Additional faculty can be requested at the bottom of this form within the Additional Comments/Requests field. Faculty/Staff can also be added by the instructor after the course site is created.

Additional Faculty/Staff

Adding Additional Faculty/Staff to Sites: Site instructors are welcome to add additional faculty/staff as needed to your own sites or add your colleague’s information below for new sites. If you need additional assistance adding faculty or staff to sites, please contact your college D2L support person or email web courses@ouhsc.edu as needed.

- First Name - Additional Faculty
- Last Name - Additional Faculty
- OUHSC Email - Additional Faculty
- Username - Additional Faculty

Course Information

Information must be complete and correct to process course requests. If necessary, contact your college’s students services office or access the class schedule to obtain this information. Any incomplete or incorrect information will delay our ability to process your course request in a timely manner. Use the “Additional Comments” to provide any specific/special instructions needed to complete your course request. View the Class Schedule.

- Semester
- Subject/Department
- Catalog Number
- Course Name
- Section(s) Number

- Do you want multiple sections combined into one course? Yes No *
- Do you want access to the Student Success Data included in your course? Yes No *
- Do you want your course copied from a previous semester? Yes No *
- If yes, please list the catalog number and semester of the course you wish to be copied.
- Additional Comments/Requests
- Anticipated start date of course

Rotation sections, or course sites that are to be used annually or for a non-typical period of time should be noted.

Example:

- PHAR 7512 Sp17
  Include section number, if applicable.

Accurate information about faculty ensures the correct instructors are placed in the course.

All fields must be filled with accurate information. Consult your course coordinator or someone within your department to obtain this information prior to submitting for a course site.