



Honors Office

David L. Boren Hall  
Room 160  
1300 Asp Avenue  
405.325.5291

- Please Note:
- 1) Students Enrolled in Directed Reading 3960 or Research 3980 must have junior standing and a 3.0 OU GPA.
  - 2) This course is offered as partial fulfillment of the departmental requirements for the Honors College.
  - 3) Submit this application to the Honors Office for approval before the end of the add/drop period.
  - 4) This course is letter graded.

STUDENT NAME		STUDENT ID	DATE OF EXPECTED GRADUATION
COURSE PREFIX	COURSE NUMBER (4-DIGITS)	SECTION NUMBER (3-DIGITS)	SEMESTER
	3980 (Research)		
	3960 (Directed Reading)		
INSTRUCTOR NAME	CREDIT HOURS	CURRENT OU GPA	
	3 Once you enroll in this course, 2 the system will automatically 1 enroll you in one credit hour. If this is incorrect, please consult pages 4-5 for instructions on changing your credit hours.		

STATEMENT OF COURSE OBJECTIVE OR BRIEF OUTLINE OF COURSE:

BIBLIOGRAPHY AND/OR LABORATORY PROCEDURE TO BE FOLLOWED:

EVALUATION FOR COURSE GRADE WILL BE BASED UPON:

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STUDENT SIGNATURE

INSTRUCTOR SIGNATURE

CHAIRMAN OF DEPARTMENT OR DEPARTMENTAL HONORS  
COORDINATOR SIGNATURE (list on pages 6-7)

HONORS COORDINATOR SIGNATURE -IF READING OR  
RESEARCH IS DONE OUTSIDE OF MAJOR

HONORS DEAN

DATE

## Instructions for the Honors Research Form

- 1) Select the box for Honors Research 3980 (Please note: if your major is anything other than biology, your senior capstone is research-oriented and fulfills your Honors Reading requirement).
- 2) We **must** have the section number (a three-digit number following the course number 3960 or 3980) of the professor you are working with before we can give you permission to enroll. ---This can be found on the "Course Search" portion of one.ou.edu. Once your course prefix (BIOL, CHEM, etc.) is selected, use the Search field to find your professor's specific section of Honors Reading or Honors Research. If the specific section is not listed on one.ou.edu, you will have to contact the departmental secretary to set it up. **You cannot turn in your Honors Research form until the section exists.**
- 3) Take the form to your professor. The next three sections will outline your research project. This will serve as a description of the you must complete in order to receive credit. Make sure your professor includes specific evaluation criteria for the course (this is for your benefit). You are protected by this form to be able to turn in the assignment written in the bottom section as your Honors Thesis.
- 4) Consult the attached Honors Coordinator list to determine the signature(s) you will need to complete the form. If y are doing an Honors Research project with a professor who does not work within your major, you will need to get the signature of both your home department's Honors Coordinator and the Honors Coordinator from the Honors Research professor's department. For example, if you are a chemistry major who wanted to do your Honors Research project with a professor from psychology, you will need to obtain the signatures from the Honors Coordinators from both chemistry and psychology.
- 5) Bring completed form (minus the Honors Dean signature) back to David L. Boren Hall, room 160 to receive special permission. Signature of the Honors Dean will be obtained after the form is received in the office.
- 6) Once you receive an email notifying you that you have been given special permission to enroll in Honors Research, **you must still enroll yourself** in the course. Make sure you change the credit hours from default '1' to your desired number (typically students register in three credit hours, since that is the number of hours required to graduate with honors). You have one chance to make the change during registration. **Instructions on how to change the credit hours have been included with this form.**

If you fail to enroll in the correct number of hours, you will have to come back to Honors College, pick up a copy of your form, and take it to enrollment services to get it fixed.

- 7) Turn your completed paper of project from Honors Research in to your professor at the end of the semester and bring a copy of your work into the Honors College main office to complete your Honors Thesis requirement.

**\*Biology Majors:** You must have 4 hours of Honors Research and 3 hours of Honors Reading to graduate with Honors, in addition to defending your thesis to the Biology department. This requirement is set by the Biology department, so please contact them for details.

# 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 'Summary'. The 'Find Classes' tab is active. Below it, there's a section '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, there's a 'Class Schedule for Fall 2014' calendar view showing courses like 'The Understanding of Art' and 'University Marching Band'. To the right, a 'Summary' table lists the enrolled courses with their details, hours, CRNs, and statuses. A blue callout bubble points to the 'Hours' column in the summary table, stating: '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' section displays a table of enrolled courses. A blue callout bubble points to the 'Hours' column in the table, stating: 'The course with variable credit hours is underlined.'

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

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

The screenshot shows the 'My Schedule and Options' tab with a pop-up window displaying the credit hour range for the 'University Marching Band' course. The pop-up shows a text input field with the value '0' and a message: '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	0	19332	Letter Graded	Undergraduate	None

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