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Every effort has been made to ensure that this document is accurate. If you notice any errors, please contact Sister Linda Herndon at lherndon@benedictine.edu
1. Introduction

The website for OASIS, our Online Academic Student Information System, is:

https://empower.benedictine.edu

There is also a link to this page on the middle of the Benedictine College homepage.

The opening page of the website looks like this:

From here you can:

a) Have your password sent to you using the **Forgotten Password** tab
b) See all the courses offered in a given semester using the **Course Catalog** tab
   (Note: you do not have to login to see the list of courses)
c) Download this OASIS Student User Manual
d) Login to your account using your name and password.
2. Accessing your account:
Enter your username in the textbox above the label: **username**. Your user name is not case sensitive.
Enter your password in the textbox. Your password **is** case sensitive.

*You received your OASIS username and password along with all your other passwords and logins on a colored sheet of paper that was sent out with your Award Letter from Financial Aid.*

Note that by logging in to OASIS, you acknowledge the following:

My login to OASIS acknowledges that I have met with my advisor and been advised regarding my Summer and/or Fall 2013 schedule. I understand that:
- the final selection of and registration for courses is my responsibility;
- fees are non-refundable for all classes for which I am registered on the first day of the semester;
- meeting all general education and degree requirements as specified in the catalog is my responsibility.

After you enter your password and are logged in, you will see a screen similar to this one:

3. Changing your password

The first thing you should do the very first time you login to OASIS is to change your password using the **Settings and Tools** tab and selecting **Change Password** (see below).
Follow the directions given to change your password to one you can easily remember.

4. Set the semester/term

Select the Settings & Tools tab and Global Variables.
From the pull-down menu, select the term for the information you wish to view.

5. Setting up your Welcome Screen

If you click the blue circle in the upper right hand corner of the OASIS login page (shown below), you will have the option to personalize your home page of OASIS. After you set your term, you can view your schedule for the term if you have one.

The “Currently Set” window will allow you to set the desired term more easily than the option described above.
Dragging the **Degree** option to your Welcome screen gives you the following information about your declared majors and minors. This may be handy to always have available as reference each time you login.

If there are menus on your Welcome screen that you do not want, click on the red “X” in the box to hide it.

Be sure to click on the Green check mark in the upper right hand corner to save any changes that you make.

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### 6. View and print your course schedule

Set your term for the appropriate semester (#4) if you have not already done so. Select **Student Records** then under **Schedule Information** heading choose **Student Schedule (Summary)**.

And here's what you will see....
If you click on the underlined course name, you get the “Details” of the class. This is important because it tells you about additional course fees and additional materials that may be required in the class.

You can print this page or select the **Printable Version** (button in the upper right hand corner) and get a schedule that looks like the one below:

7. View and print your unofficial transcript

Set your term for the appropriate semester (#4) if you have not already done so. Select **Student Records > Schedule Information > Unofficial Transcript.**

This option lists all the classes that you have taken at Benedictine College, all the classes that you may have transferred to B.C., and the classes you are enrolled in for the next semester. There is also a Printable Version so you can easily print an unofficial copy of your transcript. (see next page for an example of an unofficial transcript.) Your cumulative grade point average (gpa) is also listed on this unofficial transcript.
8. View your grade report

Select the term (#4).
Select **Student Records > Schedule Information > Grade Report**.
Here’s a sample grade report. There is a **Printable Version** of this report, too.

![Grade Report](image)

9. List of courses being offered for a semester

To obtain a list of courses being taught at Benedictine College in a given term, select **Student Records > Schedule Information > Query Course Schedule**.

![Query Course Schedule](image)

At the right is the dialogue window that you’ll get when you make this selection.

You must select a **Term**. The other selections are optional.

If you select only the term, this gives you a complete list of all classes taught by Benedictine College in any location. If you are a student on campus in Atchison, you will probably want to select **Atchison** for your **Location**.

You can view the courses taught in a specific department, look for causes taught at a certain time of day or on a specific day of the week, or those taught by a specific professor.

Choosing a selection on the **Session** option can be confusing unless you are looking for a Physical Education course that it only taught for the first half or the last half of the semester.
The red dot on the left side means that the class is full.

The Detail link on the right side of the screen provides important information about the class as shown here.

The Detail lists information like class fees, additional course requirements, or special information about the class such as instructor consent required to take in the class. For instance, this class has a special $100 fee.

10. Information about holds

If there is currently a hold on your account, you are not be able to drop or add a class, view your grades in OASIS, or get a copy of your transcript. Current holds are listed on the Welcome page when you log in to OASIS. The holds are shown here in the middle of the Welcome page, but it may be in a different location if you have personalized your Welcome page. The Hold Description usually provides you with the phone number of the office to call to find out more about the hold.

There is also the option to see a history of all your holds by selecting Student Records > Search Functions > Student Holds Inquiry.
A Student Holds Inquiry looks like this. Notice in this example, there was once a hold on this student's account but it was overridden. This student has no current, active holds on their account.

11. Update personal information

If you have a change of permanent address, get a new phone number, etc., you need to update your personal information. Select Student Records > Personal Information > Update Personal Information.

Even though this option appears here, we do not allow students to update their name without bringing official notification of a name change to the Office of Academic Records and Registration. So, please do not use this form and then get frustrated when no change happens on OASIS.
Notice that you can select to update your address, phone, or relationships as stored in OASIS and these will be reviewed up and updated.

12. Emergency contact information

You can enter emergency contact information when you select **Student Records > Personal Information > Update Emergency Contact**.

Here is a view of the page that allows you to enter your emergency contact information or to make updates to what you entered previously.
13. Who is my academic advisor?

If you want to know who your advisor is, check Student Records > Search Functions > Who Is My Advisor?

The result of the inquiry looks like this. Your current advisor(s) is (are) at the bottom of the list.

**Who Is My Advisor?**

<table>
<thead>
<tr>
<th>FOR TERM</th>
<th>1ST MAJOR ADVISOR</th>
<th>2ND MAJOR ADVISOR</th>
<th>3RD MAJOR ADVISOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011 Fall</td>
<td>Muggli, Darmen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012 Spring</td>
<td>Muggli, Darmen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012 Fall</td>
<td>Glenski, Christine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013 Spring</td>
<td>Glenski, Christine</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14. Student Self-Registration Guide

**NOTE:** If you have any questions or problems with your schedule, please contact your academic advisor. The Office of Academic Records and Registration can provide only limited assistance and they will always ask you to see your advisor first.

Choose Student Records > Schedule Information > Online Registration.

This will take you to the registration login screen. Enter the PIN number given to you by your advisor. **Please note that the Office of Academic Records & Registration will not give you your PIN number if you forget it. You must always contact your advisor for that information.**
Enter your PIN (given to you by your advisor) in the place labeled **Advisor Pin**.

From the pull-down menu, select the term for which you wish to register.

The main OASIS screen for the Online Registration will then appear. This shows the current status of your schedule for the next semester.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC 210</td>
<td>3</td>
<td>M W F</td>
<td>10:00/10:50</td>
<td>Harris, D.</td>
</tr>
<tr>
<td>PH 325</td>
<td>3</td>
<td>T R</td>
<td>08:00/08:15</td>
<td>Newton, J.</td>
</tr>
<tr>
<td>TH 380</td>
<td>3</td>
<td>T R</td>
<td>09:25/10:40</td>
<td>Bissell, E.</td>
</tr>
</tbody>
</table>

The courses listed below the heading **“Successful Registration”** are those in which you are currently enrolled. The courses listed below the heading **“Pending Registration”** are just that—pending. You are NOT enrolled in any of these courses until some specific action is taken.

Clicking on the **DROP** link will remove that course from your schedule. There is no warning given—the course is just dropped! **WARNING:** If you click **DROP** and remove yourself from a class that is full, you will not be able to get back into the class without seeing your advisor for special permission.

**To Add a Class**

To enroll in a class, click on the **“Add Courses”** button.
This screen below now appears. Select as many options as desired to narrow the number of courses displayed. If no options are selected, all the courses offered by Benedictine College that term will be displayed. It is usually a good idea to select the Location as Atchison to see only the courses offered on campus or Florence if you are going to Florence for the semester.

If you need to add a class at midterm, a handy option is to select the Session for Second Quarter. Otherwise, it is recommended that you not make a selection for Session to allow as many options as possible.

For this example, we selected Department as Accounting. This lists all the Accounting courses offered this semester. To enroll in a course, click the box on the left. Click on Detail to find out about course fees or additional expenses associated with the course or if the course requires consent of the instructor (See #9 above for example). The Details section for special topics courses (198, 298, or 398) also list any general education Foundation or Skill & Perspective that the course may fulfill.

After selecting the courses in which to enroll, click the Register button. (The Register button at the top of the list and the one at the bottom of the list both perform the same function—just use the one that is handiest for you.) The result is shown below.
Click on **See Detail** to return to the **Online Registration** screen. After we return to the Registration home screen, right now we’ll just look at the **Pending Registrations** since they are the ones that need attention. Remember that the classes above this line in the **Successful Registration** area are those you are enrolled in for the next semester.

Notice that the reasons why you were unable to enroll in these classes. For the examples shown, the reasons include: (Note that this is not an exhaustive list of reasons.)

1. **Course requisites not met** – you have not completed the prerequisites so you can’t this class.
2. **Time conflict** – will either have to drop this class or the class you’re already enrolled in since both meet at the same time.
3. **Exceeds max credits allowed** – you can only take 18 hours a semester unless the other courses are “overload exempt” (see the catalog for the list of these courses) or you have permission from the Associate Dean and are willing to pay the overload tuition fee.
4. **Duplicating course** – you have already taken this course or are currently enrolled in the class. If you need to repeat the class due to a low grade, contact your advisor who will contact the Office of Academic Records & Registration and ask that they register you for the class.

Another reason a course could be pending is that it is waiting for consent from the instructor. If this is the case, you need to contact the instructor and ask him or her to approve you for the course. After the instructor gives approval, you must return to this screen and hit the **“Reprocess Pending”** button. The course will then move from **Pending** to **Successful Registration** if there are seats available in the class and all pre-requisites have been met.

Clicking on the **Delete** link will remove these courses.

To add another class, just click on **Add Courses** and repeat the process as above. You can do this as many times as you wish.

**Wait list Information**

All of these **Pending** courses shown in this example (see next page) have the **WL** symbol to show that the student is currently on the wait list for each of these courses. If a student wishes to be placed on a wait list for a course, the student needs to ask his or her advisor to do that for them. Students are not able to place themselves on wait lists.
Click **Student Wait List** button in the upper right to view the following screen. This screen provides important information about the wait lists a student is on for this semester.

**Current Position** shows you the number of students on the waitlist and what number you are on that list.

Click on **REMOVE** to remove the class from the wait list. The class will remain on the pending list. (To remove the course from the Pending list, see above.) If you change your mind and decide you want to be on the wait list again, you will need to contact your advisor and have him or her add you to the wait list again. Note that you cannot add yourself back to the wait list!

Click on **UPDATE** to see the following screen. This allows you to add a comment giving the Registrar information about why you want/need to take this class.

Note that this comment is viewable by more than just you and the Registrar, so use discretion in what you say in your comment.
To Print the Schedule

From the Online Registration Screen, select Print Schedule option. If needed, see #6 above for more information about printing.

Don't forget to log out when you finish with changing your schedule. This is especially critical if you are using a public computer.

Remember that course fees are not refundable beginning with the first day of the semester. This means that for all classes you are enrolled in the first day of the semester, you are responsible for paying those course fees even if you never attend the class.

Students will be allowed to make changes to their schedules until 4 p.m. the Tuesday before classes begin. After this time, students will need to contact their advisor to make all changes to their schedule.

**NOTE:** If you have any questions or problems with your schedule, please contact your advisor. The Office of Academic Records and Registration can provide only limited assistance and they will always ask you to see your advisor first.
You also use OASIS to access your Financial Aid and Billing information.

15. Financial Aid award letter

To view your Financial Aid award letter, select Financials > Financial Aid > Financial Aid Award Letter.

You will be prompted to select the academic Award Year (shown on right). After selecting the academic year, you will be able to view your complete financial aid package as shown below.
15. Accepting or declining your financial aid

You have the option to Accept or Decline your financial aid when you view your financial aid award letter (click on the link on the lower left-hand corner) of the letter or you can select Financials > Financial Aid > Accept-Decline Award Letter.

After selecting the award year, you can see your financial aid award for the year. You can accept or decline the financial aid package that has been prepared for you by checking the appropriate box. You must formally accept your award before any funds can be credited to your account.

17. Missing Financial Aid documents

To make sure you have all your financial aid documents completed, select Financials > Financial Aid > Missing Documents.

The Financial Aid office cannot complete your financial aid package until you have submitted all your documents to them.

This is what a report looks like for a student who is still missing some documents.
17. Financial Aid Shopping Sheet

This page allows you to get a realistic look at the cost of your college education for the current year. The first part of this “Shopping Sheet” is shown below. The information along the left side is your personal information and the information along the right side of the page gives you information such as Benedictine College’s graduation rate and loan default rate.
19. Current tuition bill

To view your current tuition bill for the semester, select **Financials > Student Billing > Statements by Term**.

Select the dates for the desired term, then click **Get Invoice**.

Your complete invoice then is available for you to view (see below). From this page, you can submit a payment online (see arrow). The Tuition and Fee schedule for that term is also available if you would like to view that (link toward bottom of page—not shown on this example).
20. Estimated tuition for upcoming semester

To get an estimated bill for the upcoming semester, select Financials > Student Billing > Estimated Tuition Worksheet.

Select the term and then click Get Estimated Invoice.

As with the Statement by Term statement (#19 above), you can also submit your payment from this web page, too. There is a Printable Version if that is needed for some reason.

21. Financial Agreement

Before finalizing all your financial commitments, you need to complete the Financial Agreement available online at Financials > Student Billing > Required Forms.
Click on Apply.

A portion of the form is shown below. You need to read this carefully and update it as appropriate.

When finished, be sure to click the bottom Update option to submit to show your acceptance.
22. **1098T report**

When it is time in January/February, you can print your copy of the 1098T report that is needed for an income tax report. Select **Financials > Student Billing > 1098T Query** (as shown below).

![1098T Query Menu](image)

23. **Self-Service Options**

On the OASIS **Welcome** page, you will find the **Self-Service Options** as one of your choices.

![Self-Service Options](image)

Selecting the **Self-Service Options** takes you to our third-party provider, the National Student Clearinghouse. The menu page is shown on the following page. All of these options are available 24/7.

The first option allows you to get an official certificate of enrollment for the current semester, for all your enrollments at Benedictine College, or select Advanced Registration for the upcoming semester after you have had early registration. Certificates of enrollment are often needed for car insurance, medical insurance, or scholarships. Except in very rare situations where a signature or a college seal is required, you are expected to print your certificates of enrollment from the Clearinghouse rather than request one from the Office of Academic Records and Registration.

The second option allows you to see all the information that has been submitted to the National Student Clearinghouse by Benedictine College and any other colleges that you have attended since high school graduation.
The third option lets you see information that the Clearinghouse has submitted to any of your loan holders.

The fourth option allows you to see proof of enrollment(s) sent to any health insurance companies or other companies.

The fifth option gives you information about the status of all your student loans.

The last option allows you to request your Benedictine College transcript, to pay for it, and then to track its status.

All of these options are available to you after you leave Benedictine College, too.

24. Degree Audit

A degree audit allows you to see you’re the courses you’ve taken and how they fulfill general education, major, and minor requirements. You can access your degree audit by selecting Student Records > Degree Information > Degree Audit.
Click on Degree Audit button to view your degree audit.  *Even though there is a printable version, please do not print this report as it will be 18 or more pages long!*

There is a note at the bottom of the screen that says you can request an updated degree audit, but this is incorrect. We will run an audit update for all students sometime during the first week of each month.

Since the audit is so large, we'll explore it in pieces and try to understand it that way. The first part shows your current cumulative gpa. In order to graduate, you must have minimum 2.00 cumulative gpa and a 2.00 gpa in your major (note that some majors require a higher gpa).

This screen also shows the number of upper division hours that you have earned.
The general education areas are listed next with the major(s) and then the minor(s) toward the end. Any electives that don’t fit into any of these categories are listed at the very end.

In reviewing the Core requirements, this subgroup is not met. Can you tell why? (No PE activity course has been taken.) The courses on the left side are all possible courses that can be taken to satisfy Core requirement. On the right in the gray area are the courses that you have completed. The D is the minimum grade that must be earned in the class to satisfy the requirement.
This student has met all the requirements for Person & Community Foundation as is shown here at the top of the section. This student seems to be taking extra courses in this area since some of them may fulfill another Foundation or be required for a major or a minor.

Here’s what this student’s History major audit looks like. Note that not all the requirements have been met. This person has a 4.00 in their major since we do not transfer in grades for the transfer classes—just the credit.
These *Elective* courses are listed at the very bottom of the degree audit. It is possible that you are transferring in a class that will fulfill a requirement, but is listed here as an elective since it transferred as an “elective.” The proper way that a course transfers will be listed on your official transcript evaluation. Remember that this is an unofficial degree audit.

For instance, for this student the BI ELE, Biology Elective, will fulfill a Natural World Foundation, EN 398a, Novel & Film, was taken at B.C., and it will fulfill an Aesthetic Foundation, etc.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Grade</th>
<th>Points</th>
<th>Term</th>
<th>Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI ELE</td>
<td>3.00</td>
<td>C</td>
<td>9.005</td>
<td>02FA</td>
<td>Transfer</td>
</tr>
<tr>
<td>EN 398A</td>
<td>3.00</td>
<td>A+</td>
<td>11.10</td>
<td>11SP</td>
<td>Transfer</td>
</tr>
<tr>
<td>FA ELE</td>
<td>3.00</td>
<td>B</td>
<td>9.005</td>
<td>02FA</td>
<td>Transfer</td>
</tr>
<tr>
<td>HI ELE</td>
<td>3.00</td>
<td>C</td>
<td>9.00</td>
<td>09FA</td>
<td>Transfer</td>
</tr>
<tr>
<td>HI ELE</td>
<td>3.00</td>
<td>C</td>
<td>9.00</td>
<td>09FA</td>
<td>Transfer</td>
</tr>
<tr>
<td>MH ELE</td>
<td>3.00</td>
<td>C</td>
<td>9.00</td>
<td>09FA</td>
<td>Transfer</td>
</tr>
<tr>
<td>SE ELE</td>
<td>3.00</td>
<td>C</td>
<td>9.00</td>
<td>09FA</td>
<td>Transfer</td>
</tr>
</tbody>
</table>

Study this degree audit carefully. There is a lot of information here that can be helpful when planning your future semesters at Benedictine College.

*Every effort has been made to ensure that this document is accurate. If you notice any errors, please contact Sister Linda Herndon at lherndon@benedictine.edu*