



**OASIS Guide
for
Faculty and Advisors**

TABLE OF CONTENTS

A. FERPA.....	3
Student Rights and Faculty Responsibilities.....	3
B. Introduction to OASIS.....	5
What is OASIS.....	5
System Requirements.....	5
Features of OASIS.....	5
C. Accessing OASIS	6
OASIS Login page	6
User ID and PIN.....	6
Changing PIN and Setting Security Question.....	6
Navigating OASIS.....	7
D. Faculty Services	8
Viewing my Teaching Schedule.....	8
Viewing my Assignment History.....	9
Accessing my Class List	9
Giving Student Registration Overrides	10
Entering First-week attendance, 5-week appraisals, Final Grades.....	10
E. Advisor Services	12
Viewing Student Contact Information.....	12
Viewing Student Academic Information.....	13
Student Information.....	13
Test Scores.....	13
View Holds.....	13
Student Class Schedule	13
Unofficial Transcript.....	13
DegreeWorks.....	14
G. Logging Off of OASIS and Helpful Hints.....	14
H. Appendix.....	15

Helpful Numbers

Office of the Registrar

Registration, Class Schedule, Grade Entry

448-2091

Data Request, Prerequisites, Registration

448-2057

Transfer Credit, HYPE schedule, Transcripts

448-2256

Registrar, FERPA, Athletic Eligibility, Degree Audit

448-2029

Center for Networking and Information Technology (CNIT)

Technical Issues and Questions

448-2297

FERPA Family Educational Rights and Privacy Act

The Family Rights and Privacy Act of 1974 (commonly referred to as FERPA or the “Buckley Amendment”) guarantees a student 1) access to his or her educational record, 2) the right to challenge the accuracy of the record, and 3) the right to limit release of information from the record.

The Educational Record includes all records, files and documents directly related to the student and maintained by Heidelberg University. These records include, but are not limited to, biographical data and address information; the admission application and supporting documents; the academic record including departmental files, class schedules, grade reports and transcript of record; athletic records; disciplinary records; financial records; placement credentials; public safety records; and residence life records. Not covered under FERPA are medical and counseling records, and security records.

Under FERPA, contents of a student's academic record can be distributed on a “need to know” basis within the University. Recipients might include faculty and peer facilitators, department chairpersons, staff and administrators, individuals conducting institutional research, student employees, etc.

Directory Information (Personally Identifiable Information aka PII) as designated by Heidelberg University includes:

Name	Dates of attendance	Date of graduation
Enrollment Status	Class (Gr, Fr, So, Jr, Sr)	Honors and awards
Photo	Major field of study	Campus Center mailbox #
Heidelberg assigned Email address	Degrees at this institution	

In addition, for athletes, participation with specific teams, height and weight are also released.

Note: All items of Directory Information are subject to release without prior written consent unless the student notifies the Office of the Registrar in writing during the first week of the academic year of his or her objection to release the information. This objection is good until the student provides in writing the expiration date. The Directory Information list is purposely brief to allow maximum comfort and privacy to students, and ease of processing standard inquiries. A student should think carefully about the consequences of requesting that this list not be released. Students should understand that if they are listed as a dependent on a parent(s) most recent income tax return, and if the parent(s) provides a copy of that information to the Registrar, the University is legally able to provide the parent(s) information from the academic record without consent.

Access to Educational Records is provided under FERPA. Within 45 days of receipt of a written request to the Office of the Registrar, the appropriate University official will make arrangements for access, and will notify the student of the time and place where the record may be viewed (copies are not required by law). If the records are not maintained by the Registrar, the request will be forwarded to the appropriate University official. Depending on the record in question, the request will likely be processed by one of the following individuals: Registrar, VP for Student Affairs, VP for Academic Affairs, VP for Enrollment, Honors Program Director, Athletic Director or the academic department chair.

FERPA also guarantees the right to request amendment of the student's educational records that the student believes is inaccurate. After inspecting the record, if a student wishes for the university to

consider an amendment to his or her record, he or she should complete the Request for Record Amendment form available in the Office of the Registrar. This written request should clearly identify the specific part of the record a student wishes to have changed and should specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Please be aware that if a student objects to any part of the directory information, all will be withheld. This means that the student will be required to provide a signed, written release for each legitimate need for information to be released. This would include standard reporting to loan agencies for deferral of loan payments, reporting to athletic eligibility offices, verification of enrollment for insurance purposes, scholarship and award inquiries, etc. It becomes the responsibility of the student to determine when these requests must be submitted.

Confidential Information – is all personally identifiable information other than that described in Directory Information and is considered CONFIDENTIAL. This information is not to be released to any third party (including parents of the student) without the authorization of the Office of the Registrar and/or with a release signed by the student.

Confidential information includes (but is not limited to): Academic Records

- Assignments Scores
- Exam Results
- Class Lists
- Transcripts
- Department/Instructor Files
- Letters of Recommendation
- Disciplinary Records
- Financial Aid Records
- Placement Records/Test Scores
- Athletic Records
- Admission Record
- Certain Biographical Information

Additional information regarding FERPA may be found at:

- <https://inside.heidelberg.edu/offices/registrar/ferpa>
- <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- <http://www.aacrao.org/compliance/ferpa/index.cfm>

Directory Block – Withhold Personally Identifiable Information

S:\Registrar Info\Withhold Student Info FERPA Blocks

3rd Party Release

S:\Registrar Info\3rd Party Authorized Record Release

Student Directory

S:\Registrar Info

What is OASIS???

OASIS is Heidelberg's system of **Online Academic Support and Information System**. OASIS provides Heidelberg faculty and advisors web-based access to information from the Banner integrated database system. Services available in OASIS are updated in real-time to provide faculty/advisors the most up to date information for their courses and students.

System Requirements

OASIS can be accessed using any modern World Wide Web browser. The only requirement is that the browser support JavaScript and SSL (Secure Sockets Layer) transport. *Internet Explorer* version, *Mozilla* version and *Firefox*, and *Google Chrome* support these features by default.

Features of OASIS - Faculty Services

- Faculty Schedule
- Class Lists
- Registration Overrides
- 4-week, 8-week, 12-week appraisal and Final Grade Entry
- Assignment History
- Access to Course Information, Descriptions and Restrictions
- Access to the Class Schedule with Enhanced Searchable Features

Advisor Services

- Access to Student Contact Information
- Academic Information Access
 - Unofficial Transcript
 - Test Scores
 - Student Schedule
 - Student Holds
- Registration Access Codes
- Advisee Listing
- DegreeWorks

Access OASIS through OASIS at

https://banner8web.heidelberg.edu:4442/dad_PROD/twbkwbis.P_GenMenu?name=homepage. The OASIS services page will appear. Select one of the public features including the Course Catalog and Class Schedule or click on “Login to your account” to access secure services in OASIS.

Welcome to Oasis

- [Login to your account](#)
Enter the Oasis of information!
- [Class Schedule](#)
View the current schedule of classes in a tabular form.
- [Course Catalog](#)
View course information, including course description.
- [Campus Directory](#)
Contact Information for campus employees.
- [Heidelberg Bookstore](#)
Buy and sell your books

Secure Access

Public Access

RELEASE: 8.5.2

© 2016 Ellucian Company L.P. and its affiliates.

User ID and PIN

Your initial User ID is assigned by the University. If you do not know your ID, visit <http://oasis.heidelberg.edu> and use the “Forgot my ID” link to request your ID. Your user ID will be nine (9) numbers, begins with a zero (0) and is not the same as your email name (or Net ID). Your initial OASIS PIN is your birthday in MMDDYY format. For example, if you were born on June 7, 1951, your initial OASIS PIN would be 060751.

Please enter your OASIS² User ID and your Personal Identification Number (PIN). When finished, select Login.

To protect your privacy, please Exit and close your browser when you are finished.

Note: If you don't know your User ID, you can [click here](#) to find it.

Note: If you don't know your PIN, enter your User ID and then click Forgot PIN.

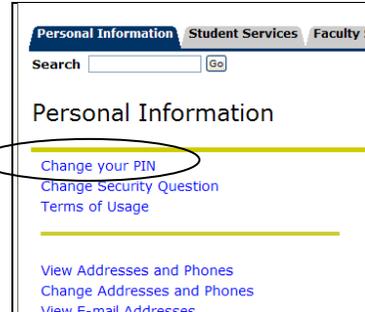
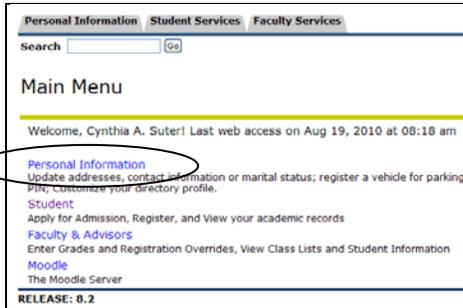
User ID:

PIN:

RELEASE: 8.2 powered by
SUNGAR

Changing PIN and Setting Security Question

The first time you log into the OASIS system, you will be required to change your PIN. PINs must consist of exactly six (6) numeric digits. Do *not* base your new PIN on your birth date, User ID, phone number, or any other recognizable pattern or sequence of digits. *Never* write down your PIN, and do not share your PIN with anyone.



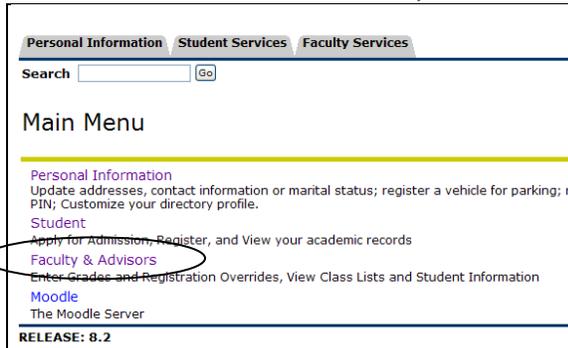
Do *not* allow your browser software to store your PIN (“remember my password”). You will be asked to create a PIN question for security purposes. Enter a question AND an answer you will remember in case you forget your PIN. *Submit* your question and answer when complete. You may change your PIN or Security Question at any time. Heidelberg University recommends you change your PIN frequently to ensure security. To change a PIN, security question or other personal information, click on “Personal Information” after you log in.

Navigating OASIS

While you are using the services in OASIS, Heidelberg recommends that you avoid the *Forward* and *Back* buttons in your browser. It is best to use navigation links and tabs for navigation. Using the *Forward* and *Back* browser buttons may interfere with resubmission of data in a page. Should you accidentally use the *Forward* or *Back* buttons, your OASIS session may be invalidated. In that case, return to the login page and login to the system again.

In addition to the navigation links, additional information is available through information links within the services. Text in blue will change color and underline as you move the pointer over the text. This indicates additional information is available by clicking on the text.

The remainder of section D, Faculty Services, will be accessed from the Faculty and Advisor menu.

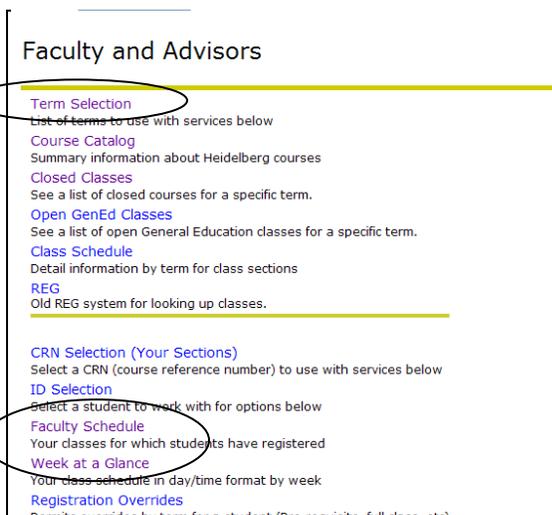


NOTE: Each time you log in and select a service, you will be prompted for a *Term Selection*. The term selection tells the system from which term you would like to view information. For example, choose Spring 2019 *Class Lists* or Fall 2018 *Faculty Schedule*. Once you select a term, all services will continue to pull information from that term until you choose a new term using the *Term Selection* link.

Viewing my Faculty Schedule

There are two ways to view your faculty schedule. Click on *Faculty Schedule* or *Week at a Glance*.

- Lists detailed class and meeting info
- Shows enrollment and seats remaining
- Hint: Blue text indicates an information link – click on text for additional information



- Shows a week by week schedule
- Especially useful for classes meeting less than the full term, i.e. Term A or B
- Hint: Blue text indicates an information link – click on text for additional class information

Viewing my Assignment History

Faculty may review a list of the classes assigned to them by semester. Click on the information links (in blue) to view additional information about your classes. History will include terms activated by the Registrar so not all semesters will be visible. Contact the Office of the Registrar if you would like information about classes you taught in a year that is not listed on this menu.

Accessing my Class List

When you choose a class service, a CRN will be requested. Choose the CRN of the class you wish to view or enter the CRN directly. The *Summary Class List* provides a list of students and IDs registered in the class CRN selected. It provides limited information in an efficient format. Blue information links allow access to additional information including student contact information (clicking on the student name) and access to the detailed class list (clicking on the CRN).

The *Customizable Class List* provides currently registered students and offers a convenient way to email the class. This also provides ways to filter information about students.

The screenshot shows a web interface with three tabs: "Personal Information", "Student Services", and "Faculty Services". The "Faculty Services" tab is active. Below the tabs is a search bar with a "Go" button. Underneath, it says "Select a CRN". There is a dropdown menu labeled "CRN:" with the selected option "Off-Campus Studies - 21187". A "Submit" button is located below the dropdown.

The *Detailed Class List* provides additional information about the students registered in the selected CRN including the student's class and program and the number of hours the student has registered for the section. *Detailed class lists* also provide links to additional course information (through the title information link) and student contact information (through the student name information link).

The screenshot shows a page titled "Detail Class List" with a user name "Cynthia A. Suter" and a timestamp "Fall 2010 Aug 19, 2010 04:36 pm". A note explains that an asterisk will appear next to a field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum. A confidentiality notice states: "If the word Confidential appears next to a student's name, the personal information is to be kept confidential." The page is divided into sections: "Course Information" for "Off-Campus Studies - OCS 100 0" with CRN 21187, duration from Aug 30, 2010 to Dec 15, 2010, and status "Active"; "Enrollment Counts" table; and "Detail Class List" table.

	Maximum	Actual	Remaining
Enrollment:	20	20	0
Cross List:	0	0	0

Record Number	Student Name	ID	Registration Status	Waitlist Position	Notification Expires	Registration Number
1		000130345	**Registered**	0		8

Student Registration Overrides

Overrides will be given in OASIS. Faculty can only give overrides for their class sections. Adjunct faculty should check with their Department Chair to determine if it is permissible to give overrides for courses.

To begin the override process, select *Registration Overrides* from the Faculty and Advisor Menu.

The next step in processing an override is to select a student. To select a student you may enter the student's ID number (required if you are not an academic advisor) or search for the student by name (HINT: Last Name first!)

Enter a Last and First Name to reduce search. You may also enter just a Last or First Name and receive a list of students matching your requested name criteria. If more than one student matches the name you enter, a drop down list will be returned for you to select the appropriate student.

Selecting a student will navigate you to the *Registration Overrides* service.

Personal Information Student Services Faculty Services

Search Go

Registration Overrides

Information for Xueying Zhong

Registration Overrides

Override	Course
None	None
None	None
Campus Override	None
Stu Class(FR,SO, JR,SR)Override	None
Department Approval	
Full Course Override	
Honors Permission Required	
Instructor Approval	
Laboratory Override	
Student Level (UG/GR) Override	
Linked Course Override	
Major Override	
Pre-req/Co-req Override	
Time Conflict Override	

Personal Information Student Services Faculty Services

Search Go

Registration Overrides

These are the override requests you entered. Please confirm them by selecting Submit.

Registration Overrides

Override	CRN	Course Number	Section	Student	Activity Date
Full Course Override	21187	OCS	100	0	Xueying Zhong Aug 19, 2010

[Registration Overrides]

The selected student name will appear at the top of the screen. Verify that you are entering override information for the correct student. Next choose an override type. The student will receive an error when they try to register that indicates what kind of override they need. Select the course that you would like to override. For reference, the student schedule is displayed at the bottom of the screen.

Hint: Students will only receive one error message at a time during registration. If the student has more than one registration error for your course, they will need to request multiple overrides. (Example, a student may request closed class permission, but have a pre-requisite error. Both overrides will need to be entered separately). Additional override space will appear on the screen if needed.

Entering First-Week of Attendance, Student Appraisals, and Final Grades

Choose the appropriate link for First-Week Attendance, *Student Appraisals* or *Final Grades*. From the drop list, select the course you wish to assign appraisal or grade information. Note: Your courses will change from “incomplete” to “complete” once all of the grades for a section have been submitted. For final grades, you are required to enter a last date of attendance. You can pre-populate the last date of attendance for all students before moving to the grade assignment screen by entering the last date of attendance in the space provided and then clicking “Submit”. The students will display in alphabetical order.

First Week Attendance

Complete the First Week Attendance during the first, full week of classes. This roster reports all students in attendance; therefore shown to class nor have attempted to make contact with you. Students marked as "no" will be contacted by administrators and be administratively dropped from this course. For students who do attend the first week but then begin to stop and do not drop

21187: OCS100-0 (Off-Campus Studies)

Name	Sunday
Bailey, Kearstin G.	Yes
Gobel, Eric A.	Yes
James, Justin R.	Yes
Jones, Emily E.	Yes

[First Week Attendance](#)
Enter first week attendance information

For student appraisals, midterm grades are not required. Appraisals are managed within the Owen's Center. Information has to be entered on each student to successfully submit. Please note, information entered in this field is for the student's and advisor's information. When you are finished entering appraisals for each of the students in your class, press the "Submit" button at the bottom of the screen.

Student	Doing Well	Performance Adequate	Not Completing Work	Poor Attendance	Low Quiz/Test Scores	Poor Writing	Poor Subject Comp	Poor Participation	Poor Attitude/Behave	Comments (256 Character Limit)
Carter, M-Yan J.	<input type="checkbox"/>									
Drummond, Heather L.	<input type="checkbox"/>									
Gaetano, Brittany S.	<input type="checkbox"/>									
Gerboe, Elizabeth A.	<input type="checkbox"/>									
Glas, Johanna M.	<input type="checkbox"/>									

Final Grades:

Choose the appropriate grade for each student and enter the last date of attendance. You will be able to update the grade for the students until the grades are "rolled" to academic history. Once the grades have been rolled (indicated by a "Y" in the "Rolled" column), a change of grade request will be required to be submitted to the Office of the Registrar and approved by the Dean to record a grade change. Note: A valid last date of attendance and grade must be entered for a student for the grade to be recorded. Each spring semester, faculty are required to enter grades for graduating senior by the stated due date. Graduating seniors are denoted on the final grade sheet by a RED asterisk "*" .

Select a course to enter final grades for.

Incomplete - 31064: OCS100-0 (Off-Campus Studies)

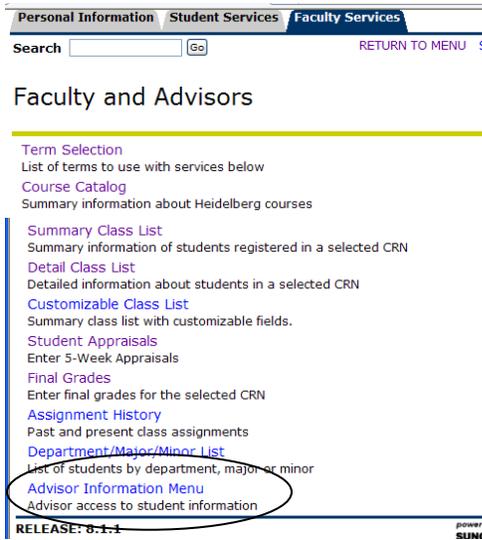
If you would like to prepopulate a last day of attendance, do so below in DD-MON-YYYY form

Submit

Name	Final	Rolled	Last Date (DD-MON-YYYY)
Carter, M-Yan J.	None	N	05-MAY-2008
Drummond, Heather L.	None	N	05-MAY-2008
Gaetano, Brittany S.	None	N	05-MAY-2008
Gerboe, Elizabeth A.	None	N	05-MAY-2008
Glas, Johanna M.	None	N	05-MAY-2008
Jos, David	None	N	05-MAY-2008
Kubly, Kimberley J.	None	N	05-MAY-2008
Marich, Cassie M.	None	N	05-MAY-2008
McCall, Chris A.	None	N	05-MAY-2008
* McDermott, Beth A.	None	N	05-MAY-2008
Mendez, Raul	None	N	05-MAY-2008
Miller, Alyssa J.	None	N	05-MAY-2008
Innoc, Kendra R.	None	N	05-MAY-2008
Prunty, Nathan S.	None	N	05-MAY-2008
* Reed, Sarah J.	None	N	05-MAY-2008

From the Faculty and Advisors menu, choose the *Advisor Information Menu* to access Advisor Services. The remainder of section E, Advisor Services, will be accessed from the *Advisor Information Menu* seen at the left. Refer to the figure at the left for location of service links.

NOTE: Each time you log in and select a service, you will be prompted for a *Term Selection* and *ID selection*.



Term Selection tells the system from which term you would like to view information. For example, choose Spring 2016 *Student Schedule* or Fall 2015 *Active Registrations*. Once you select a term, all services will continue to pull information from that term until you choose a new term using the *Term Selection* link.

ID Selection tells the system which student's information you wish to view. You may enter the student's ID number (if known) or search for the student by name (Last Name First!). Once you select a student ID, all services in this menu will refer to this student until you select a new ID using the *ID Selection* service. Enter a Last and First Name to reduce search. You may also enter just a Last or First Name and receive a list of students matching your requested name criteria. If more than one student matches the name you enter, a drop down list will be returned for you to select a student. Choose a student a click *Submit*.

Viewing Student Contact Information

Student mailing addresses, phone numbers and email addresses can be viewed by clicking on the appropriate service (*Student Addresses and Phones* or *Student Email Address*). Active contact information will be displayed for the student:



Viewing Student Academic Information

Student Information: Displays a student’s current program, major(s) and advisor. In addition, matriculation term, student type and classification are displayed.

First Term Attended:	Spring 2008
Last Term Attended:	Summer 2010
Status:	Active
Residence:	Resident on Campus
Citizenship:	Non-citizen
Student Type:	Continuing
Class:	Senior
Primary Advisor:	Cynthia A. Suter
Primary Advisor Type:	Undergraduate Facilitator
Expected Graduation Date:	May 12, 2013
Curriculum Information	
Current Program	
Level:	Undergraduate
Program:	Bachelor of Science Program
Admit Term:	Spring 2008
Admit Type:	January International
Catalog Term:	Spring 2008
College:	No College Designated
Campus:	Tiffin Main Campus
Major and Department:	Sport Management, Sport Management
Major Concentration:	Sprt Mgmt - Business

Test Scores: Tests, scores and date of test recorded in Banner by the Offices of Admissions or Registrar will display in the *Test Scores* service.

View Holds: Displays student hold information. Some holds affect the student’s ability to view some academic information including grades and an unofficial transcript in addition to prohibiting registration.

Student Class Schedule: Displays a selected student’s class schedule for a selected term. Class schedule is displayed with full class details including term, campus, level, meeting information and instructor.

NOTE: The envelope icon, allows direct email access to the person associated with the icon.

Unofficial Transcript: Displays an unofficial transcript for the student. Begin by selecting a student level (Graduate, Undergraduate or All Levels) and pressing *Display Transcript*. Only the OASIS web transcript will be available to the advisor. Service links located at the top of the transcript allow easy movement between academic transfer and institution credit as well as transcript totals and courses in progress:

 This is not an official transcript. Courses which are in progress may also be included on this transcript.

Information for [Lynn M. Johnson](#)

[Transfer Credit](#) [Institution Credit](#) [Transcript Totals](#)

Transcript Data

STUDENT INFORMATION

Name : Lynn M. Johnson
Student Type: Continuing

Curriculum Information

Current Program
Program: Bachelor of Science Program
Major and Department: Sport Management, Sport Management
Major Concentration: Sprt Mgmt - Business

This is NOT an Official Transcript

DEGREE AWARDED

Pending (Eligible w/ cur yr): Bachelor of Science **Degree Date:**

Personal Information
Student Services
Faculty Services

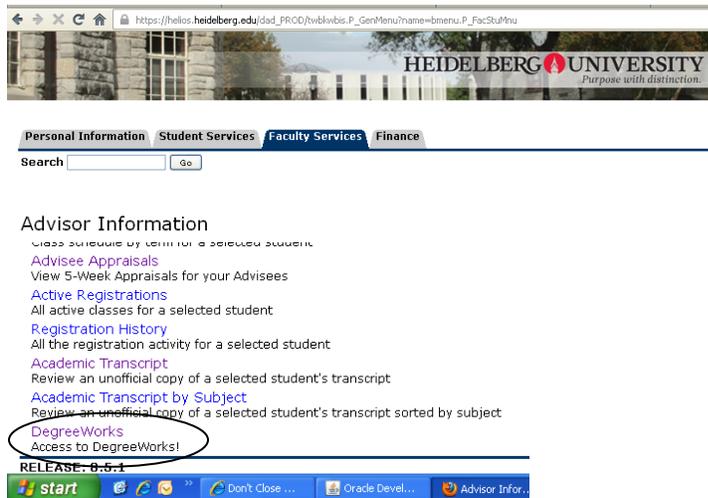
 Select the transcript level and transcript type.

Transcript Level: All Levels

Transcript Type: OASIS Web Transcript

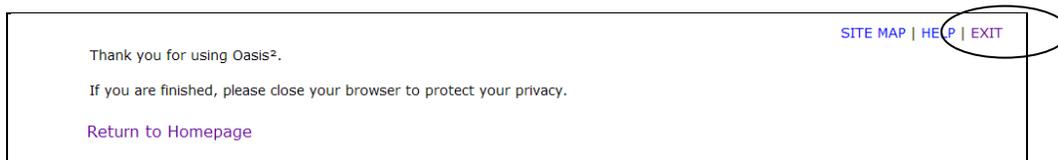
Degree Audit: Online degree evaluations (graduation audits) are available within the OASIS login. Faculty will click on the link to DegreeWorks to enter into the auditing software. Audits are maintained by the Office of the Registrar should there be questions regarding information displaying on a student's audit.

Faculty and advisors have the ability to look at any student's record. On the initial view, the degree requirement summary will display however, selecting a What-If scenario allows the student or advisor to enter in a different Degree type, catalog year, major, minor, or concentration to view what requirements are met or outstanding.



Logging Off OASIS	Section G
--------------------------	------------------

Remember to **Log Off** OASIS each time you are finished with the web services. You may log off at any point by clicking *Exit* in the top right hand corner of any screen:



Helpful Hints

- At the top of each screen is a *Help* link. Use *Help* for additional information about the screen you are on. If you have additional questions, contact the Office of the Registrar or email oasis.heidelberg.edu.
- Blue text identifies service links that, when clicked, navigate to additional information connected to the text.
- The envelope icon () is a direct link to email for the identified student or faculty member.
- Course pre-requisites and registration restrictions can be found in the course catalog or class schedule. If a student is having trouble registering for a course, check the online catalog for restrictions and pre-/co-requisites.

Website References

<https://inside.heidelberg.edu/offices/registrar>- main Registrar Page

<https://inside.heidelberg.edu/academics/academic-calendars> - Academic Calendar

<https://inside.heidelberg.edu/offices/registrar/university-catalogs> - On-line University Catalog

<https://inside.heidelberg.edu/academics/academic-mentoring/aim-hei-program/hei-5-hei-alerts> -
Academic Alert for students with challenges or for student accolades

<https://inside.heidelberg.edu/academics/exam-schedule> - Current year's exam schedule

Notes: