OZONE FAQ
Are there oZONE FOR STAFF training sessions open?
As of this morning, there were seats available in some of the sections scheduled for this week and next week through itcourses.ou.edu. oZONE FOR STAFF is geared for current CICS users and is one-hour long hands-on training in oZONE navigation, course overrides, student inquiry, class schedules. It is recommended that attendees review the documents at Inside oZONE Faculty/Staff (also available through the Faculty and Staff oZONE instructions link in the Academic Helpful Links channel in oZONE) prior to the course.

How will students receive information and instructions for enrolling in oZONE?
Students primarily receive enrollment information from their academic advisor, and that communication continues to be the best source for students. The oZONE team is planning a full-page insert in the OU Daily which will describe the changes in the enrollment process. An email is also planned to go out to students which will echo the information provided in the insert. The Academic Helpful Links channel in the Academics tab will soon contain a link to the Student oZONE instructions page, which provides step-by-step instructions for seeing their registration status, looking up classes, etc.

What is the same and what is different about enrolling?
All undergraduate students, with the exception of some Business students, still must be advised before they can register. Students still have registration windows, and they can see their window in Registration Status in the Get Started December Intersession and Spring 2010

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IN THIS ISSUE
Adviseement Flags, Course Overrides, Registration Information, oZONE terms

The Faculty and Staff oZONE instructions page (a link which is included in the Academic Helpful Links channel in oZONE) contains recorded demonstrations of lifting adviseement flags and issuing course overrides, and there are also links to those instructions in PDF format on that page. The basic steps are summarized below:

LIFTING ADVISEEMENT FLAGS
- Log in to ozone.ou.edu and click on the Faculty and Staff tab
- Click the first Click here link in the Faculty and Staff Academic Services channel.
- The Faculty and Advisors menu will display.
- Scroll down to Student Selection and click that link.
- Select a Term (spring is the only one available right now)
- Enter either the Sooner ID of the student you wish to view OR enter the student’s name in the Query fields and click Submit.
- If there’s more than one student returned by your query, just select the one you want from the drop-down box and click Submit.
- You will be returned to the Faculty and Advisors menu, and from there scroll down and click the Student Advisement Indicator link.
- Select the No radio button and click Submit.
- To return to the Faculty and Advisors menu to select another student, use either the Back button on your browser or the RETURN TO MENU link. To return to the Faculty and Staff tab, click the Back to Faculty and Staff Tab link.

ISSUING COURSE OVERIDES
- Log in to ozone.ou.edu and click on the Faculty and Staff tab
- Click the second Click here link in the Faculty and Staff Academic Services channel.
- The Book will display.
- Using the search field in the upper right-hand corner of the page, search for a student by Name or Sooner ID.
- Search results will display. Double-click the Sooner ID of the student for whom you wish to issue a course override.
- The name and photo (if available) of the student you selected will display. Click the Overrides link in the left-hand column.
- Select a term from the drop-down box and click Select Term.
- Select the New Student Override link.
- Make your selections from the drop-down boxes that appear. Options in these boxes are based on your authorizations. Remember to select the college and department of the course.
- When selecting the type of Override, use Ctrl+Click to select more than one type. Section is optional. Leave blank to allow for any section.
- Click Create. The Student Override created ‘line’ confirms Override task is complete.
- Course Overrides do not expire. To inactivate an Override, click the Delete button, and then click OK. The Student Override deleted ‘line’ confirms the delete is complete.

TYPES OF COURSE OVERIDES
oZONE allows departments and colleges to be much more specific about the type of permission given in course overrides. Therefore the types of course overrides have expanded to allow much better course enrollment management. A complete list of the Course Override types is included in Course Overrides.
Term channel on the Academics tab. Also, students could have Holds which stop them from registering. The Registration Status will indicate if the student has any Holds, and there is a link on the Registration Status page for the student to View Holds.

Before their registration window opens, students can still search for classes through Look Up Classes link in the Get Started December Intersession and Spring 2010 Term channel on the Academics tab. However, for December Intersession and Spring 2010 enrollment they will not be able to build trial schedules in oZONE. They can still plan ahead and find class sections they want and note the CRNs for those sections.

In oZONE, only students can enroll and add/drop themselves. When their enrollment time comes, students will click the Add or Drop Classes link in the Get Started December Intersession and Spring 2010 Term channel on the Academics tab. If they’ve ‘done their homework’ and have the CRNs for sections they want, they can enter those CRNs in the Add Classes Worksheet and click Register. If they do not already have CRNs identified, they can still search for classes and add them to their schedule, just as they’ve done in the past.

Students will still encounter registration errors, time conflicts, prerequisites, corequisites, and special permission requirements when trying to enroll. Previously when students had registration errors in online enrollment, those errors all displayed at the same time. In oZONE the Registration Add Errors will display one at a time as the student resolves the errors. Each Registration Add Error message contains instructions for resolving that error.

### OZONE Equivalents to Old-School Terminology

<table>
<thead>
<tr>
<th>What It Was</th>
<th>What It Is</th>
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<tbody>
<tr>
<td>RA20</td>
<td>Student Selection in the Academic Services channel (first Click Here link)</td>
</tr>
<tr>
<td>DSIP</td>
<td>Student Academic Transcripts in the Advisor Tools channel. Click the Find student information, transcripts and test scores link</td>
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<tr>
<td>Stops</td>
<td>Holds Students see their Holds through the Holds link in their Academic Profile channel, or through the View Holds link on Registration Status Faculty/staff see students’ holds through the first Click Here link in the Faculty and Staff Academic Services channel (Student Selection section)</td>
</tr>
<tr>
<td>Advising Flag</td>
<td>Advisement Indicator – Faculty/staff lift these through the first Click Here link in the Faculty and Staff Academic Services channel (Student Selection section)</td>
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<td>Enrollment Window</td>
<td>Registration Time Students see their registration time in Registration Status in the Get Started December Intersession and Spring 2010 Term channel</td>
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<tr>
<td>ESPs (electronic special permissions)</td>
<td>Course Overrides Instructors/advisors will issue overrides through the second Click Here link in their Faculty and Staff Academic Services channel (The Book) Students will see the Overrides they’ve been given in Registration Status in the Get Started December Intersession and Spring 2010 Term channel</td>
</tr>
<tr>
<td>Email confirmations sent immediately to student’s OU email address when ESPs were issued and when student enrolled or did add/drop</td>
<td>Email confirmations still are sent immediately when Course Overrides are issued; enrollment and add/drop confirmations are sent out nightly.</td>
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<tr>
<td>Power Search for Gen Ed (online enrollment)</td>
<td>Gen Ed Attribute Type in Class Schedule Search</td>
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<td>Power Search for internet classes (online enrollment)</td>
<td>Online course Instructional Method in Class Schedule Search</td>
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<tr>
<td>Power Search for Bio-Station or Honors classes (online enrollment)</td>
<td>Bio-Station or Honors Attribute Type in Class Schedule Search</td>
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<td>Course Designators</td>
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<td>Course Inventory (MCI)</td>
<td>Course Catalog</td>
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ozoneinfo@ou.edu  ou.edu/portal/home.html