Log in to ozone.ou.edu. Click the **Faculty and Staff** tab. Please note a tab becomes highlighted when it is activated.

Click the **View courses and student info** link.

The Faculty and Advisors menu page will open in a new window.
Click the **Student Selection** link.
**Term Selection**
Select a specific term from the list of available terms and click **Submit**.

Once you have selected a term and navigate to a different item on the Faculty and Advisors menu, that term will display under your name in the upper right-hand part of the screen.

**Note:** Any time you select a different student or term, you will return to the Faculty and Advisors menu. From that menu you can then choose the student information you wish to view from the links listed.

**Student Selection** - Search for a student either by ID or name.

Enter either
- The Sooner ID of the student **OR**
- Last name or first name, or partial name

**NOTE:** The Advisee Student and Query is not populated at this time.

Click **Submit**.
Select the Student that you wish to view and choose **Submit**.

You will be returned to **Faculty and Advisors** menu, and from there you can then choose the student information you wish to view from the links provided in the Student Selection section of that menu.

- **General Student Information** – General Information about selected student.
• **Student Address and Phones** - Addresses and phone numbers for the student selected.

![Image of Student Address and Phones]

Students can update their addresses and phone numbers online through the Personal Information channel on their Home tab.

• **Student E-mail Address** - E-mail address(es) for student selected.

![Image of Student E-mail Address]

• **View Test Scores** - View test scores for student selected.

![Image of View Test Scores]
• **View Holds** - View the holds on the selected student's enrollment and/or transcripts.

![View Holds](image)

The View Holds display shows the **Hold Type**, the **From Date, To Date** (effective dates) for the Hold, the **Originator** (who placed the Hold) and the **Processes Affected** by the Hold.

The **Amount** column on the View Holds page will not be used at OU. Students will view their Bursar balance elsewhere.

Holds may also carry a **Reason**, like the examples of the College Hold and the Norman Campus Admissions Hold above.

• **Student Advisement Indicator** - See here if the selected student needs to be advised for the term selected. This is also where those who are authorized to do so will lift advising flags.

![Student Advisement Indicator](image)

To lift an advising flag, select the No radio button and click **Submit**. For more details, see [Show Me](link) (link opens in new window).
- **Student Schedule** - View the current schedule for the student selected in the term selected. Total hours of enrollment for the selected term are indicated here.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Associated Term</th>
<th>CRN</th>
<th>Status</th>
<th>Assigned Instructor(s)</th>
<th>Grade Mode</th>
<th>Credits</th>
<th>Level</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of English Composition - ENGL 1112 - 003</td>
<td>Spring 2010</td>
<td>12037</td>
<td><strong>Registered</strong> on Aug 13, 2009</td>
<td>Richard D. Skeel, Sharon M. Black, Acedafairs A. Test, Jean D. Ware</td>
<td>Letter Graded</td>
<td>3.000</td>
<td>Undergraduate</td>
<td>Norman - Main Campus</td>
</tr>
<tr>
<td>Europe, 1500 to 1815 - HIST 1223 - 900</td>
<td>Spring 2010</td>
<td>12035</td>
<td><strong>Registered</strong> on Aug 13, 2009</td>
<td>Jane K. Wickersham, Sharon M. Black, Acedafairs A. Test, Jean D. Ware</td>
<td>Letter Graded</td>
<td>3.000</td>
<td>Undergraduate</td>
<td>Norman - Main Campus</td>
</tr>
<tr>
<td>University Band - MUSE 1130 - 003</td>
<td>Spring 2010</td>
<td>20445</td>
<td>Self-Service Registered on Aug 12, 2009</td>
<td>Jeffrey E. Jahnke, Jean D. Ware</td>
<td>Letter Graded</td>
<td>1.000</td>
<td>Undergraduate</td>
<td>Norman - Main Campus</td>
</tr>
<tr>
<td>Introduction to Petroleum Engineering Systems - P</td>
<td>Spring 2010</td>
<td>18158</td>
<td><strong>Registered</strong> on Aug 17, 2009</td>
<td>Samuel O. Oceananya</td>
<td>Letter Graded</td>
<td>2.000</td>
<td>Undergraduate</td>
<td>Norman - Main Campus</td>
</tr>
</tbody>
</table>

**Scheduled Meeting Times**

<table>
<thead>
<tr>
<th>Type Time</th>
<th>Days Where</th>
<th>Date Range</th>
<th>Schedule Type</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:30 pm - 3:20 pm</td>
<td>MW</td>
<td>Pledge Hall 6334</td>
<td>Jan 19, 2010 - May 14, 2010</td>
<td>Lecture</td>
</tr>
<tr>
<td>6:00 pm - 7:15 pm</td>
<td>TR</td>
<td>Sutton Hall 0111</td>
<td>Jan 19, 2010 - May 14, 2010</td>
<td>Lecture</td>
</tr>
<tr>
<td>2:30 pm - 4:00 pm TR</td>
<td>Catlett Music Ctr 0116</td>
<td>Jan 19, 2010 - May 14, 2010</td>
<td>Performance Based Activity</td>
<td>Jeffrey E. Jahnke, Jean D. Ware</td>
</tr>
<tr>
<td>9:00 am - 9:50 am TR</td>
<td>Adams Hall 0205</td>
<td>Jan 19, 2010 - May 14, 2010</td>
<td>Lecture</td>
<td>Samuel O. Oceananya</td>
</tr>
</tbody>
</table>

[Return to Previous]
• **Student Week at a Glance** - View the selected student’s weekly schedule of classes. If the student is not enrolled in the term selected, the display will show the first week of the first term in which the student is enrolled.

![Student Week at a Glance](image)

• **Concise Student Schedule** – Student’s schedule with the course dates, times and places. This is a great view for them to put in their notebooks. The term selected displays in the upper right-hand part of the screen.

![Concise Student Schedule](image)

• **Active Registrations** - View the selected student’s enrollment for the selected term, and any advance registrations.

![Active Registrations](image)
To select another student, return to the Faculty and Advisors menu either by clicking the back button on your browser or the RETURN TO MENU link in the upper right-hand part of the screen. Select the Student Selection link and repeat the search process.

August 26, 2013