

Changing an existing section in the Class Schedule

IMPORTANT NOTE: Please use the class schedule **BEFORE** requesting a section be updated to ensure you are providing the correct CRN-Subject-Course Number-Section Number.

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 a change to an existing course please provide the following information.

- a. Semester – (Fall, Spring, Summer)
- b. CRN-Subject-Course Number-Section number
- c. Highlight what is changing -
 - i. Items that can be changed on existing sections
 1. Section numbers, instructional method, capacity, days/times, building/room, instructor, titles (if course is variable titled), credit hours (if variable credit hours)

Please see examples of formats:

Please remember to highlight or list specifically what is changing.

Example 1:

Fall 24 – 12345-ENGL 1113-001	change time/days to TR 10:30-11:45, need room
Fall 24 – 34567-S WK 4970-001	change title to “Substance Abuse”, change credit hours
Sum 24 – 23456-CNS 1213-001	change room to GH 390
Sum 24 – 34567-MATH 1555-200	change part of term to June 4 week block

Example 2:

ROOM/TIME CHANGE: CRN 45365 MLLL 3343-001 Italian
Pop Culture ~~TR 1500-1615 KH 138~~ change to MWF 1400-1450
KH 233

Example 3:

JMC 4970-012 Women in Media Leadership – CRN 28196

Move to: Asynchronous

Slashlisted w/ JMC 5970-012

JMC 5970-012 Women in Media Leadership – CRN 28197

Move to: Asynchronous

Slashlisted w/ JMC 4970-012