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**1. Access and Complete the Top Section of the Form**

Begin by accessing the Honors Research Form at <https://www.ou.edu/honors/academics/current-students/forms> and filling in the top section. You'll need the three-digit section number for your professor, which you can find by searching one.ou.edu. Enter the department prefix (e.g., BIOL, PSY) and locate the specific Honors Research (3980) section. If no section number is listed, contact the department's administrative assistant to set one up, as we require this number to process the form.

**2. Indicate Your Honors Thesis Requirement Intent**

Check "yes" or "no" to specify whether you plan to use this 3980 course for your Honors Thesis. Most students do, although some may have alternate projects.

**3. Complete the Remaining Form with Your Professor**

Collaborate with your professor to outline the work expectations and deliverables, as this form serves as your grading contract. Include as much detail as possible, as insufficient information may lead to your form being returned.

**4. Gather Required Signatures**

Obtain signatures from yourself, the professor, and a representative from the department, either the department's Honors Coordinator or chair. If the form is submitted after the second week of classes, you will also need the Dean's signature from the college of your research area.

**5. Submit the Completed Form to the Honors College**

Once you've completed and signed the form, submit it to the Honors College by pressing the "Submit" button at the bottom of the online form page.

**6. Enroll in Honors Research**

After receiving an email confirmation of approval, enroll yourself in the course and select the correct number of credit hours (default is 1 hour). If you encounter credit hour errors, retrieve your signed form from the Honors College and visit Enrollment Services for correction. Honors students need 3 credit hours of 3980 to graduate.

**7. Submit Your Completed Project**

At the end of your research, submit your project using the Honors Thesis submission form, available on the website.

# 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: 'Find Classes', 'Enter CRNs', 'My Plans', 'My Schedule and Options', and 'Advanced Search'. Below these is a section titled 'Enter Your Search Criteria' for the term 'Fall 2014'. It includes input fields for 'Subject', 'Course Number', and 'Keyword', along with 'Search', 'Clear', and 'Advanced Search' buttons. Below the search section is a 'Class Schedule for Fall 2014' grid showing courses by day and time. To the right is a 'Summary' table listing enrolled courses.

Title	Details	Hours	CRN	Schedule Type	Status	Action
The Understanding...	A HI 1113...	3	14214	Lecture	Registered	None
University Marching...	MUTE 113...	0	19332	Perfor...	Registered	None

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

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. It displays a 'Summary' table for the term 'Fall 2014' with columns: Title, Hours, CRN, Grade Mode, Level, and Study Path. The 'University Marching Band' course is highlighted with a blue arrow pointing to its '0' hours.

Title	Hours	CRN	Grade Mode	Level	Study Path
The Understanding of Art	3	14214	Letter Graded	Undergraduate	None
University Marching Band	0	19332	Letter Graded	Undergraduate	None

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

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 screenshot is a close-up of the 'My Schedule and Options' tab, focusing on the 'University Marching Band' course. The 'Hours' column shows a dropdown menu with the text 'Must be from 0 to 1'.

Title	Hours	CRN	Grade Mode	Level	Study Path
The Understanding of Art	3	14214	Letter Graded	Undergraduate	None
University Marching Band	Must be from 0 to 1	19332	Letter Graded	Undergraduate	None

Records: 2

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

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

**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