JB Advising FAQ

Q: Why do I need an Adviser?
A: You are required to meet with your adviser each semester to plan your coursework for the following semester. Your adviser will help you select courses that meet your educational and career goals. You also need to see your adviser before withdrawing from a course that has already begun. Advisers are also excellent resources for information related to academic life at OSU, internships, scholarships and other related information.

Q: How do I prepare for my enrollment appointment?
A: Be prepared to discuss what classes you want for the following semester. You should be familiar with the class schedule and the course catalog. Trial Studies and Drop/Add cards are available in our advising office and at the Registrar's office (322 Student Union). You should make your enrollment appointment 1-3 days before your enrollment date.

Q: How do I make an Adviser appointment? Where is the office?
A: Go to http://ascalendar.okstate.edu then choose “JB” to get the adviser list. The advising office is located in 203 Paul Miller, between the Student Union and parking garage.

Q: How do I find my enrollment date?
A: Enrollment dates are based on hours already earned. This can be found on your unofficial transcript on SIS under EHRS (Cum Grad/Ret.) Enrollment guides are posted at: http://www.okstate.edu/registrar/EnrollmentGuides/Registration.html

Q: Where can I find the General Education course list?
A: Go to SIS, http://prodosu.okstate.edu, choose “available courses” then “OSU General Education Course Index”

Q: What is a TLA/B?
A: Must be an upper division course, 3-4000 level, from the General Education course list or see the table to the left for acceptable course prefixes from Arts & Sciences or Business.

Q: Why am I not allowed to enroll myself in certain classes?
A: JB usually puts prerequisite blockers on our courses, but not all departments do this. It is your responsibility to check prerequisites in the catalog for your courses. Honors College sections (700s) are reserved for Honors College participants. Shorts courses with section number in the 900s will often need an add card submitted at the Registrar’s office. Sections numbers in the 600s will require enrollment through the appropriate Outreach office.

Q: When and where may I declare JB?
A: Students with at least 28 hours earned and a 2.5 cumulative/retention GPA are eligible to declare JB. Pre-JB freshmen are considered “undecided/undeclared” and are assigned to one of the A&S advisers in 213 Life Sciences East. To declare, go to the Arts & Sciences Student Success Center, 213 Life Sciences East.

Q: Can I earn a double major or minor in 4 years
A: Yes! JB degrees are very flexible. Students who plan ahead can often earn two majors or 1-2 minors as an integrated part of their IB degree. JB does not offer minors.
Q: What is the Language Proficiency Exam (LPE)?
A: The LPE is AP style grammar exam that students must pass with a 70% or better in order to continue in the JB program. Students take the exam as part of JB 2003 - Media Style & Structure. Transfer students should see their adviser about taking the LPE on an alternate test date. Students who do not pass the exam within two attempts are no longer eligible to pursue JB at OSU.

Q: Are portfolios now required for graduation?
A: Students are required to submit a portfolio during their senior year. The portfolio will contain artifacts from all upper-division JB courses. Portfolio requirements for each class should be posted on the class syllabus.

Q: How do I file a diploma application?
A: A diploma application must be filed the semester before a student plans to graduate. Diploma applications are filled out through the student SIS account.

Q: What is my degree plan year? (Matriculation date)
A: A degree plan year is typically the year a student began their university studies, so if you began college in the fall of 2007, you are usually on a 2007-2008 degree plan year. Degree sheets do expire and there are exceptions, so see your adviser if you have questions.

Q: Where can I find a degree sheet?
A: Degree sheets may be found online at the Registrar’s website:
http://www.okstate.edu/registrar/MajorsAndOptions/DegreeRequirements.html
Make sure that you choose the correct degree plan year. Degree sheets are also available at the JB Academic Advising Center, 203B Paul Miller Building.

Q: How do I earn academic credit for an internship?
A: Obtain an internship application from your adviser and meet with the faculty internship supervisor in your major (see below). After the internship is approved for academic credit, make an adviser appointment to obtain the appropriate enrollment paperwork to enroll for credit. You must obtain and strictly follow the internship syllabus. Faculty internship supervisors are: Mike Sowell-News Editorial/Sports Media Print, Marc Krein-Broadcast /Sports Media Broadcast, Roy Kelsey-Advertising and Brooks Garner-Public Relations/Sports Media PR

Q: When are scholarships applications available?
A: Scholarship applications will be available in November and will be due at the beginning of February. They will be available at http://www.journalism.okstate.edu.

Q: How do I transfer credit from another college to OSU?
A: Contact the other institution to find out their procedures for sending a transcript to OSU. Have it sent to the Office of Admissions, 219 Student Union, Stillwater OK 74078.

Q: What if I don’t use my okstate email?
A: We communicate with you through your okstate email, as do professors and other university offices. You must check okstate email or forward it to an email that you do check.

Q: Can I participate in Commencement if I am not quite finished with my coursework?
A: Sometimes. Summer graduates should participate in Spring Commencement.

Q: I heard something about online degree audits. Can I do this from home?
A: JB is not currently one of the majors accessible on the online audit system. We will keep you posted.