

Faculty Information



First Name

Last Name

OUHSC Email

Username

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

Additional Faculty/Staff

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.

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

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.

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.