Adding a section(s) to the Class Schedule

IMPORTANT NOTE: Please double-check the class schedule BEFORE requesting a section be created to ensure one does not already exist.

To Access the current class schedule you can view it at one of the following:

> **ONE.OU.EDU under Courses**

> **ONE.OU.EDU under Resources search for The Book. Log into The Book and then click on "Class Schedule" or "Course List by Section".**

To request the addition of a new course for the semester please provide the following:

> a. **Semester -** (Fall, Spring, Summer)
> b. **Subject-Course Number-Section number** - (new sections won't have a CRN assigned)
> c. **Title** - (if variable titled, title must be 30 characters or less)
> d. **Credit hours -** (if variable)
> e. **Part of term -** (1st 8 weeks, 2nd 8 weeks, full semester)
> f. **Instructional method** - (Traditional, WEB-Online, SYNC-Zoom, Blended w/ WEB or Blended w/ SYNC)
> g. **Enrollment max -** (must provide if classroom is needed)
> h. **Days/Timeslot -** (please review scheduling guidelines for approved times)
> i. **Building/room -** (if using non-central, provide the info; if central classroom is needed, provide "need classroom")
> j. **Instructor name/ID#**

Please see examples of different formats:

> **To ADD a class.**

> **Example 1:**

Semester	Subject	Course#	Section#	Title	Credit hours	Part of term	Instruct. Method	Enroll max
Fall 24	ACCT	2123	005		3.00	Full	SYNC	30
Days	Start time	End time	Building	Room	Instructor ID	Instructor Name		
TR	9:00	10:15	MFPH	2040	112121234	Smith		

Example 2:

Add to SPR 25
Course: GEOL 4970/002
Instructor: David Deming, 112113406
Title: History of Environmental Thought
Day: TR
Time: 12:00 – 1:15pm
Room: SEC 1446
Enrollment: 30

Example 3:

 ENGL 1113-112, 19 seats, TR 9:00-10:15, instructor TBA, need central room