HONORS COLLEGE The UNIVERSITY of OKLAHOMA

HONORS READING FORM

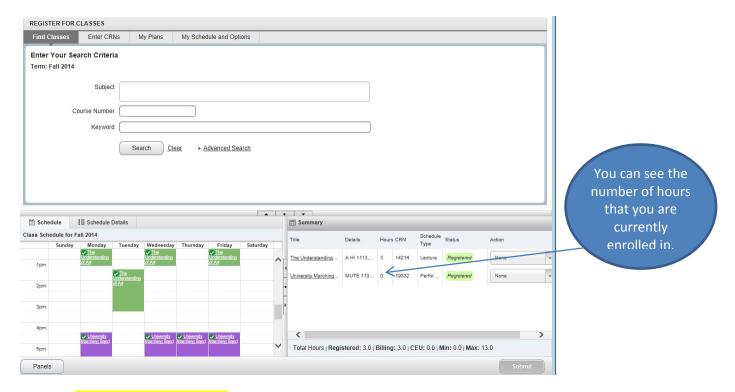
(INSTRUCTIONS)

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.

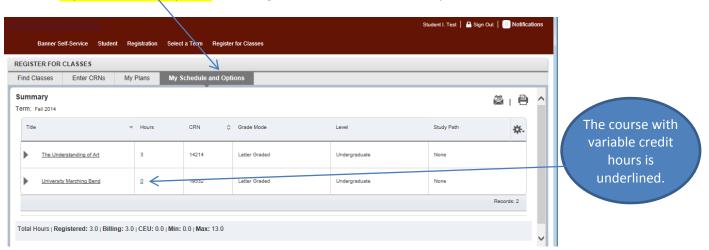
- 1. Fill in the top section of the form. You must obtain the three-digit section number of the professor you are working with. The section number can be found in one.ou.edu, in the Course Search portion. Type in the department course prefix (for ex: BIOL, PSY, etc.) then scroll through the list to find 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

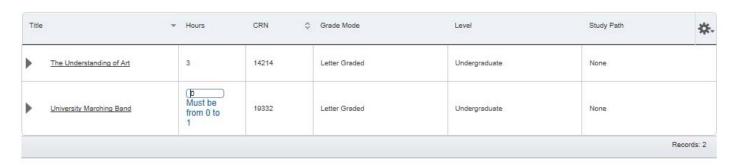
Once you enroll in a course that is variable credit hours, the system will automatically enroll you in the minimum number of hours for that course.



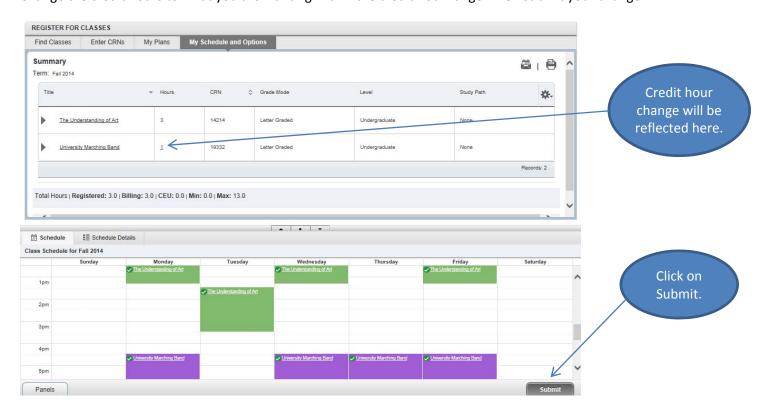
Click on "My Schedule and Options" to change the number of hours that you are enrolled in.



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



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



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

