What Happened During Conversion Week?

This week, the portal is open to all students and all faculty and staff who work with student records, and Registration functions are now in oZONE. This is the single largest data conversion effort ever undertaken at the University of Oklahoma, with over 2.2 million student records and over 1.6 million transfer records converted. This constitutes the full history for over 90,000 individual students and all their records from their time at the University. Older history will be converted over time. The project team has created over 420,000 people in oZONE (faculty, staff, current and former students, prospective students), and has assigned access roles for over 57,000 students, faculty and staff.

By the end of spring 2010, approximately 10 legacy systems will be migrated (Sooner ID assignment, Recruitment, Admissions, Financial Aid, Student Registration, Online Enrollment, Student Records, Student Services, iThink, Bursar, Online Payment, mainframe billing systems). Also, the team has written over 100 interfaces and scripts, reviewed over 400 reports and created over 100 new reports.

Since May 2007, More than 250 OU staff and 50 contractors have contributed at least some portion of their time to the project. There have been weddings, babies, hospital visits, and the loss of one very valuable team member Joseph Woodrum.

Is oZONE support 24/7?

Besides the limited interruptions for upgrades and patches associated with any system, oZONE is available any time day or night. However, we cannot resolve all support issues round the clock.

Access to oZONE

Access to oZONE, and certain channels within the tabs, is governed by roles established by the oZONE team.

- **Students.** OU students are, of course, assigned the Student role and have access to those channels designated for students.

For faculty and staff, the Provost’s office and OU Enrollment Services defined three general access roles based on job functions and legitimate educational interest in student records.

- **Faculty Instructor role:** Faculty and Instructors who do not advise students. Their Faculty and Staff tab contains a channel where each instructor can view his/her teaching schedule, details of the students in his/her classes, a Desire2Learn channel, and a general student inquiry channel similar to the current RA20 screens in CICS. See Faculty and Staff tab for more details. The Provost’s office assigns Instructor roles.

- **Faculty Instructor/advisor role:** Faculty and/or staff who advise students. Employees who currently have DSPR access are assigned an instructor/advisor role. Their Faculty and Staff tab contains an Advisor Tools channel which contains Degree Navigator and a Transcripts channel that displays student records much like the current DSPR screens in CICS. See Advisor Tools for more details. Each instructor with this role can also view details for the students in his or her classes. Enrollment Services assigns the instructor/advisor roles.

- **Staff role:** Staff who are not instructors or advisers but whose jobs require access to student information. Those employees who currently have RA20 access in CICS are assigned a Staff role in oZONE. Their Faculty and Staff tab contains a general student inquiry channel similar to the current RA20 screens in CICS. See Student Selection in Faculty and Staff Academic Services for more details. This role is also assigned by Enrollment Services.

At this point in time, in order to log in to oZONE you must be at least one of the following: a current student, a faculty member/instructor, or a faculty/staff member with an active CICS User ID or admin authority in Online Enrollment or Degree Navigator.

- If you are faculty or instructor but are not able to log in and see the Faculty channels in the Faculty and Staff tab, contact the Provost’s office.

- If you are a Faculty/staff member with DSPR access but are not able to log in and see the Advisor Tools channel in the Faculty and Staff, contact OU Enrollment Services, enroll@ou.edu.

- If you are a faculty/staff member with RA20 access but are not able to log in and see the Faculty and Staff Academic Services channel in the Faculty and Staff tab, contact OU Enrollment Services, enroll@ou.edu.

Viewing Student Information in oZONE

Faculty and staff who have RA20 access in CICS can view the same type of student inquire information in oZONE through the first link in the Faculty and Staff Academic Services channel in their Faculty and Staff tab.

Faculty and staff who have DSPR access in CICS can view students’ records in oZONE through the Find student information, transcripts and test scores link in the Advisor Tools channel on their Faculty and Staff tab.
Students, faculty, and staff should e-mail ozonehelp@ou.edu for all functional support issues – those issues dealing with the actual content of oZONE and its channels. The oZONE Help email is monitored during regular business hours Monday -Friday 8 am-5 pm.

For technical support (log in problems, forgotten passwords, locked out accounts, unresponsive services) students, faculty, and staff can contact OU IT 24 hours/day, 7 days/week at (405) 325-HELP, support.ou.edu, needhelp@ou.edu, or in person at one of our OU IT Service Centers. More technical or functional issues are routed to the appropriate contact for resolution.

The oZONE Home tab also contains a support channel with links to a variety of online resources, FAQs, etc.

More detailed instructions on these functions, and others, are available on the Inside oZONE Faculty/Staff page in the oZONE info site, ou.edu/portal/home.html.

**SPRING 2010 CLASS SCHEDULE**

Faculty/staff can search the class schedule through the Faculty and Staff Academic Services channel in their Faculty and Staff tab. For detailed instruction, click the Search Class Schedule link in the Show Me column of Inside oZONE Faculty/Staff page in the oZONE info site.

To search for classes for spring 2010, students can click the Look Up Classes link in the Get Started December Intersession and Spring 2010 Term channel on their Academics tab. They can search for classes in any combination of subject, course number, title, schedule type, instructional method, campus, course level, instructor, time, day, Gen Ed and other attributes. They can plan ahead by looking up classes before registration begins and noting the Course Reference Numbers (CRNs) for the sections in which they will want to enroll.

A public access link to the class schedule will also be available on the Enrollment page at http://www.ou.edu/enrollment/home.html.

**HOW STUDENTS WILL ENROLL IN OZONE**

Beginning with advance registration for December Intersession and Spring 2010 semester, students will enroll for classes through oZONE.

**TO ENROLL:**

1. Log in to ozone.ou.edu and click their Academics tab
2. Click the Registration Status link in their Get Started December Intersession and Spring 2010 Term channel to see their enrollment time ticket/window
3. Prior to their enrollment time, they can click the Look Up Classes link in their Get Started December Intersession and Spring 2010 Term channel. They can find class sections they want and note the CRNs for those sections.
4. When their enrollment time comes, they can click the Add or Drop Classes link in their Get Started December Intersession and Spring 2010 Term channel, enter the CRNs they noted while searching for classes, and click Submit Changes. If they do not already have CRNs identified, they can search for classes, select them, and add them to their schedule.

More detailed instructions on these functions, and others, are available on the Inside Student oZONE page in the oZONE info site, ou.edu/portal/home.html.

**WHO IS OZONE - FEATURED THIS WEEK**

**Brad Burnett**

Has worked at OU: 8 years
Role in the oZONE implementation: Functional Project Manager
Biggest benefit OU will gain from this project: 24/7 access and having student services in one place.

Interests/activities outside work: My family is my main focus (Wife Teresa, kids Faith, Hope, Charity, Grace and Bradley II). We raise free range egg laying chickens on our farm in Shawnee. My farm also sponsors a Modified Race Car that we run throughout the region.

Favorite movie/TV show/book/type of music: “Godfather”/“Smallville”/“The Little Engine That Could”/Country, is there any other kind?

Favorite quote: “Let’s be careful out there”