**Instructions for Entering Closed Math Sections**

Sections are closed when the number of students registered equals the allocation for the class. Do not request an override for a closed section; this will result in a work overload on the instructor. DO NOT contact the instructor; there is nothing the instructor can do before the semester begins. Please follow these instructions and you will most likely be able to resolve your enrollment needs by the end of the add/drop period.

If the section you want is closed and you have all the prerequisites, do the following:

1. **ONCE CLASSES HAVE STARTED:** Attend the first class meeting and put your name on the instructor’s add list. The online list will NO longer be used once classes begin. If space is available, you will receive an email notifying you that an override has been put into place, and which section you can add – it may not be the same section you attended. You must self-enroll as soon as possible once an override has been put into place. **NOTE:** if the classroom is full, students who are officially enrolled should be given seats, and students who are not enrolled may be asked to leave due to the fire code. If this happens to you, you are welcome to send an email to chall@ou.edu - include your student ID number, and the course information, with a list of ALL sections that will fit your schedule.

2. **NOT ENROLLED BY THE SECOND THURSDAY OF THE SEMESTER:** If you have not enrolled in a class by the second Thursday of the semester, contact Dr. C. Hall at chall@ou.edu

**NOTE:** The instructor can and will drop any student who does not attend at least one of the first two class periods.

**DUE TO THE HIGH DEMAND FOR MANY SECTIONS OF OUR MATH COURSES, IF YOU ARE ALREADY ENROLLED IN A COURSE, PLEASE ATTEND THE SECTION IN WHICH YOU ARE OFFICIALLY ENROLLED.**