephone number is (405) 325-3337. Their web page at <http://www.ou.edu/intprog/iss> has a lot of helpful information and additional links.

Mail

If you are appointed as a graduate assistant in the department you will have a mailbox in CEC 116. This is where your payroll summary sheet will be placed each payday. Notices, announcements, and memos are placed in the boxes regularly, so you will need to check it frequently.

Office Space

The Office space in IE will be allocated to graduate students in the following order of decreasing priority:

1. Teaching Assistants responsible for lecture of courses
2. Teaching Assistants working with instructional labs
3. Research Assistants who have no desk space in labs
4. Graders who have to maintain office consultation hours
5. Graduate students

Within each category, seniority in terms of OU years, Ph.D. students, etc., will be considered.

Pay and Payroll

In order to be paid by The University of Oklahoma, you need to complete several payroll forms, both in our office and the Personnel Office. Because of the time it takes to get new employees into the payroll system, these forms must be completed by the end of the first week in a month in order for pay to be received at the end of the month. With the exception of the I-9 and Loyalty Oath forms, these must be completed prior to your first day of employment. **Forms must be picked up from our office and returned to us before you go to the Personnel Office.** Our office is located in Carson Engineering Center, Room 124. The Personnel Office is located in the NEL Building, Room 244. All forms must be signed in person, and therefore, cannot be mailed to you ahead of time. You must have with you certain documents establishing identity and eligibility to work. U.S. citizens must have two forms of ID – one of which must be a photo ID – such as a driver's license, school ID with photo, your original social security card, or a certified birth certificate. Foreign students must have a passport plus one of the above documents.

Registration

Registration is now done on-line through the OU web page at <http://enroll.ou.edu>. You need to look at the curriculum sheets and the class schedules and make a tentative schedule. You will need to have this with you when you meet with the graduate liaison, Dr. Mary Court, to obtain approval of your schedule for the semester. At a later date, you will see your research-supervising professor for schedule approval. Some courses may require a special permission which will need to be signed by the faculty member teaching the course before enrollment can be processed. To obtain special permission for a course, please see the Student Services Coordinator in CEC 116.

Student Evaluations

You are responsible for meeting the academic and administrative requirements of your degree program. A graduate education includes course work, research, professional development, and participation in IE activities. Your progress in these areas will be evaluated each academic year by your research professor, or if you are not yet assigned to a research professor, the Graduate Liaison. Should a student's evaluation not be satisfactory for two semesters, the student is suspended from the program.

Student Identification Card

Each student will need a student ID for enrollment, libraries, etc. The student ID can be obtained from the OneCard Office located in the Oklahoma Memorial Student Union, Room 127. You should go there soon after you arrive, as you will need your ID during enrollment. Please bring your drivers license and/or passport with you when you get your ID. The cost of your ID card will be \$15.

Tuition Waivers, Health Insurance Waivers, and Your Bursar's Account

Graduate students in our department who are appointed as graduate assistants, either teaching or research, for 0.50 FTE (equal to half time) for the full semester are eligible for tuition waivers and a waiver for the basic student health insurance plan. The list of names of these students is usually given to the Graduate College a month before classes begin. However, sometimes the list does not get into the Bursar's computer files in time for the waivers to be included in the first bills for the semester. The waivers should be included in the second bill of the semester. You should check with the IE office to see if you have qualified for the waivers and when the waivers should be expected. You should also go to the Student Insurance Office in the NEL Building, Room 222, to inquire about the student health insurance plan. Students who are not appointed can inquire about purchasing insurance at the same office.

Transportation and Parking

The campus and Norman area are served by a bus system, CART, and maps of the routes are available in the CART office. Their office is in Robertson Hall, Room 304, and their telephone number is (405) 325-2278. The Parking and Transportation Office has information about student parking locations and permits. Their office is also in Robertson hall, Room 311, and their telephone number is (405) 325-3311.

U.S. Social Security Number

Before the University of Oklahoma can pay any student, he or she **must** have a U.S. Social Security number. The form to apply for this number is available in the International Student Services Office in Old Science Hall, Room 213. Please go to their office and request this form shortly after you arrive as it may take as long as 4 to 8 weeks to get the number once the application is sent to the Social Security Office.

If you have any questions or need assistance, please contact the IE office in Carson Engineering Center, Room 116 or at (405) 325-3721. We will be happy to assist you!