

Student Advisement Helpful Hints and Requirements

Department of Social Sciences

General Notes

Always check the advisor's name found on the top left hand corner of the check sheet. Always review the date the check sheet was performed, and note the number of hours completed since that date by reviewing the student's transcript. Unofficial transcripts may be accessed on the Campus Connect System by typing in the student's name. Advisors should also note whether the student has achieved competency in the language department by noting English Proficiency which is demonstrated by earning at least a B in one or both course. Students may not enroll in more than 18 hours without the Dean's approval. Students in the Department of Social Sciences should not enroll in more than 15 hours during the semester in which they enroll in the Social Research and Evaluation course.

- Transfer students who already have an associate's degree from an Oklahoma institution have met the general education requirements. However, we do have to watch that they will have enough upper division credits for a bachelor's degree, so don't put them into 1000 or 2000 level classes for the most part. The exception to this is: For Social Science departmental majors should always check to see if the required lower division courses such as both American History surveys have been completed. If transfer students come to us with an associate's degree, and have not taken the required lower division courses as part of the associates program, they may need to take them to move forward in the degree program. NWOSU does not send lower level courses to Enid, only to WW and Ponca City.
- It is important to ask transfer students to obtain a graduation check sheet from the registrar's office prior to enrolling at NWOSU, a copy needs to be sent to you for your files. Transfer students will need to declare a major and a minor. Please tell all students that if they get out of course sequencing and rotation, then we are not responsible for the additional time it will take for them to complete a degree. Also, if a student changes majors during their undergrad program, they need reminded that additional time will likely be necessary. All of our programs and the requirements for each, as well as the course sequencing and rotations are online under our departmental website.
- It is always helpful to ask students about their personal and work situations (job hours, small children, elderly parents etc) sometimes students do not realize that these obligations may hinder their ability to complete a degree in a timely manner. As advisors, we must explain the amount of study time they need to factor into a semester's load (2 hours per every enrolled hour). Also, students need to realize that some programs do not teach anything in the morning hours or that many programs are offered during the same block of time each semester. I have always found that our students need this explanation early on, because they may have unrealistic expectations about when courses are available. Enid and WW students must also pay particular attention to the fact that not every class or program is taught via ITV or Blackboard, so they must enroll and complete the required courses during the prescribed rotation. Otherwise, we are not responsible for offering arranged classes, or performing a course substitution request. I think that this issue will be especially important for Social Work students who are planning to sit for licensure. Further, those students in our programs who wish to apply for the Internship Stipends as Correctional Treatment Counselors or 4E Stipend funds must realize that the necessary planning and scheduling of work, family, and coursework falls ultimately on them. We can offer advice and guidance, but only they can fulfill their obligations. Each of our departmental students should be advised to obtain a copy of the University General Bulletin at some point during their Freshman year. These may be purchased in the bookstores.

- Degree program requirements may differ according to the year the student first enrolled, therefore, students must understand the requirements for each degree program may be modified during the course of their undergraduate career. It is left to the discretion of the program faculty to determine what substitutions may be requested. Ultimately, course substitutions must be approved by the department chair first, and then the Dean and Academic Vice President. Always send requests for substitutions to the department chair—and please do not indicate to the student that these substitution requests are automatically approved. They are done on a case by case basis for the most part. Course Substitution requests are available in the departmental work-study office.

- Arranged courses may be requested under the following circumstances: Students should understand that arranged course requests are not granted automatically. Arranged Class Request Forms are available in the work study office for faculty.

- A. GPA of 3.5 required
- B. Student must be a graduating senior
- C. There must be a time conflict involved or
the class has not been offered during
the last two semesters and will not
be offered again before the student
graduates.

- Social Science departmental majors should obtain a Graduation Check Sheet upon the completion of 45 hours of college credit. Transfer students with 45 hours or more from one or more institutions should request a Graduation Check Sheet for the purposes of understanding transferability of credits from one institution to another. In general, Oklahoma Institutions of Higher Education accept transfer credit without much difficulty, however, students must not assume that Freshmen level hours will count toward degree completion requirements if those course credit hours are offered at the Senior level at NWOSU.

- Social Science Faculty are strongly encouraged to take adequate time for each departmental advisee when assisting in semester enrollment advisement. Students should set an appointment with the faculty member in order to assure time for discussion and planning. Faculty are asked to set aside time for student advisement during the first two weeks of a new semester's enrollment period. Faculty are also encouraged to review each student's check sheet and transcript to determine if the student is making successful progress toward degree completion. In the event that a student drops a required course without notifying the designated advisor, the student should be informed that the course will not be offered by arrangement at a later date, nor will course substitution requests be approved. Students should understand that each program's course requirements are established for professional preparedness, and substitutions or arranged course situations do not adequately prepare them for their chosen fields.