ME Undergraduate Advising: Role of OUGA Advisors and ME Faculty Advisors

OUGA Advisors: These are staff members in the Office of Undergraduate Advising (OUGA). These advisors are available to help with any matters related to your degree plan, course registration, transfer credit, prerequisites, graduation, etc. We encourage you to see them not only for registration, but also at any time that you have a question or concern related to your academic progress, including degree plan.

The OUGA Advisors designated for ME are located in the Office of Undergraduate Advising. Appointments can be made using the Genbook system, or at the OUGA front desk (when regular campus hours resume). Visit the website to confirm your specific advisor, who is assigned according to your last name.

ME Faculty Advisors: These are ME faculty members who are available to help you with questions related to careers, professional issues, graduate school, etc. In addition, the faculty advisors can answer questions about the content of ME courses and help you select electives that best match your interests. The ME faculty advisors are listed below. Appointments can be made by contacting Jennifer Klunk (UG Program Administrator, ECSW 2.140E | 972-883-3525). She is available to help with all general undergraduate program needs.

Please note that the purpose in clarifying the roles of OUGA Advisors and ME Faculty Advisors is to help students get correct answers to their questions and concerns in a timely fashion. Most often, student issues involve academic matters (e.g., prerequisites, registration problems, etc.) that are most efficiently addressed by their OUGA Advisor. Therefore, to provide you with consistent, timely assistance on academic matters, the department asks that you follow the procedure outlined below:

1. Contact your OUGA advisor. It is not recommended that you directly contact a faculty member or the department administration. If you do so, these individuals are going to refer you to your OUGA advisor.
2. Your OUGA advisor will review your case and determine what steps are necessary to address your question or problem.
3. If your OUGA advisor determines that it is necessary, the OUGA advising office will contact the ME faculty advisor or administration for assistance.
4. Your OUGA advisor will communicate the response/recommendation to you.
5. If, after you have completed this process, you have questions or concerns, please contact Jennifer Klunk to request an appointment with a faculty advisor.

If you have any other issues that you would like assistance with that are outside the scope of the OUGA Advisors or the ME Faculty Advisors, please contact Jennifer Klunk and she will be glad to help you.

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