Will I Need oZONE Training?
Most of oZONE is basic web page navigation, which should not require training.

Documents which describe the tabs and channels in oZONE, and also provide step-by-step instructions for those functions which warrant further explanation are available on ou.edu/portal/. Look for Inside oZONE faculty/staff and Inside oZONE Student. More documentation will be added as it is completed.

Previous oZONE Alerts also provided instructional information, such as Volume 4 - Courses, Volume 5 - Class Schedule. All the Alerts are posted on the oZONE info site.

Training for class schedulers will take place in mid-fall 2009 in preparation for creation of the summer/fall 2010 schedule.

Online grading through oZONE will begin with the December Intersession. Those teaching December Intersession classes will receive online grading instructions. Their feedback will be incorporated into the instructions provided to spring 2010 instructors.

### Conversion Week September 18-28

#### CICS Services
Regular mainframe processing will run as usual the night of Friday, Sept. 18, with CICS coming down at 5:00 PM.
- **View only:** The common CICS inquiry screens will be available according to the regular schedule, and also on Saturday, Sept. 19, during the home football game. The information will reflect updates made by 5 pm Sept. 18.
- **Limited access:** The Vault (Sooner ID assignment) will be available for non-student ID assignment; TSO will be available and will run against the data as of Sept. 18.
- **No access:** Mainframe nightly batch processing will not run Sept. 21-25, SS10 (on-demand job request screen) will not be available.

#### Web Services
Online information will reflect updates as of Sept. 18 at 5 pm.
- **View only:** Enroll (Guest Mode), Student Services, Degree Navigator.
- **No access:** online application for admission, Financial Aid (disbursements), Bursar (no refunds from Bursar accounts), pay.ou.edu
- **Full Access:** iThink, Desire2Learn, Exchange e-mail will be operational.

#### Office Services
- Admissions will accept printed applications for admission, petitions for in-state tuition classification, transfer transcripts, etc., and will process them beginning Sept. 28. Admissions officers will be available to answer questions, but will be unable to finalize any admission decisions or produce correspondence such as admission notifications or visa documents until September 28.
- The Bursar’s office will accept departmental deposits, individual payments, and refund requests, and will process these transactions beginning Sept. 28. Paper refund checks and ACH refunds will be suspended. ACH processed on Sept. 18 will post to bank accounts on Sept. 29. Waivers cannot be applied, and Stops cannot be lifted. Accounts will reflect updates made by 5 pm Sept. 18.
- Enrollment Services will accept fall 2009 add/drop forms, complete withdrawal forms, address change forms, etc., and will process them beginning Sept. 28. Classroom Management will accept classroom scheduling change requests, and will process them beginning Sept. 28.
- Financial Aid Services will be available to answer basic financial aid and scholarship questions, and accept completed financial aid forms. They cannot perform status checks or process financial aid or loans.
- Academic Records will produce OU transcripts and enrollment verifications, with the static information from Sept. 18. They will accept grade change requests, I-Make Up reports, Name Change requests, etc., and process them beginning Sept. 28.

#### CICS After September 28
CICS remains the system of record for fall 2009 semester. All functionality will resume through the fall, with the exception of Stops/Holds and Major/Curriculum changes. For security reasons, after the conversion these functions will be managed centrally. Admissions, Enrollment Services, Academic Records, Bursar, Collections, and Legal Counsel will manage all Stops/Holds. Enrollment Services will manage Major/Curriculum changes.