



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. Access and Complete the Top Section of the Form

Begin by accessing the Honors Reading Form at <https://www.ou.edu/honors/academics/current-students/forms> and fill in the form. Make sure to include the three-digit section number for the professor you are working with. This number is available through the Course Search on one.ou.edu; simply enter the department prefix (e.g., BIOL, PSY) and find your professor's specific Honors Reading (3960) section. If no section number is listed, contact the department's administrative assistant to set one up, as we cannot process the form without it.

2. Collaborate with Your Professor on Form Details

Together with your professor, complete the remainder of the form. Establish clear agreements on the work you'll complete, expectations, and evaluation criteria. As this form serves as your grading contract, it is beneficial to include as much detail as possible. Forms lacking adequate information on deliverables and grading standards will be returned for revision.

3. Gather the Necessary Signatures

Obtain signatures from yourself, the professor, and a representative from the department responsible for the Reading—either the department's Honors Coordinator (see list) or the department chair. If submitting the form after the second week of classes, the Dean's signature from the college where the Reading occurs is also required.

4. Submit the Form to the Honors College

Please complete all required fields, then submit the Honors Reading Form by clicking the "Submit Form" button at the bottom of the page. It will be forwarded to the Honors College Advisor, who will provide the final approval.

5. Enroll in Honors Reading

After receiving an automated email confirming permission, you must enroll yourself in the course and select the correct number of credit hours, as the default is 1 hour. (See attached screenshot for instructions.) Any errors with credit hours will require you to retrieve the signed form from the Honors College and take it to Enrollment Services for correction.

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' on the left and a 'Summary' table on the right. 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.

This screenshot shows the 'REGISTER FOR CLASSES' interface with the 'My Schedule and Options' tab selected. The 'Summary' section displays a table with columns for Title, Hours, CRN, Grade Mode, Level, and Study Path. The 'University Marching Band' course is listed with 0 hours, and the '0' 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 'Hours' column in the course summary table. The '0' for 'University Marching Band' is selected, and a dropdown menu is visible showing the text 'Must be from 0 to 1'.

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".

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	4	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