



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 Research (3980). 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. Check yes or no to indicate whether you intend to use the results of this 3980 course for your Honors Thesis requirement. (Most students DO submit their 3980 project as their thesis, but in some unusual situations a student has a different plan.)
3. 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 turning in and what the all the expectations are for that work. 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.
4. Obtain the appropriate signatures: yours, the professor's, and a representative from the department in which you will be doing the research--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 research.
5. 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 the project as the final step.
6. You will receive an automated email notifying you that you have been issued permission to enroll in Honors Research. **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. (Note: Honors students need to earn 3 credit hours of 3980 to graduate; Honors students majoring in Biology need 4 credit hours to fulfill departmental requirements.)
7. At the conclusion of your Research, submit your project to the Honors College using the Honors Thesis submission form (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.

REGISTER FOR CLASSES

Find Classes | Enter CRNs | My Plans | My Schedule and Options

Enter Your Search Criteria
Term: Fall 2014

Subject:
Course Number:
Keyword:

Search | Clear | [Advanced Search](#)

Schedule | Schedule Details | Summary

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							

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.

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	<u>0</u>	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.

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

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	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