OZONE FAQ

Where is RA20 in oZONE?
First Click Here link in the Academic Services channel (Student Selection)

Where is DSPR in oZONE?
Find student information, transcripts and test scores link in the Advisor Tools channel. (Student Academic Transcripts)

Cumulative GPAs are stored in Degree Navigator. Advisors are encouraged to utilize Degree Navigator for degree information.

Where do I see the Class Schedule and search for classes?
OU students can search the class schedule through the Look Up Classes link on their Academics tab. Faculty and staff can search the class schedule through first Click Here link in the Faculty and Staff Academic Services channel (Class Schedule).

There is also a public view link on the Enrollment web page.

Where do I give Special Permissions/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 on their Academics tab.

How do I lift an advising flag?
Faculty/staff lift the Advisement Indicator through the first Click Here link in the Faculty and Staff Academic Services channel (Student Selection section).

OZONE ALERT
Volume 18 | October 12, 2009

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OZONE Faculty and Staff Tips

- Faculty Schedule channel, Faculty Dashboard channel, Faculty Grade Assignment channel – These channels are included for all faculty/staff on the Faculty and Staff tab, but if you are not teaching there will be no information in the channels.
- SKUP – Classroom Management will be making class changes for spring 2010. Departments need to contact classroom-management@ou.edu for class changes.
- Class Rolls – Only course instructors will have access to class rolls for spring 2010, so if an instructor wants a print-out of their class rolls they will need to print them. The oZONE team is developing a mechanism for authorized staff to view class rolls.
- Class Schedule searches - General Education categories, Bio-Station, Honors and Upper Division are all in the Attribute Type list. The % symbol is a wild card that could be used in combination with other search criteria.
- Class Schedule views – A one-line class schedule view that includes seats allocated, number enrolled, and class fees is on the oZONE team’s list for future enhancements to be prioritized by the Provost.
- Search field at top left-hand part of Faculty and Staff pages – This search box is NOT to be used to search for students or courses. However, do not confuse that with the search field in the top right-hand page of the The Book (course overrides), which should be used to load a student to issue course overrides.
- Student gender and date of birth – Student gender is not displayed, and date of birth is displayed on the student academic transcript but not in the general student information in Student Selection. The oZONE team is working on adding those pieces of data to the student information display.
- Student enrollment hours combines campuses – Student enrollment hours shown combines the Norman main campus, OU-Tulsa, Outreach Flex and Liberal Studies. This should be very helpful in confirming full-time enrollment status and processing complete withdrawals.
- Releasing selected students – Students stay selected until you select another student or log off. There is no student release function. This does not present any security issue as long as you do not leave your computer unattended with the student’s information visible.
- Students enrolling – Students will enroll themselves, faculty/staff will not be able to enroll for them. Expanding that function to other authorized users is also on the list for future enhancements to be prioritized by the Provost.
- Waitlists – waitlists are not enabled for spring 2010, but are planned to be functional for summer/fall 2010 enrollment.
- Grades – Beginning with spring 2010, grades will be submitted only online through oZONE, and only the course instructors will be able to submit them.
- CICS student data – CICS is the system of record for fall 2009, and even beyond fall 2009 the student data will be maintained for at least 20 years.
- Course requests - The course request system in CICS remains the mechanism for departments to add courses and request course changes.
- Applicant tracking – Applicants are not in oZONE until they get admitted, so departments will need to contact Admissions and/or the Graduate College for applicant information.
Where can students get help with enrollment?

Students should consult their academic advisor for help in deciding what courses they should take.

For assistance with the actual enrollment and add/drop process, students can email enroll@ou.edu or contact the OU Enrollment Services office in Buchanan Hall room 230 during regular office hours.

The Ask the Sooners knowledgebase channel on the student Home tab is a good source for information on enrollment.

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.

OZONE Enrollment Basics for Students

1. Get Advised - All undergraduate students, with the exception of some Business students, still must be advised before they can register.

2. Check for Holds - Students could have Holds which stop them from registering. The Registration Status in the Get Started December Intersession and Spring 2010 Term channel in the Academics tab will indicate if the student has any Holds, and there is a link on the Registration Status page for the student to View Holds. Students can also see their Registration Time in Registration Status.

3. Look Up Classes - 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. The Class Schedule Search page functions very much like the Power Search in online enrollment.

   - Students can search by Subject (Department), course number, title, schedule type (lecture, lab, seminar, etc.), instructional method (online, traditional), credit hour range (new with oZONE), campus, course level, part of term, duration, instructor, attribute type, start time, end time, or days.
   - General Education categories, Bio-Station, Honors and Upper Division are all in the Attribute Type list.
   - The % symbol is a wild card that could be used in combination with other search criteria. For example: If you select all the subjects, you can add in the course number 3% and pick an attribute and you will get all 3000-level courses with that attribute. However, if you search for more than one attribute at a time it is an OR statement instead of an AND, so you will get any upper-division course and any courses with that attribute type.

   For December Intersession and Spring 2010 enrollment, students will not be able to build trial schedules in oZONE. They can still plan ahead and find class sections they want, and if they wish they can note the CRNs (Course Reference Numbers) for those sections to use as shortcuts later when they enroll.

4. Enroll, Add or Drop Classes - When their Registration 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.
   - OR
   - If they do not already have CRNs identified, they can search for classes while still on the Add or Drop Classes page and add them to their schedule, just as they’ve done in the past.

   Students will still encounter Registration Add Errors, such as time conflicts, prerequisites, corequisites, special permission requirements, etc. 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.

5. Email confirmation – Email confirmations still are sent immediately when Course Overrides are issued; enrollment and add/drop confirmations are sent out nightly.