AGCA OASIS Screen Training

Thursday, October 23, 2014
3027 Moore Hall
11:00am – 12:00pm

Presenters:
- Brenda Moore, bmoore@registrar.ucla.edu
- Brian Venner, bvenner@registrar.ucla.edu
- Doug Thomson & Jessica Lin: scheduling@registrar.ucla.edu

Upcoming AGCA Events
- November: Student Affairs Leadership Meeting with Dean of Students on *How to Respond to Sexual Assault*
- December: Open House at the Career Center
- Wednesday, December 17, 2014: AGCA Winter Networking Event (food, decorations, raffles, and more!)

AGCA Website
- Don't forget to bookmark the AGCA Website (which has plenty of information, including an OASIS Reference Guide): http://www.agca.ucla.edu

Brenda Moore
- **If you need OASIS/FERPA Training**, make sure to contact Brenda Moore to schedule an appointment.

- Question: Will there ever be uniformity in how terms are coded in OASIS/DARS?
  - OASIS is a mainframe that covers all information systems. DARS (Degree Audit Report System) is a counseling tool that summarizes degree progress. There is uniformity between both systems. The OASIS and DARS systems code terms by year and quarter. For instance, a course offered during Winter 2015 would be coded 15W. Courses for summer are coded by year followed by "1" if the student is taking courses or "2" if student is graduating. To illustrate:
    - 141 – Indicates student took courses during Summer 2014
    - 142 – Indicates student graduated during Summer 2014

- Helpful screen to start with enrollment screens:
  - SRM = Student Records Main Menu
    - CAT – Course Catalog Menu
    - ENR – Enrollment Menu
    - GRD – Grading Menu
    - SCH – Class Scheduling Menu
    - ST1 – Student Information Menu 1
    - ST2 – Student Information Menu 2
    - SUM – Summer Sessions Menu

- FERPA: Family Educational Rights and Privacy Act
  - FERPA was signed into law in 1974. At UCLA, FERPA governs the privacy records of the systems SAOs handle, defines the word "public," and protects students' safety. Students are covered by FERPA immediately after enrollment.
  - Under FERPA, there is information that is considered "*public*" and can be disclosed to a third party without prior student consent. At UCLA, the following *directory* information may be disclosed without prior student consent:
    - Name
    - Address (local/mailing, permanent, and/or email)
    - Telephone Number(s)
    - Dates of attendance
    - Enrollment status
    - Number of enrolled course units
    - Major field of student and minors, concentration, specializations
    - Degrees/honors received
    - Most recent previous educational institution attended
    - Participation in officially recognized activities
    - Name, weight, and height of intercollegiate athletes
  - Once a student is enrolled, they are covered by FERPA, which gives them **three rights**:
    1) View their own student files (electronic or hard copy)
    2) Amend Info in their student file or add a disclaimer
    3) The right to restrict PUBLIC information
  - **Social Media & FERPA**: you must obtain permission from a student to list their names on website (even if a website is password protected), post their photos, etc.
  - **To verify registration and enrollment for a student**, have them go to the Registrar's Office in 1113 Murphy and they will provide verification for the student.
  - **FERPA RESTRICTION OPTION:** If a student has this privacy restriction, you must state that "We have no information on this *person/individual*." Do not say "student," because it implies they are attending the university. No information can appear in the UCLA campus directory or Commencement Publications.
    - For a student to add or remove the FERPA Restriction, they must go to the Registrar's Office to do so. This restriction remains on their record until death.
  - **NO PUBLIC INFORMATION RESTRICTION):** If a student has this restriction, you must state that "Information on this person is not available to the public."
    - This restriction can be placed and removed via myUCLA.
  - The **PROS TO RESTRICTIONS** is that the student is protected. The **CONS TO RESTRICTIONS** is that they cannot appear on public documents/websites, such as commencement bulletins, class lists, etc. In order for them to appear, you must obtain written permission from the student.

Brian Venner
- **Preferred Name Screen**: Students will be able to provide a preferred *first* name in addition to their legal name. A new screen will be added to OASIS in the coming months.
  - This allows students to submit an alternate first name if they go by a different name than their legal name. This is especially helpful and important for international and transgender students.

- o Students will be able to submit a petition to add their preferred name to their record through myUCLA at the end of Fall 2014 (to become live in Winter 2015). There is a committee that reviews each petition to ensure names are not vulgar or derogatory.
  - o In the initial phase, the preferred name will appear on myUCLA, transcripts, and SRWeb. However, BruinCard is **not** on board and will not be adding it to photo IDs. Other entities, such as Financial Aid and Student Accounting, will still need to use legal names.
    - ▪ Diplomas will use the legal name.

- **Unofficial Transcripts**: Students can now download/print/send their own student copies of their unofficial transcripts on myUCLA.
  - o One Day 1 this became available, there were already 500 ordered, even though it was not advertised.
  - o It will be available in PDF and portrait (not landscape) format.

- **Electronic Official Transcripts**: Registrar's is looking for an e-service that will send electronic official transcripts for students. The goal is to have this ready by Spring 2015.

- **Frequently Asked Questions by SAOs**
  1) Leave of Absence (LOA) and Refund Policy: http://www.registrar.ucla.edu/soc/registration.htm#Anchor-Refunds-35882
     a. Remember that refund percentages for fees are based on **the date the LOA form is submitted to the Graduate Division** (not when the student gives the form to the SAO).
     b. The same goes for undergraduate students and withdrawals.
  2) Fee Deferrals (457 Screen)
     a. A fee deferral makes the system think the student has paid their fees.
     b. If you post a fee deferral on a student's account and they withdraw, it only reverses the fees based on the refund chart. If the student withdraws at a 50% refund, they will be billed for 50% of fees once fees are reversed.
  3) Declare Non-Attendance
     a. After graduate students graduate, they are sometimes still assessed fees for the subsequent quarter. It depends on when they declare their Degree Expected Term, but most of the time, the next quarter becomes active before they graduate, which is why fees are assessed.
     b. Make sure students declare non-attendance in the quarter after they file to avoid assessment of fees. However, after a certain period of time, if nothing is done, the fees will eventually be reversed.

SCHEDULING: Doug Thomson and Jessica Lin

- Reminder regarding the *Faculty and Staff Resource Guide* on the Registrar's Page: http://www.registrar.ucla.edu/facultystaff.

- Refer to attachments for notes on Scheduling screens.