



3960 (Honors Reading) is an independent study with flexible parameters. Students in this course typically focus on reading and discussion of material with their professor, rather than work that culminates in a large project. 3960 can be used as a preparatory course for a longer research project that will be completed in a subsequent semester, or it can be used to explore a very particular area of interest. 3960 can be taken for 1, 2, or 3 credit hours at a time; up to 3 credits of 3960 may be used to fulfill Honors requirements.

1. Fill in the top section of the form. You must obtain the three-digit section number of the professor you are working with. The section number can be found in one.ou.edu, in the Course Search portion. Type in the department course prefix (for ex: BIOL, PSY, etc.) then scroll through the list to find your professor's specific section of Honors Reading (3960). If there is no section number listed for your professor, contact the administrative assistant in that department to have them set one up. We cannot process your form without the correct section number.
2. With your professor, fill out the remainder of the form. Make certain that you come to a clear agreement about what work you will be completing, what the expectations are for that work, and how it will be evaluated. This form serves as the contractual agreement that determines how you will be graded, so it is to your benefit to have as much detail on this form as possible. Forms without sufficient information about deliverables and grading will be returned to the student.
3. Obtain the appropriate signatures: yours, the professor's, and a representative from the department in which you will be doing the Reading--either the Honors Coordinator for that department (see list) OR the department chair. If you are submitting this form after the second week of classes, you will also need to obtain the signature of the Dean of the College in which you are doing the Reading.
4. Submit this form to the Honors College, either in person or via honorsforms@ou.edu. It will be routed to the Honors College Associate Dean, who must sign off on it as the final step.
5. You will receive an automated email notifying you that you have been issued permission to enroll in Honors Reading. **YOU MUST THEN ENROLL YOURSELF IN THE COURSE.** Make sure you enroll for the correct number of credit hours--the system default is 1 hour. (See attached screen shot instructions for help.) If you make an error with the number of credit hours, you will have to come back to the Honors College, pick up a copy of your signed form, and take it to enrollment services to get it fixed.

Changing Variable Credit Course Hours

Once you enroll in a course that is variable credit hours, the system will automatically enroll you in the minimum number of hours for that course.

The screenshot shows the 'REGISTER FOR CLASSES' interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', 'My Plans', and 'My Schedule and Options'. Below this is a search form with fields for 'Subject', 'Course Number', and 'Keyword', along with 'Search', 'Clear', and 'Advanced Search' buttons. The main area displays a 'Class Schedule for Fall 2014' grid and a 'Summary' table. The summary table lists two courses: 'The Understanding of Art' (3 hours) and 'University Marching Band' (0 hours). A blue callout bubble points to the 'Registered' status of the 'University Marching Band' course.

You can see the number of hours that you are currently enrolled in.

Click on **My Schedule and Options** to change the number of hours that you are enrolled in.

The screenshot shows the 'REGISTER FOR CLASSES' interface with the 'My Schedule and Options' tab selected. The 'Summary' table lists two courses: 'The Understanding of Art' (3 hours) and 'University Marching Band' (0 hours). The '0' hours for 'University Marching Band' is underlined. A blue callout bubble points to this underlined '0'.

The course with variable credit hours is underlined.

Click on the credit hours and it will give you the credit hour range for the course in question.

This is a close-up of the 'My Schedule and Options' summary table. The 'University Marching Band' row is selected, and a pop-up shows the credit hour range: 'Must be from 0 to 1'. The 'The Understanding of Art' row shows 3 hours.

Change the credit hours to what you are wanting within the credit hour range. Then submit your change.

REGISTER FOR CLASSES

Find Classes | Enter CRNs | My Plans | **My Schedule and Options**

Summary
Term: Fall 2014

Title	Hours	CRN	Grade Mode	Level	Study Path
The Understanding of Art	3	14214	Letter Graded	Undergraduate	None
University Marching Band	1	19332	Letter Graded	Undergraduate	None

Records: 2

Total Hours | Registered: 3.0 | Billing: 3.0 | CEU: 0.0 | Min: 0.0 | Max: 13.0

Class Schedule for Fall 2014

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1pm		✓ The Understanding of Art		✓ The Understanding of Art		✓ The Understanding of Art	
2pm			✓ The Understanding of Art				
3pm							
4pm		✓ University Marching Band		✓ University Marching Band	✓ University Marching Band	✓ University Marching Band	
5pm							

Submit

Credit hour change will be reflected here.

Click on Submit.

Once you have submitted the change you will get a message that states "Save Successful".

Student | Test | Sign Out | 1 Notifications

Banner Self-Service | Student | Registration | Select a Term | Register for Classes

REGISTER FOR CLASSES

Find Classes | Enter CRNs | My Plans | **My Schedule and Options**

Summary
Term: Fall 2014

Title	Hours	CRN	Grade Mode	Level	Study Path
The Understanding of Art	4	14214	Letter Graded	Undergraduate	None
University Marching Band	1	19332	Letter Graded	Undergraduate	None

Records: 2

Total Hours | Registered: 4.0 | Billing: 4.0 | CEU: 0.0 | Min: 0.0 | Max: 13.0

Class Schedule for Fall 2014

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1pm		✓ The Understanding of Art		✓ The Understanding of Art		✓ The Understanding of Art	
2pm			✓ The Understanding of Art				
3pm							
4pm		✓ University Marching Band		✓ University Marching Band	✓ University Marching Band	✓ University Marching Band	
5pm							

Submit