**OZONE FAQ**

How can students find out who to contact to resolve Holds?

We’ve added a link to the students’ View Holds page called **Contact Information for Resolving Holds** that lists the various types of Holds and the office to contact.

How can people search the Spring Class Schedule and the Course Catalog without logging in to oZONE?

There are links to public access views on the OU Enrollment web page.

- **Spring 2010** - public access view of spring 2010 class schedule
- **Course Descriptions** - The Course Catalog includes all courses approved for offering by the University of Oklahoma

What are billing hours in oZONE?

As students are enrolling, they are seeing a number of hours labeled Billing Hours on the Add or Drop Classes page. Billing Hours are a cumulative total of hours enrolled and dropped. The Billing Hours number shows the total number of hours that have financial action to report, including hours that have been dropped at 100%. They are used for auditing purposes only, not billing, so that the hours enrolled and dropped can be accounted for correctly.

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**OZONE ALERT**

**Volume 22 | November 16, 2009**

**Students Seeing Their Schedules Additions to the Course Catalog**

**HOW STUDENTS CAN SEE THEIR SPRING CLASS SCHEDULE**

Students can view their spring class schedule through the links in the Student Schedules channel on their Academics tab.

- **Week at a Glance** – Displays their schedule in a weekly calendar format.
- **Student Detail Schedule** - Displays course details and meeting time information.
- **Concise Student Schedule** - Displays their schedule with the course dates, times and places. This is a great view to print.

There are also links to these student schedule views at the bottom of the Look Up Classes page and the Add or Drop Classes page.

**ADDITIONS MADE ADMINISTRATIVELY TO OZONE COURSE CATALOG**

In April 2006, Faculty Senate approved the policy that Directed/Honors Readings, Independent Study, Thesis/Dissertation/Honors Research and Special Topics/Seminar courses would be added to the course inventory as part of the process of creating any new department or program. Existing departments or programs which did not have these courses established would also be identified, and these courses would be created for those designators. These course creations would not require review/approval by college committees or the Academic Programs Council, which is normally required for adding a course.

As part of the conversion to OZONE, the decision was made to administratively create these courses in the OZONE course catalog for any existing subject designator that did not already have them in the course inventory:

- 3960 Honors Reading
- 3970 Honors Seminar
- 3980 Honors Research
- 3990 Independent Study
- 4960 Directed Readings
- 4970 Special Topics/Seminar
- 4990 Independent Study
- 5960 Directed Readings
- 5970 Special Topics/Seminar
- 5908 Research for Master’s Thesis
- 5990 Independent Study
- 6960 Directed Readings
- 6970 Special Topics/Seminar
- 6980 Research for Doctoral Dissertation
- 6990 Independent Study

These courses were not added to the course inventory in CICS, just the course catalog in OZONE. All other course additions and changes processed this year will be reflected in the course inventory in CICS and the course catalog in OZONE. The MOIR course request system in CICS is still the mechanism for departments to generate course request forms.

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