1 Introduction:

The Engineering & Physics Database Management System is a collection of services that students, faculty, and staff may use to take care of many tasks, such as student advisement and course assessment. Access to this system requires a username and password.

This tutorial is designed to show the engineering & Physics students how to access and use this system for students advisement. By the end of this tutorial you should be able to complete your advisement form, set up an appointment to meet with your adviser and others. To login, students must use an on campus computer.

Advisement is mandatory for all engineering students. A hold will be placed on your UCO account barring you from registering until you are advised. The advisement process is simple, straightforward, and as you will see shortly, convenient to students and faculty. Here are the steps that I personally advise all of you to proceed with to make this experience profitable and not time consuming.

2 Instructions

2.1 Transfer Students

1. If you are transferring from a different institution or if this is your first semester at UCO, you must first be advised by one of the academic advisers at the UCO Nigh university center. To find out about the adviser and to set up an appointment, please visit the academic advisement web page at

<< http://www.uco.edu/em/explore/academic-advisement/index.asp >>

2.2 Non-Transfer Students

If you are not a transfer student please proceed as instructed below

1. Download a copy of your engineering physics major flow chart, this form is available from the department web page at

<< http://www.uco.edu/cms/engineering/Footer_folder/advisement.asp >> Click on your degree/ major flowchart

2. Identify the courses that you plan on taking in the next two semesters. Make sure to follow the course sequence as emphasized by semester/year (from left to right)

3. Log on to the department database management system.

From the department web page "http://www.uco.edu/cms/engineering/index.asp" > Click on the "advisement login" link > enter your username and password as indicated below

(a) Your username is the name on your UCO e-mail address
(b) Your password is your UCO identification number (excluding the asterisk *)
Example: If your UCO e-mail is akai2@uco.edu and UCO ID is *12345678 then
your username is akai2
your password is 12345678

4. Once you log in you can set up an “Advisement appointment” and/or complete your “Advisement form”.

(a) To complete the advisement form:

This form was devised by the department of engineering and physics with the purpose to collect information about you and your course plan. This form which will be part of your portfolio is basically a record of your progress. You must complete this form online as instructed below prior to the actual advisement meeting. You do not need to complete the advisory form all at one time you can in fact come back and edit the form make changes as many times as you want as long as all this is done before the actual advisement. Once you are advised these options become obsolete. To properly fill out the advisement form follow the instructions as illustrated below:

Click on Advisory Form > select between the two options below > then Submit

i. Select Start Advisement Form option, if this is your first time (during the semester) filling out the advisory form, or if you want to print a preexisting form.

ii. Select Edit Preexisting Advisement Form option, to edit and modify a preexisting form.

<<You may need to change the semester/year on the table headings before entering your planned course work for the next two semesters. >>

Example: If you are to be advised for courses that you would take in the spring 2012, select spring for the semester and type 2012 for the year on the first table, then enter you planed course work for the spring 2012. When you get to the next table select Fall or summer for the semester and 2012 for the year and enter your planed course work for the Fall or summer semesters 2012

A sample form filled out by a demo student is added at the end of this manual

(b) To set up an appointment with your advisor.

- From the main menu > Advisement Appointment > select ”View Appointment” to view preexisting appointments and also to identify your designated faculty adviser
- From the main menu > Advisement Appointment > Select ”set up Appointment” to schedule an appointment with your adviser > from the drop down list select the time that is convenient, submit, and be present at your faculty adviser’s office as scheduled. A confirmation e-mail will be sent to you and your adviser.

5. Do not forget to bring a copy of your most updated transcript to the advisement meeting.

A copy of your transcript printed from UConnect will suffice

For assistance contact the department of Engineering and Physics advisement coordinator <<Abdellah ait moussa>> room 118A4 (405) 974-5293
3 Questions and answers

1. Question: I edit the advisement form, update my personal information (phone, address,...) and "successfully" submit the changes. Strangely enough when I reedit the advisement form for the second time, the changes I previously made regarding my personal information are not implemented.

   • Answer: The system is designed to where it load your personal information automatically, changes made in the advisement form will not be implemented in the system’s database. To change your personal information you need to
     From the main menu > Other > Editing Personal Information.
UCO BME/EP Advising // Student Information

General Information

First Name: [Student's Name]  Last Name: [Student's Name]  Date: [10-10-12]

ID Number: [Student's ID]

Current Address: 100 University Ave

Current Home Phone: [Phone Number]

Current Cell Phone: [Phone Number]

Current E-mail Address: [Student's E-mail]

Major (e.g. BME ? Pre. Med. or EP ? Mech. Sys.)  □ BME Bioinstrumentation □ BME Pre-Med


□ Other: [Other Major(s) Indicated]

Expected Grad. Date (yyyy-mm-dd): [Expected Graduation Date]

Academic Information

How many total college hours have you taken?: [Number]

Number of hour this semester at UCO: [Number]

Number of hour this semester at another school: [Number]

Transfer School(s): [School(s)]

Number of hour transferred: [Number]

Work (if applicable)

Number of Hours per Week You Work:

Off Campus: [Number]  On Campus: [Number]

UCO Engineering Physics and Biomedical Engineering Advising Form

The following form must be completed and signed by both the student and a Engineering and Physics Department Faculty Member. Note that the faculty member will not sign the form without having met with the student during an advising session.

Please note that if a course is required for your major you should take it in the first semester you are eligible. If required courses are not taken when you are first eligible it may delay your graduation from the program.

Semester: Spring  2011

Prefix/Course Number  Course Name  Meeting Days/Times

Bio 1114  General Biology  MWF at 11:30 am

Eng 1113  English Comp  MWF at 1:00 pm

Engr 1112  Intro to Eng and Lab  TTh 8:45/15

Math 2313  Calculus I  MWF at 10:00 am

Phy 2003  Engineering Physics  MWF at 11:00 am

1 of 2  10/25/2010 1:40 PM
<table>
<thead>
<tr>
<th>Prefix/Course Number</th>
<th>Course Name</th>
<th>Meeting Days/Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>eng 1213</td>
<td>English comp. 1</td>
<td>Wed at 12:00 pm</td>
</tr>
<tr>
<td>engri 1213</td>
<td>Engineering comp. 1</td>
<td>Wed at 12:00 pm</td>
</tr>
<tr>
<td>math 2255</td>
<td>Calculus 2</td>
<td>Wed at 12:00 pm</td>
</tr>
<tr>
<td>itcm</td>
<td>Fund of speech</td>
<td>Fri at 3:00 pm</td>
</tr>
<tr>
<td>july 2014</td>
<td>Lab and Lab</td>
<td>Wed at 8:00 am</td>
</tr>
</tbody>
</table>

Student: I agree to enroll in the courses shown above for the indicated semesters.

[Signature] 2010-10-12

[Print Name] [ID Number]

Dept of Engineering and Physics
Howell Hall Room 221
100 North University Drive, Edmond, OK 73034 | (405) 974-5016

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