



# OASIS

## Student User's Manual

Online Academic Student Information System

by

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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](mailto:lherndon@benedictine.edu)*

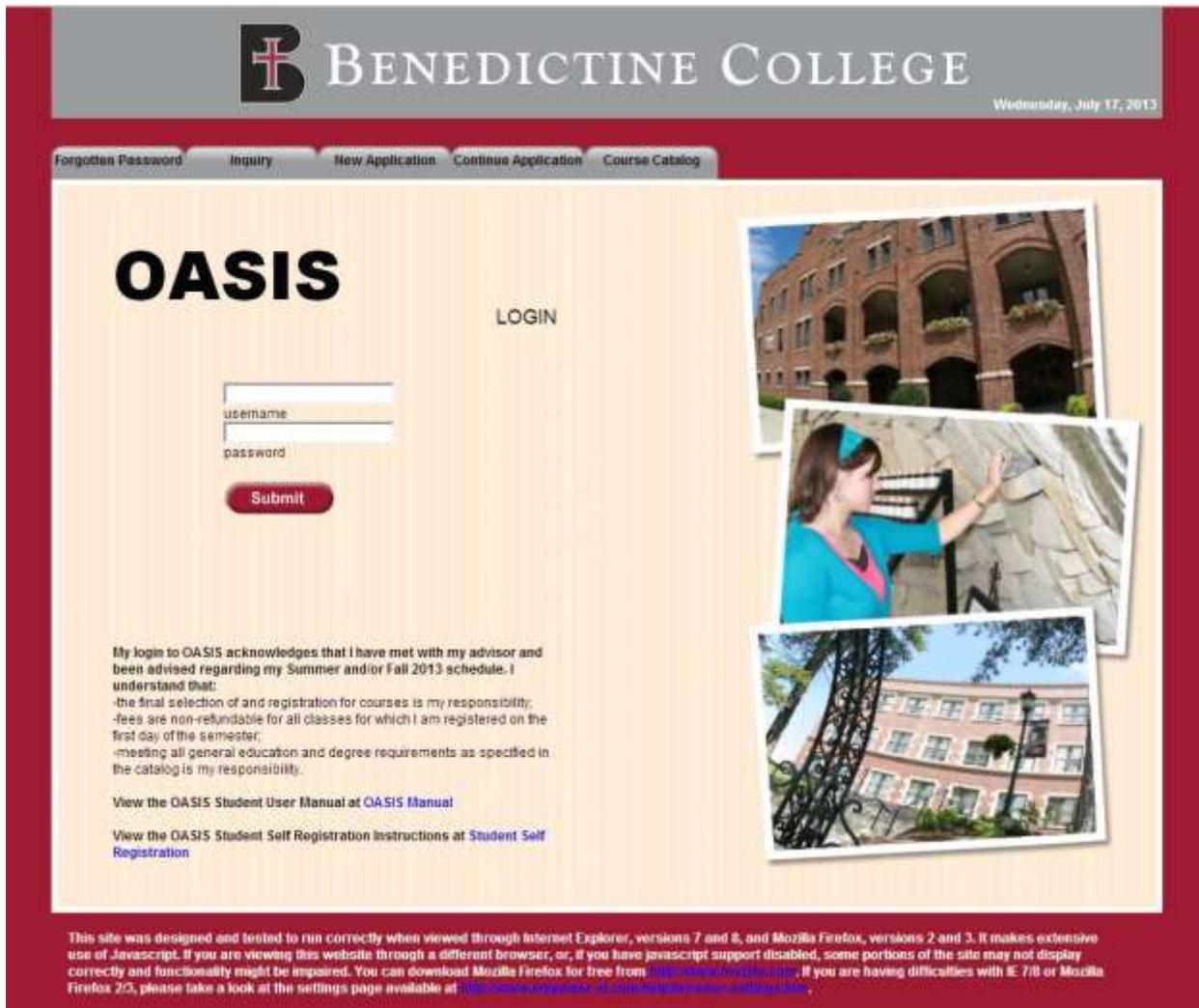
## 1. Introduction

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:**

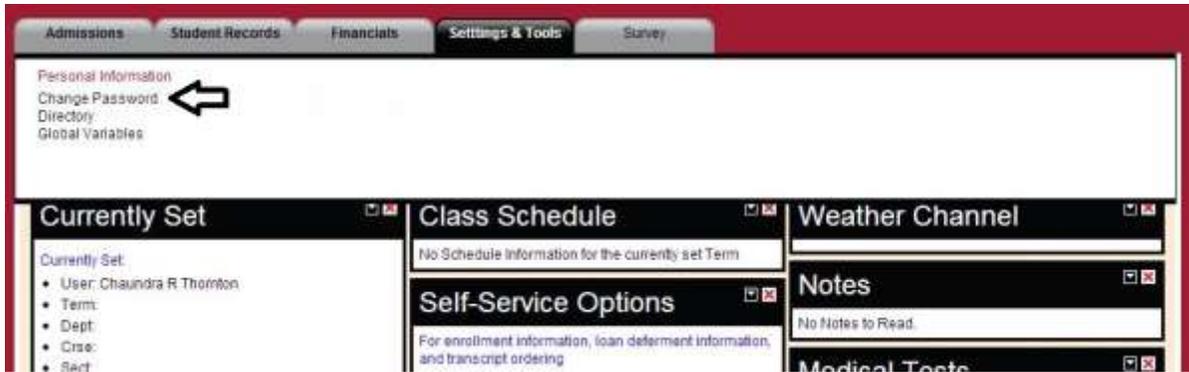
- the final selection of and registration for courses is my responsibility;
- fees are non-refundable for all classes for which I am registered on the first day of the semester;
- meeting all general education and degree requirements as specified in the catalog is my responsibility.

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).

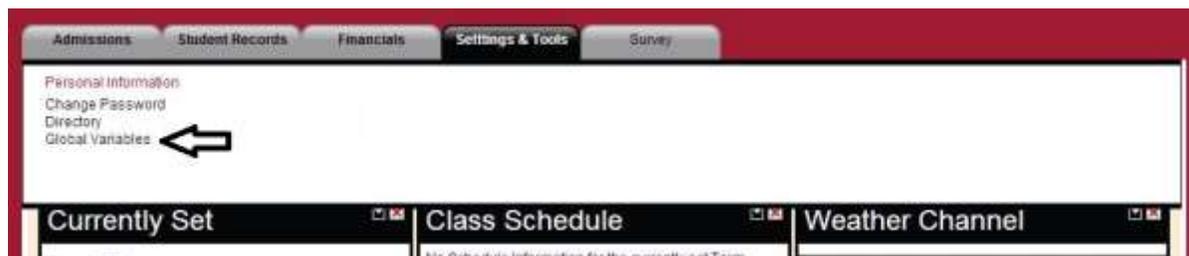


Follow the directions given to change your password to one you can easily remember.

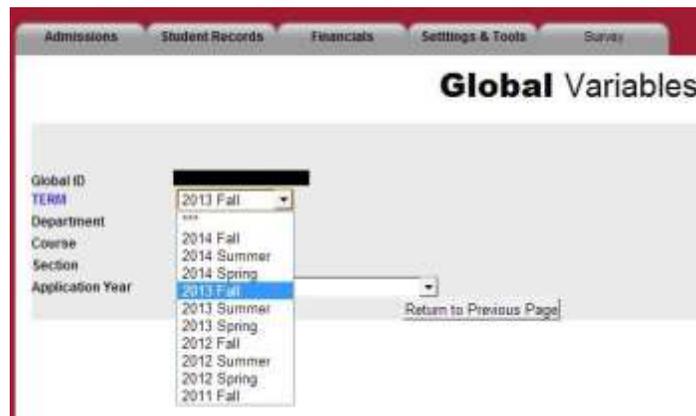
A screenshot of the "Change Password" form. At the top, there is a navigation bar with five tabs: "Admissions", "Student Records", "Financials", "Settings & Tools", and "Survey". Below the navigation bar is the title "Change Password". A red warning message reads: "Your password must be at least 6 characters. it is advised to use a combination of letters, numbers, and case." Below the warning, there are four input fields: "Username:" (with a blacked-out value), "Current Password:", "New Password:", and "Confirm New Password:". A "Submit" button is located below the "Confirm New Password" field.

#### 4. Set the semester/term

Select the **Settings & Tools** tab and **Global Variables**.



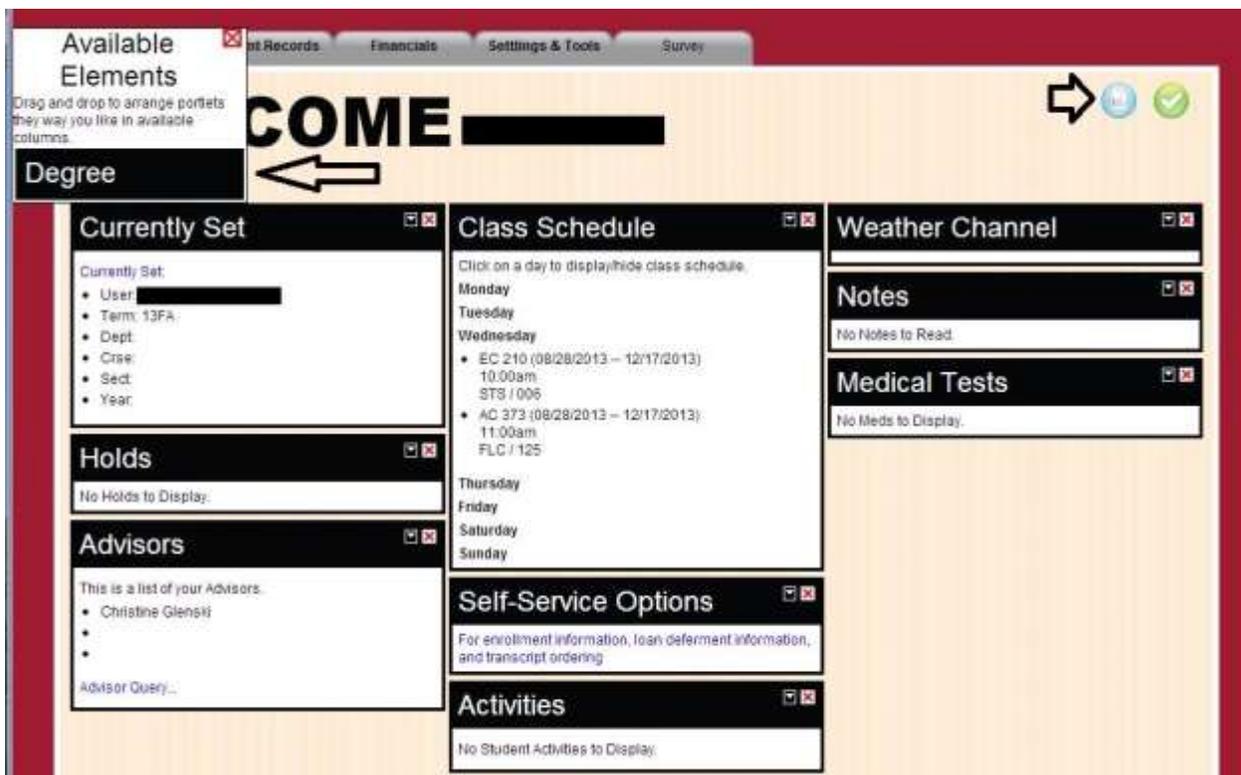
From the pull-down menu, select the term for the information you wish to view.



## 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.

**Degree** ✖

This is a list of current declared degrees.

- Major: Pre-Accounting  
Minor:  
Specialization:
- Second Major:  
Second Minor:  
Second Specialization:
- Third Major:  
Third Minor:  
Third Specialization:

### 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)**.

The screenshot shows a navigation menu with tabs: Admissions, Student Records, Financials, Settings & Tools, and Survey. Under the Student Records tab, there are four main sections: Degree Information, Schedule Information, Search Functions, and Personal Information. An arrow points to 'Student Schedule' under the Schedule Information section. Other options include Degree Audit, Query Course Schedule, Online Registration, Unofficial Transcript, Grade Report, Student Holds Inquiry, and Who Is My Advisor?.

And here's what you will see....

The screenshot shows the 'Student Schedule' page. It includes filter information: Results filtered with: User: [redacted] Term: 13FA Dept: Crse: Sect: Year: Change filter parameters. The page title is 'Student Schedule - 2013 Fall'. There is a 'Printable Version' link. Below is a table of registered courses.

Dept	Crse	Sec	Title	Credits	Begin	End	Instr	Bldg	Room	Start	End	Days	Location
AC	327	A	Intern Fin Acid Th I	3	08/29/13	12/17/13	Glenski,Ch	Ferrell Academic Center	124	10:50AM	12:05PM	T R	Atchison
AC	373	A	Cost Accounting I	3	08/28/13	12/17/13	Whiteley,	Ferrell Academic Center	125	11:00AM	11:50AM	M W F	Atchison
BA	383	B	Principles Of Market	3	08/29/13	12/17/13	Johnston,	Ferrell Academic Center	125	02:25PM	03:40PM	T R	Atchison
EC	210	B	Prin Of Microeconomy	3	08/28/13	12/17/13	Harris,Dav	St. Scholastica Hall	006	10:00AM	10:50AM	M W F	Atchison
PH	326	A	Ethics	3	08/29/13	12/17/13	Newton,Lio	Ferrell Academic Center	324	08:00AM	09:15AM	T R	Atchison
TH	390	A	Hist of Cath Church	3	08/29/13	12/17/13	Blosser,Be	Ferrell Academic Center	301	09:25AM	10:40AM	T R	Atchison

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.

**Student Schedule**

Results filtered with: User: [redacted]  
Change filter parameters:

Registered Courses

Dept	Crse	Sec	Title	CrHrs
AC	327	A	<u>Interm.Fin.Acd.Th.I</u>	3
AC	373	A	Cost Accounting I	3
BA	383	B	Principles Of Market	3
EC	210	B	Prnc Of Microeconomy	3
PH	325	A	Ethics	3
TH	390	A	Hist of Cath Church	3

Printable Version

**BENEDICTINE COLLEGE**

Course Detail	AC 327 <b>Intermediate Financial Accounting Theory I</b>
Other Info	
Course Notes	financial calculator is required
Location	Atchison
Seats Offered	35
Seats Available	5

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:

**BENEDICTINE COLLEGE**

Student Schedule - 2013 Fall

Registered Courses

Dept	Crse	Sec	Title	CrHrs	Begin	End	Instr	Brig	Room	Start	End	Days	Location
AC	327	A	Interm.Fin.Acd.Th.I	3	08/26/13	12/17/13	Glenski,Ch	Femal Academic Center	124	10:50AM	12:55PM	T R	Atchison
AC	373	A	Cost Accounting I	3	08/26/13	12/17/13	Whitley,	Femal Academic Center	125	11:00AM	11:50AM	M W F	Atchison
BA	383	B	Principles Of Market	3	08/26/13	12/17/13	Johnston,	Femal Academic Center	125	02:25PM	03:40PM	T R	Atchison
EC	210	B	Prnc Of Microeconomy	3	08/26/13	12/17/13	Harris,Davi	St. Scholastica Hall	056	10:00AM	10:50AM	M W F	Atchison
PH	325	A	Ethics	3	08/26/13	12/16/13	Newton,Lio	Femal Academic Center	324	08:00AM	09:15AM	T R	Atchison
Th	390	A	Hist of Cath Church	3	08/26/13	12/17/13	Blosser,Be	Femal Academic Center	301	09:25AM	10:40AM	T R	Atchison

## 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**.

Admissions Student Records Financials Settings & Tools Survey

Degree Information  
Degree Audit

Schedule Information  
Query Course Schedule  
Online Registration  
Student Schedule  
Unofficial Transcript  
Grade Report

Search Functions  
Student Holds Inquiry  
Who is My Advisor?

Personal Information  
Change Password  
Directory  
Global Variables  
Update Personal Information  
Update Emergency Contact

Personal Information (old)  
Update Emergency Contact

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.



**Name**

[Redacted]

**Mailing Address**

[Redacted]

**Campus Mail Box**

[Redacted]

**Phone Numbers**

CELL: [Redacted]

PRI: [Redacted]

Degree				
School/thesis	Degree	Major	Earned	Awarded
[Redacted] High School	High School Diploma		05/14/2012	

Undergraduate Transfer Courses				
School	Course/Our Course	Course Name	Grade	Credits
University of Denver	FSEM 151 SE 222	Seminar: Power and Pub Spkg Speech Communication	A	2.76
University of Denver	LACU 100 SA 101	Beginning Spanish I Elem Spanish	A	2.76
University of Denver	MATC 110 MA ELE	Analytical Inquiry Math Elective	A	2.76

Undergraduate Transfer Totals			Cr Em	GPA
			8.28	0.00

Undergraduate Courses												
Term	Dept	Crse	Sec	Title	Days	Time	Building	Instr	Gr	Att	Em Pts	GPA
13FA	AC	210	A	Prin Of Managerial Accting	T R	09:25/10:40	FLC 125	Whiteley,			START: 08/29/2013	
13FA	BA	265	A	Development & Analysis of Business Data	M W F	09:00/09:50	LIB 225	Henry, Bri			START: 08/28/2013	
13FA	BA	325	A	International Management & Culture	T R	10:50/12:05	FLC 108	Musso,Dani			START: 08/29/2013	
13FA	EC	209	A	Prin Of Macroeconomics	M W F	01:00/01:50	STB 402	Coronado,R			START: 08/28/2013	
13FA	HI	105	C	World Civ To 1500	T R	01:00/02:15	STB 401	Taylor, Da			START: 08/29/2013	
13FA	PH	175	D	Principles of Nature	M W F	02:00/02:50	FLC 324	Rioux,Jean			START: 08/28/2013	
<b>Term Totals</b>									0	0	0	0

Dean's List												
2013 Spring												
Term	Dept	Crse	Sec	Title	Days	Time	Building	Instr	Gr	Att	Em Pts	GPA
13SP	AC	209	B	Principles Of Financial Accounting	T R	02:25/03:40	FLC 108	Geenens, D	C+	3	3	6.9
13SP	BA	165	B	Quantitative Analysis in Business	M W F	10:00/10:50	FLC 108	Burke, Cha	A-	3	3	11.1
13SP	BA	225	A	Principles of Management	M W F	01:00/01:50	FLC 124	Hansen,Jan	A	3	3	12
13SP	PE	198A	B	Zumba Fitness	M W	12:00/12:50	HC GYM	Contreras,	A	1	1	4
13SP	SA	102	B	Sec Sem Spanish	M W F	09:00/09:50	STB 408	Hales, Lau	A-	4	4	14.8
					R	09:25/10:15	STB 408	Hales, Lau				
13SP	TH	101	B	Introduction to Theology	T R	10:50/12:05	BF F203	Brodersen,	A-	3	3	11.1
<b>Term Totals</b>									17	17	59.9	3.524

Undergraduate Totals				Cr Att	Cr Em	Qual Pts	GPA
				17	17	59.9	3.524

Overall Undergraduate Totals				Cr Att	Cr Em	Qual Pts	GPA
				17	25.28	59.9	3.524

## 8. View your grade report

Select the term (#4).

Select **Student Records > Schedule Information > Grade Report**.

The screenshot shows a web interface with a top navigation bar containing 'Admissions', 'Student Records', 'Financials', 'Settings & Tools', and 'Survey'. The 'Student Records' tab is active. Below the navigation bar, there are four columns of menu items:

- Degree Information:** Degree Audit
- Schedule Information:** Query Course Schedule, Online Registration, Student Schedule, Unofficial Transcript, **Grade Report** (highlighted with an arrow)
- Search Functions:** Student Holds Inquiry, Who Is My Advisor?
- Personal Information:** Change Password, Directory, Global Variables, Update Personal Information, Update Emergency Contact

At the bottom left, there are additional links: 'Personal Information ctd.' and 'Update Emergency Contact'.

Here's a sample grade report. There is a **Printable Version** of this report, too.

Dept	Crse	Sec	Title	Inst	Seas	Crhrs	Inترم	Type	Final	All	Em	Pts	GPA	Elements
AC	209	A	Prin Of Financial Ac	Glenski,Ch	S	3	B	Midterm	C-	3	3	5.1		Elements
BA	225	B	Prin Mangment	Hansen,Jan	S	3	B	Midterm	A-	3	3	11.1		Elements
BA	265	A	Dtp&Anyt of Bus Dat	Henry,Bri	S	3	C+	Midterm	C+	3	3	6.9		Elements
CH	103	B	Gen Chem I Lecture	Steinbach	S	3	D	Midterm	C-	3	3	5.1		Elements
SA	101	C	Elem Spanish	Stear, Eze	S	3			C-	3	3	5.1		
TA	102	A	Intro To Theatre	Cox,Scott	S	3	A	Midterm	B	3	3	9		Elements
<b>Term Totals</b>										18.00	18.00	42.30	2.350	

## 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**.



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.

Term	Loc	Dept	Crse	Sect	Description	Cr	Bldg	Room	Start	Days	Time	Instructor	Off	Avail	
13FA	AT	AC	209	A	Prin Of Financial Ac	3	FLC	124	08/29/2013	T R	08:00/09:15	Glenski, Ch	36	2	<a href="#">Detail</a>
13FA	AT	AC	209	B	Prin Of Financial Ac	3	FLC	124	08/29/2013	T R	09:25/10:40	Glenski, Ch	36	1	<a href="#">Detail</a>
13FA	AT	AC	209	C	Prin Of Financial Ac	3	FLC	124	08/29/2013	T R	13:00/14:15	Glenski, Ch	36	0	<a href="#">Detail</a>
13FA	AT	AC	210	A	Prin Of Managerial A	3	FLC	125	08/29/2013	T R	09:25/10:40	Whiteley,	35	5	<a href="#">Detail</a>
13FA	AT	AC	210	B	Prin Of Managerial A	3	FLC	125	08/29/2013	T R	10:50/12:05	Whiteley,	35	13	<a href="#">Detail</a>
13FA	AT	AC	327	A	Intern Fin Acct Th I	3	FLC	124	08/29/2013	T R	10:50/12:05	Glenski, Ch	35	5	<a href="#">Detail</a>
13FA	AT	AC	373	A	Cost Accounting I	3	FLC	125	08/29/2013	M W F	11:00/11:50	Whiteley,	30	10	<a href="#">Detail</a>
13FA	AT	AC	402	A	Adv Fin Acct Th II	3	FLC	125	08/29/2013	M W F	10:00/10:50	Whiteley,	20	4	<a href="#">Detail</a>
13FA	AT	AC	420	A	Bus Val & Finan St	3	FLC	125	08/29/2013	M W	12:35/12:50	Lugovskyy,	30	6	<a href="#">Detail</a>
13FA	AT	AC	488	A	Senior Comprehensive	0	TBA	TBA	09/01/2013	S		Glenski, Ch	20	17	<a href="#">Detail</a>
13FA	AT	AC	493	A	Auditing Theory	3	FLC	218	08/29/2013	T R	10:50/12:05	Geenens, D	15	2	<a href="#">Detail</a>
13FA	AT	AR	113	A	Design	3	BF	F414	08/29/2013	T R	08:00/10:40	Park, Brya	14	0	<a href="#">Detail</a>
13FA	AT	AR	113	B	Design	3	BF	F414	08/29/2013	T R	10:50/13:30	Park, Brya	14	0	<a href="#">Detail</a>
13FA	AT	AR	121	A	Drawing I	3	BF	F421	08/28/2013	M W F	13:00/14:50	Kagin, Chri	14	0	<a href="#">Detail</a>
13FA	AT	AR	121	B	Drawing I	3	BF	F421	08/28/2013	M W F	08:00/09:50	Kagin, Chri	14	0	<a href="#">Detail</a>
13FA	AT	AR	226	A	Graphic Design I	3	BF	F406	08/29/2013	T R	13:00/15:40	Workman, St	12	9	<a href="#">Detail</a>
13FA	AT	AR	251	A	Ceramics I	3	BF	BASEMENT	08/29/2013	T R	08:00/10:40	Meyer, Jea	10	0	<a href="#">Detail</a>
13FA	AT	AR	251	B	Ceramics I	3	BF	BASEMENT	08/29/2013	T R	14:25/17:05	Meyer, Jea	10	0	<a href="#">Detail</a>
13FA	AT	AR	290	A	Art Appreciation	3	BF	F401	08/28/2013	M W	11:00/11:50	Kagin, Chri	38	0	<a href="#">Detail</a>
13FA	AT	AR	290	B	Art Appreciation	3	BF	F401	08/29/2013	T R	10:50/12:05	Workman, St	30	16	<a href="#">Detail</a>
13FA	AT	AR	318	A	Junior Seminar	1	BF	F406	09/02/2013	F	15:00/15:50	Workman, St	12	0	<a href="#">Detail</a>
13FA	AT	AR	350	A	Sculpture I	3	BF	F414	08/29/2013	T R	14:25/17:05	Park, Brya	5	0	<a href="#">Detail</a>
13FA	AT	AR	351	A	Ceramics II	3	BF	BASEMENT	08/29/2013	T R	12:00/14:15	Meyer, Jea	5	2	<a href="#">Detail</a>
13FA	AT	AR	352	A	Sculpture II	3	BF	F414	08/29/2013	T R	14:25/17:05	Park, Brya	5	3	<a href="#">Detail</a>
13FA	AT	AR	353	A	Sculpture III	3	BF	F414	08/29/2013	T R	14:25/17:05	Park, Brya	4	1	<a href="#">Detail</a>

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.

**Course Detail**

**Other Info**

**Course Notes**

**Location**

**Seats Offered**

**Seats Available**

**Course Fees**

AR 251  
Ceramics I

Atchison  
10  
0  
Art Fee  
\$ 100.00

**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.

## Student Holds Inquiry

Results filtered with: User: [REDACTED] Term: 13FA Dept: Crse: Sect: Year:  
 Change filter parameters.

### Student Holds

CODE	HOLD DESCRIPTION	DATE OF HOLD	EXPIRES	OVERRIDDEN	DEPARTMENT PLACING HOLD
BO	Business Office 913-360-7403	01/14/2013	12/31/2025	Yes	Student Billing / Receivables

Please contact the department placing the hold.

## 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.

## Update Personal Information

Results filtered with: User: [redacted] Term: Dept: Crse: Sect: Year:  
Change filter parameters.

Last Name: [redacted]  
First Name: [redacted]  
Born: [redacted] mm/dd/yyyy

Middle: [redacted]  
Alias: [redacted]

Title: [dropdown]  
Suffix: [dropdown]  
Prior: [dropdown]  
[Update Name](#)

[Address](#)      [Phone](#)      [Relationship](#)

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.

## Update Emergency Contacts

Results filtered with: User: [redacted] Term: Dept: Crse: Sect: Year:  
Change filter parameters.

Current Emergency Contact information  
Currently there is no emergency contact information.

Updated Emergency Contact information

1st Emergency Contact First Name: [redacted]  
1st Emergency Contact Last Name: [redacted]  
Your relationship to the 1st Emergency Contact: [redacted]  
1st Emergency Contact Home Phone Number: [redacted]  
1st Emergency Contact Cell Phone Number: [redacted]  
1st Emergency Contact Work Phone Number: [redacted]  
2nd Emergency Contact First Name: [redacted]  
2nd Emergency Contact Last Name: [redacted]  
Your relationship to the 2nd Emergency Contact: [redacted]  
2nd Emergency Contact Home Phone Number: [redacted]  
2nd Emergency Contact Cell Phone Number: [redacted]  
2nd Emergency Contact Work Phone Number: [redacted]

Cc: [redacted] @ravens.benedictine.edu  
 required and  optional  
[Request](#)

### 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?

Results filtered with: User: [REDACTED] Term: Dept: Crse: Sect: Year:  
Change filter parameters.

Who Is Your Advisor?  
Thornton, Chandra R.

FOR TERM	1ST MAJOR ADVISOR	2ND MAJOR ADVISOR	3RD MAJOR ADVISOR
2011 Fall	Muggli, Darrin		
2012 Spring	Muggli, Darrin		
2012 Fall	Glenski, Christine		
2013 Spring	Glenski, Christine		
2013 Fall	Glenski, Christine		

### 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.*

## Online Registration

Results filtered with: User: [REDACTED] Term: Dept: Crse: Sect: Year:  
 Change filter parameters:  
 Advisor Pin: [ ] (Select A Term) [ ] Register

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.

### Online Registration

Credit Hrs	Undergrad	Graduate
Earned	58	0
Required	0	0
Registered	9	
Elected		

**2013 Fall**  
**Successful Registration**

Add Courses										Print Schedule
Drop	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor	
Drop	EC	210	B	RG	Prin Of Microeconomy	3	M W F	10:00/10:50	Harris, Dav	
Drop	PH	325	A	RG	Ethics	3	T R	08:00/09:15	Newton, LJo	
Drop	TH	390	A	RG	Hist of Cath Church	3	T R	09:25/10:40	Blosser, Be	
						Credits: 9				

**Pending Registration -- see reasons below**

Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor	
No Pending Registration -- Click Add Courses button to add courses from Course Catalog									
						Credits: 0			

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.

**2013 Fall**  
**Successful Registration**

Add Courses										Print Schedule
Drop	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor	
Drop	EC	210	B	RG	Prin Of Microeconomy	3	M W F	10:00/10:50	Harris, Dav	
Drop	PH	325	A	RG	Ethics	3	T R	08:00/09:15	Newton, LJo	
Drop	TH	390	A	RG	Hist of Cath Church	3	T R	09:25/10:40	Blosser, Be	
						Credits: 9				

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.

## Online Registration

<b>Location</b> (Select A Location) <input type="text"/>	<b>Department</b> (Select A Department) <input type="text"/>
<b>Session</b> (Select A Session) <input type="text"/>	<b>Area of Study</b> (Select An Area of Study) <input type="text"/>
<b>Course</b> <input type="text"/>	<b>Instructor</b> (Select An Instructor) <input type="text"/>
<b>Days</b> <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	
<b>Starts After (24HH:MM)</b> <input type="text"/>	<b>Ends Before (24HH:MM)</b> <input type="text"/>
<input type="button" value="Search"/>	

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.

## Online Registration

Enroll	Type	Dept/Crse Sect	Description	Cr	Loca	Bldg Room	Start	Days	Time	Instructor	Avail
<input type="checkbox"/>	Regular	AC 209 A	Prin Of Financial Ac	3	Atchison	FLC 124	08/29/2013	T R	08:00/09:15	Glenski,Ch	2 <a href="#">Detail</a>
<input type="checkbox"/>	Regular	AC 209 B	Prin Of Financial Ac	3	Atchison	FLC 124	08/29/2013	T R	09:25/10:40	Glenski,Ch	1 <a href="#">Detail</a>
<input type="checkbox"/>	Regular	AC 209 C	Prin Of Financial Ac	3	Atchison	FLC 124	08/29/2013	T R	13:00/14:15	Glenski,Ch	Wait List Only <a href="#">Detail</a>
<input type="checkbox"/>	Regular	AC 210 A	Prin Of Managerial A	3	Atchison	FLC 125	08/29/2013	T R	09:25/10:40	Whiteley,	6 <a href="#">Detail</a>
<input type="checkbox"/>	Regular	AC 210 B	Prin Of Managerial A	3	Atchison	FLC 125	08/29/2013	T R	10:50/12:05	Whiteley,	13 <a href="#">Detail</a>
<input type="checkbox"/>	Regular	AC 327 A	Interm Fin Acct Th I	3	Atchison	FLC 124	08/29/2013	T R	10:50/12:05	Glenski,Ch	6 <a href="#">Detail</a>
<input checked="" type="checkbox"/>	Regular	AC 373 A	Cost Accounting I	3	Atchison	FLC 125	08/28/2013	M W F	11:00/11:50	Whiteley,	11 <a href="#">Detail</a>
<input type="checkbox"/>	Regular	AC 402 A	Adv Fin Acct Th II	3	Atchison	FLC 125	08/28/2013	M W F	10:00/10:50	Whiteley,	4 <a href="#">Detail</a>
<input type="checkbox"/>	Regular	AC 420 A	Bus Val & Finan St	3	Atchison	FLC 125	08/28/2013	M W	12:35/13:50	Lugovskyy,	6 <a href="#">Detail</a>
<input type="checkbox"/>	Regular	AC 488 A	Senior Comprehensive	0	Atchison	TBA TBA	09/01/2013	S		Glenski,Ch	17 <a href="#">Detail</a>
<input type="checkbox"/>	Regular	AC 493 A	Auditing Theory	3	Atchison	FLC 218	08/29/2013	T R	10:50/12:05	Geenens, D	2 <a href="#">Detail</a>

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.

## Online Registration

**You have 6 Successful Registration and  
 2 Pending Registration.**  
 Click [See Detail](#) button to see the result.

[See Detail](#)

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.

**Pending Registration -- see reasons below**

DELETED	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor	Detail
Comments:	AR	385	A	RG	Printmaking II	3	M W F	09:00/10:50	Workman, St	<a href="#">Detail</a>
Reason:	Course requisites not met Time Conflict Meet Time Conflicts) With EC 210 B Exceeds max enrol creds allowd									
Preferred order:	2									
DELETED	BA	225	A	RG	Print Management	3	M W F	11:00/11:50	Bunch, John	<a href="#">Detail</a>
Reason:	Time Conflict Meet Time Conflicts) With AC 373 A Duplicating Course Exceeds max enrol creds allowd									
Preferred order:	--Select One--									
<a href="#">Submit Preferred Order</a>						Credits: 6				

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 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.

**Pending Registration -- see reasons below**

Reprocess Pending ? [Student Wait List](#)

DELETE	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor	
Comments:	TH	360	A	RG	Theology of Church	3	M W F	08:00/09:50	Blosser,Be	<a href="#">Detail</a>
				Reason:	Course full to capacity				07/18/2013	
					Exceeds max enrol creds allowed				07/18/2013	<a href="#">WL</a>
Preferred order:										
DELETE	TH	375	A	RG	Benedictine Spiritua	3	T R	08:00/09:15	Miller,Mei	<a href="#">Detail</a>
Comments:				Reason:	Time Conflict(Meet Time Conflicts) With PH 325 A				07/18/2013	
					Course full to capacity				07/18/2013	
					Exceeds max enrol creds allowed				07/18/2013	<a href="#">WL</a>
Preferred order:										

Credits: 6

[Submit Preferred Order](#)

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.

**Online Registration**

Wait List - 2013 Fall

REMOVE	Dept	Crse	Sect	Comment	Added	Current Position	UPDATE
REMOVE	TH	360	A		07/18/2013 04:42 pm	1 of 1	UPDATE
	TH	375	A		07/18/2013 04:41 pm	2 of 2	UPDATE

[Course Registration](#)

**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.

**Online Registration**

Student: [Redacted]  
 Term: 2013 Fall  
 Department: TH - Theology  
 Course: 360 - Theology of Church  
 Section: A  
 Instructor: Blosser,Be  
 Capacity: 28

Update Wait List

Reason / Comment (30 characters max.)

I need this course to graduate

0 characters left

[Submit](#)

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

## Online Registration

**Wait List - 2013 Fall**

	Dept	Crse	Sect	Comment	Added	Current Position	
<a href="#">REMOVE</a>	TH	360	A	I need this course to graduate.	07/18/2013 04:42 pm	1 of 1	<a href="#">UPDATE</a>
<a href="#">REMOVE</a>	TH	375	A	Drop AC373 if I can get in	07/18/2013 04:41 pm	2 of 2	<a href="#">UPDATE</a>


[Course Registration](#)

### To Print the Schedule

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

**2013 Fall**

**Successful Registration**

[Print Schedule](#)

	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
<a href="#">Drop</a>	EC	210	B	RG	Prin Of Microeconomi	3	M W F	10:00/10:50	Harris,Dav
<a href="#">Drop</a>	PH	325	A	RG	Ethics	3	T R	08:00/09:15	Newton,Llo
<a href="#">Drop</a>	TH	390	A	RG	Hist of Cath Church	3	T R	09:25/10:40	Blosser,Be
<b>Credits:</b>						<b>9</b>			

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.

**Financial Aid Award Letter**

Results filtered with: User: [redacted] Term: 13FA Dept: Crse: Sect: Year:  
 Change filter parameters.  
 Award Year: [dropdown menu showing 2011-12, 2013-14, 2012-13]

**Financial Aid Award Letter**

Results filtered with: User: [redacted] Term: 13FA Dept: Crse: Sect: Year:  
 Change filter parameters.  
 Award Year: 2013-14 [Printable version icon]

2013-14  
 07/01/2013-09/30/2014  
 ISIR Trans# 1  
 Award Letter# 2  
 REVISED

This is your OFFICIAL award letter, based upon your submitted FAFSA and full-time enrollment. If your FAFSA reflects estimated 2012 tax information, this award letter may change when an updated FAFSA is received by this office with official 2012 tax information submitted. Each award is subject to revision or cancellation based on available funding, receipt of other assistance, changes in enrollment through the drop/add period, or receipt of verification documents.

	13FA Full Time (>11)	14SP Full Time (>11)	14SU	Total
<b>Gift Aid</b>				
BC Grant	\$ 2,076.30	\$ 2,073.73		\$ 4,150.03
Fr-Sylvester Schmits Scholar	\$ 5,000.00	\$ 5,000.00		\$ 10,000.00
Kansas Comprehensive Grant	\$ 1,000.00	\$ 1,000.00		\$ 2,000.00
				<b>Total</b> \$ 16,150.03

**Message -**  
 - BC Grant is institutional need-based aid which may be replaced with other aid at the discretion of Benedictine College  
 \*PLUS loan - you are also eligible for additional PLUS loan that may be borrowed to help with indirect education costs. (approximately \$4,100 minus 4.2% origination fee)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Tony Tanking - Director of Financial Aid  
[Accept / Decline Financial Aid](#)

## 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.

### Accept-Decline Award Letter

Results filtered with: User: [REDACTED] Term: 13FA Dept: Crse: Sect: Year:  
[Change filter parameters.](#)

Award Year:

Accept All  Decline All

Term	Seq.	Award Type	Description	Amount	Change Amount
2013 Fall	1	Institutional Aid	BC Grant	\$ 2,076.30	
2013 Fall	1	Academic	Fr.Sylvester Schmits Scholar	\$ 5,000.00	
2013 Fall	1	State awards	Kansas Comprehensive Grant	\$ 1,000.00	
2014 Spring	1	Institutional Aid	BC Grant	\$ 2,073.73	
2014 Spring	1	Academic	Fr.Sylvester Schmits Scholar	\$ 5,000.00	
2014 Spring	1	State awards	Kansas Comprehensive Grant	\$ 1,000.00	
<b>Total:</b>				<b>\$ 16,150.03</b>	

[Latest Award Letter](#)

## 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.

## Missing Documents

Award Year 2013-14

2013-14

**Required Documents:**

Documents	Date Requested	Date Needed	Due Date	Addl Info
Stafford Loan MPN	05/08/2013	05/29/2013	05/29/2013	<a href="#">Complete your loan promissory note</a>

**Documents we would like to receive:**

Documents	Date Requested	Date Needed	Due Date	Addl Info
Plus Loan Application	05/08/2013	05/08/2013		Parents need to complete the PLUS loan application

[Admissions Missing 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.

## Shopping Sheet

Award Year 2013-14

[Printable Version](#)

**Projected Costs in the 2013-14**

Projected Cost of Attendance		\$ 38,400.00 / yr
Books/Supplies .....		\$ 1,200.00
Fees .....		\$ 800.00
Misc/Travel Allow .....		\$ 4,150.00
Room & Board .....		\$ 8,600.00
Tuition .....		\$ 23,650.00

Cost of Attendance is a budgeted amount for the student based upon enrollment status. Actual costs for each student are established following completion of the enrollment process.

**Grants and Scholarships to pay for college**

Total Grants and Scholarships (Gift Aid - no repayment needed)		\$ 16,150.03 / yr
Grants from your school .....		\$ 14,150.03
Grants from your state .....		\$ 2,000.00

**What will you pay for college**

**Projected Net Costs (Includes Indirect Costs)		\$ 22,249.97 / yr
To reflect "Net Direct Costs" (billed by school), deduct Misc/Travel Allow amount above from this calculated amount.		

**Work Options**

**Student Loan Options\***

\* Maximum eligibility amounts shown here. Disbursed amounts may be reduced by loan origination fees.

**Graduation Rate**  
 Percentage of full-time students who graduate within 6 years

55.8%

Low	Medium	High
-----	--------	------

**Loan Default Rate**  
 Percentage of borrowers entering repayment and defaulting on their loan

<span style="background-color: white; color: #2c5e8c; padding: 2px 5px; border-radius: 50%; font-weight: bold;">4.1%</span> <p style="font-size: x-small;">This institution</p>	<span style="background-color: white; color: #2c5e8c; padding: 2px 5px; border-radius: 50%; font-weight: bold;">9.8%</span> <p style="font-size: x-small;">National</p>
--	--

**Median Borrowing**  
 Students at this school typically borrow \$ 20,000.00 in Federal loans for their undergraduate study. The Federal loan payment over 10 years for this amount is approximately \$ 230.00 per month. Your borrowing may be different.

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## 19. Current tuition bill

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

Financials menu structure:

- Financial Aid
  - Financial Aid Award Letter
  - Missing Documents
  - Accept-Denial Award Letter
  - Shopping Sheet
- Student Billing
  - Billing Detail Summary
  - Statements by Term
  - 1098T Query
  - Required Forms
  - Estimated Tuition Worksheet

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

### Statements by Term

From:  (MM/DD/YYYY) To:  (MM/DD/YYYY) [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).

### Statements by Term

From:  (MM/DD/YYYY) To:  (MM/DD/YYYY) [Get Invoice](#)

Click to see the detail transaction [Printable Version](#)

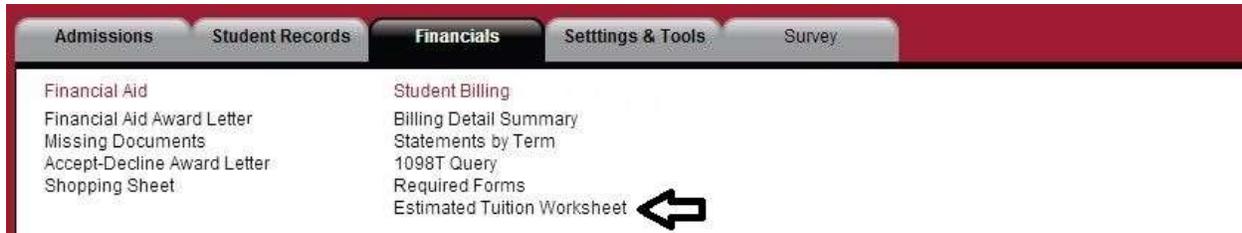
Bill to:

Student ID:   
 Date: 07/18/2013  
 Term: 2013 Spring  
 2012 Fall

TERM	DESCRIPTION	Amount to Pay	TOTAL
	BALANCE FORWARD		\$ 0.00
12FA	Tuition	\$ 11,275.00	
	<b>Subtotal Tuition</b>		<b>\$ 11,275.00</b>
12FA	Fc. Sylvester Schmitz Scholar	(\$ 5,000.00)	
12FA	Kansas Comprehensive Grant	(\$ 1,500.00)	
12FA	Benedictine College Grant	(\$ 2,075.30)	
12FA	Outside Scholarship #1	(\$ 7,075.30)	
	<b>Subtotal Financial Aid</b>		<b>(\$ 15,652.60)</b>
12FA	Technology Fee	\$ 125.00	
12FA	Business Fee	\$ 18.00	
	<b>Subtotal Class Fees</b>		<b>\$ 143.00</b>
12FA	Dorm/Housing Charge - McDonald Hall	\$ 2,123.00	
	<b>Subtotal Housing</b>		<b>\$ 2,123.00</b>
12FA	Meal Plan - 14 Meal Plan = \$250 Dining Dof	\$ 1,615.00	
	<b>Subtotal Meals</b>		<b>\$ 1,615.00</b>
12FA	Bookstore	\$ 495.59	
12FA	Book Voucher Allowance	\$ 0.00	
	<b>Subtotal Miscellaneous Fees</b>		<b>\$ 495.59</b>
	<b>Total for 2012 Fall</b>		<b>(\$ 0.01)</b>
13SP	Tuition	\$ 11,275.00	
	<b>Subtotal Tuition</b>		<b>\$ 11,275.00</b>
13SP	Kansas Comprehensive Grant	(\$ 1,500.00)	
13SP	Fc. Sylvester Schmitz Scholar	(\$ 5,000.00)	
13SP	Benedictine College Grant	(\$ 2,073.73)	
13SP	Outside Scholarship #1	(\$ 7,073.73)	
	<b>Subtotal Financial Aid</b>		<b>(\$ 15,647.46)</b>

## 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 .

**Estimated Tuition Worksheet**

Term: 2013 Fall

Get Estimated Invoice

Printable Version

Student ID: [REDACTED]  
Date: 07/18/2013  
Term: 2013 Fall

TERM	DESCRIPTION	CHARGES (CREDITS)	TOTAL
	BALANCE FORWARD		(\$ 0.01)
13FA	Tuition	\$ 11,825.00	
	<b>Subtotal Tuition</b>		<b>\$ 11,825.00</b>
13FA	Fr.Sylvester Schmitts Scholar	(\$ 5,000.00)	
13FA	BC Grant	(\$ 2,076.30)	
13FA	Kansas Comprehensive Grant	(\$ 1,000.00)	
	<b>Subtotal Financial Aid</b>		<b>(\$ 8,076.30)</b>
13FA	Technology Fee	\$ 125.00	
	<b>Subtotal Class Fees</b>		<b>\$ 125.00</b>
13FA	Room Charges - Legacy Apartments	\$ 2,888.00	
	<b>Subtotal Housing</b>		<b>\$ 2,888.00</b>
13FA	Meal Charges - 12 Meal Plan + \$150 Dining Dol	\$ 1,475.00	
	<b>Subtotal Meals</b>		<b>\$ 1,475.00</b>
	<b>Total for 2013 Fall</b>		<b>\$ 8,236.70</b>
	<b>AMOUNT DUE</b>		<b>\$ 8,236.69</b>

Amount to Pay 8236.69  
Make Payments/Payment Options/eRefunds

## 21. Financial Agreement

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

Admissions Student Records **Financials** Settings & Tools Survey

Financial Aid  
 Financial Aid Award Letter  
 Missing Documents  
 Accept-Denial Award Letter  
 Shopping Sheet

Student Billing  
 Billing Detail Summary  
 Statements by Term  
 1098T Query  
 Required Forms  
 Estimated Tuition Worksheet



Click on **Apply**.

## Required Forms

Financial Responsibility Agreement

Apply



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

Pin Number: [REDACTED] (Use to update or check on Inquiry Status). Status **Waiting**

Your information has not yet been submitted. Please review your information for accuracy, then use the button at the bottom of the page to submit your application or inquiry.

[Update](#) **Personal Information** Click the **Update** button on right to review information regarding terms and conditions, or to update personal information.

First Name [REDACTED] Middle [REDACTED] Last [REDACTED]  
 Permanent Home Address [REDACTED]  
 City [REDACTED] State / Province [REDACTED]  
 Zip Code [REDACTED] + 4 [REDACTED]  
 Home Phone [REDACTED]  
 Cell Phone [REDACTED]

[Update](#) **Financial Agreement** As a student at Benedictine College, charges for tuition, room, board, fees, miscellaneous charges, etc. will be assessed to the student's billing account. Financial Aid, as well as payments, will be processed as credits against the charges as a way of reducing the net amount due from each student. Failure to pay the balance due in full and/or to enroll in an approved tuition payment plan (TPP) by required deadlines may result in additional charges to the student. The amount due may be paid in one of two approved payment methods:

- Balance paid in full by stated deadlines prior to start of each semester; or
- Balance may be paid monthly by enrolling in an approved monthly Tuition Payment Plan

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

 Required information needs to be filled out for this section

[Update](#) **Agreement to Terms** Click the **Update** button on right to complete agreement.

(required) ---  
 Agreement Accepted **No**

Required information needs to be filled out

[Print](#) [I am Finished - Submit](#) [I will Return - Save and Close](#) 

## 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).



## 23. Self-Service Options

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



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.

The screenshot shows the National Student Clearinghouse website. At the top, there is a navigation bar with the text "Student Self-Service Site" on the left and the Benedictine College logo on the right. Below the navigation bar is a "Home" button. A prominent yellow warning box with a blue border contains the text: "All Clearinghouse systems and services may experience intermittent interruptions in service between midnight and 6 AM, ET, on Monday, July 22, as system upgrades are performed. We apologize for any inconvenience." Below the warning box, a welcome message states: "Welcome. This service is offered by the National Student Clearinghouse in cooperation with BENEDICTINE COLLEGE. IMPORTANT: Do NOT use the browser forward/back buttons. LOG OFF when you are done to protect the privacy of your records." The main content area is titled "Please select from the following options:" and lists several options with radio buttons: "Obtain an enrollment certificate to print and mail to a health insurer or other company that requests proof of my enrollment." (with sub-options for Current enrollment, All enrollment, and Advanced Registration), "View the enrollment information on file with the Clearinghouse.", "View the student loan deferment notifications that the Clearinghouse has provided to my loan holders (lenders and guarantors).", "View the proof(s) of enrollment that the Clearinghouse has provided to my health insurers and other providers of student services or products.", "View specific information about my student loans. LoanLocator", and "Order or track a transcript".

## 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**.

The screenshot shows a navigation menu with five main categories: Admissions, Student Records, Financials, Settings & Tools, and Survey. Under the "Student Records" category, there are four columns of links. The first column contains "Degree Information" and "Degree Audit", with a white arrow pointing to "Degree Audit". The second column contains "Schedule Information", "Query Course Schedule", "Online Registration", "Student Schedule", "Unofficial Transcript", and "Grade Report". The third column contains "Search Functions", "Student Holds Inquiry", and "Who Is My Advisor?". The fourth column contains "Personal Information", "Change Password", "Directory", "Global Variables", "Update Personal Information", and "Update Emergency Contact". At the bottom left, there is a link for "Personal Information ctd." and "Update Emergency Contact".

### IMPORTANT DISCLAIMER

**This is not an official degree audit. It is meant as a useful tool. You should keep track of how the classes that you have taken and plan to take fulfill the general education requirements and the requirements for your major(s) and minor(s).**

**This audit is not set up to keep track of the 40 upper division hours you are required to take nor does it specifically track the 128 hours required for graduation.**

**For courses that satisfy two Foundations, this audit does not allow you the option to select the one Foundation you want the course to fulfill. This audit lists both Foundations and we are not able to correct that bug in the program. You will do that on your official Intent to Graduate form.**

**Classes that you take for audit will appear on here as if they are for credit, but they are NOT and will not fulfill ANY graduation requirement.**

*If you find errors in your degree audit, please feel free to come by the Office of Academic Records and Registration (113 STB) and talk to the Assistant Registrar. We would like to correct any of our mistakes so that this is a more reliable tool for students to use.*

### Degree Audit

Results filtered with: User: [REDACTED] Term: 13FA Dept: Crse: Sect: Year:  
Change filter parameters.

Your Degree Audit is correct as of **06/14/2013**  
Press Here to View Degree Audit: [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.

# Degree Audit

Results filtered with: User: [REDACTED] Term: Dept: Crse: Sect: Year:  
Change filter parameters.

Your Degree Audit is correct as of **06/14/2013**

[Printable Version](#)

ID: [REDACTED]		Term:	2013 Fall	Class/Div:	Sophomore
Catalog:		Audit Status:	Undergraduate Student		
Degree:		Expected Graduation Date:	05/15/2015		
Major:		SECOND      THRD			
Adviser:	Clessi, Ct				
Catalog:	2010-2012				
College:	Benedictine College				
Major:	Pre-Accounting				
Track:					
Specialization:					
Minor:					
Totals					
<b>TOTALS</b>		All Graduation Requirements Met? <b>NO</b>			
Cumulative	Earned:	58.00 Quality Points:	136.300 Attempted:	58.00	GPA: 2.250
Resident	58.00	58.00	136.300	58.00	2.250
Transfer:	0.00	0.000	0.000	0.00	0.000
Lower:	52.00	Upper:	6.00		
Audit Class					
General Education		General degree requirements			Requirements Met? <b>NO</b>
Resident:	Courses: 23 Credits: 51.00 Totals:	Courses: 23 Credits: 51.00 Points:	120.300 Attempted:	51.00 GPA:	2.250

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.

Core Regs		Core Regs		Core Regs		Core Regs		Core Regs	
Res Need:	Courses: 0 Credits: 0.00	Tot Need:	Courses: 8 Credits: 0.00	Points:	37.900	Alt:	17.00	GPA:	2.229
Res Have:	Courses: 7 Credits: 17.00	Tot Have:	Courses: 7 Credits: 17.00	Points:	37.900	Alt:	17.00	GPA:	2.229
								Subgroup Met? <b>NO</b>	
Need		Have		Credit	Grade	Points	Term	Info	
PE 100	Physical Fitness	1.00	D						
OR									
PE 101	Aerobics - FITNESS	1.00	D						
OR									
PE 107	Beg Weight Trng/FIT	1.00	D						
OR									
PE 108	Intern Swimming/FIT	1.00	D						
OR									
PE 110	Lifeguard Training	1.00	D						
OR									
PE 111	Varsity Sport Activ	1.00	D						
OR									
PE 125	Lifetime Act For Fit	1.00	D						
OR									
PE 128	Fitness Swimming	1.00	D						
OR									
PE 198	Special Topics	1.00	D						
AND									
SA 100	Beginning Spanish	4.00	D						
OR									
SA 101	Elem Spanish	3.00	D	SA 101	Elem Spanish	3.00	C-	5.100	12FA
OR									
SA 102	Sec Sem Spanish	4.00	D	SA 102	Sec Sem Spanish	4.00	B-	10.800	13SP
OR									
IT 100	Beginning Italian	4.00	D						
OR									
IT 102	Sec Sem Italian	4.00	D						
OR									
SA 203	Intern Spanish	3.00	D						
OR									
LA 103	Beg Latin I	4.00	D						
OR									
LA 104	Beg Latin II	4.00	D						
AND									
EN 101	English Composition	3.00	D	EN 101	English Composition	3.00	D	3.000	12SP
OR									
GS 150	Bc Experience	0.00	CR	GS 150	Bc Experience	0.00	CR	0.000	11FA
OR									
PE 115	Wellness For Life	1.00	D	PE 115	Wellness For Life	1.00	A	4.000	12SP
OR									
PH 175	Logic & Nature	3.00	D	PH 175	Logic & Nature	3.00	C-	5.100	11FA
OR									
TH 101	Intro to Theology	3.00	D	TH 101	Intro to Theology	3.00	B+	9.900	12SP

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.

Person & Community in CW		Person & Community in the Contemp World				Person & Community in CW			
Res Need:	Courses: 0 Credits: 0.00	Tot Need:	Courses: 1 Credits: 0.00			Subgroup Met?		YES	
Res Have:	Courses: 5 Credits: 9.00	Tot Have:	Courses: 5 Credits: 9.00	Points:	22.200	Alt:	9.00	GPA:	2.467
Need			Have	Credit	Grade	Points	Term	Need/Have	Info
SD 250	Sociology of Culture	3.00	D						
SD 290	World Regional Geogr	3.00	D						
BA 225	Prin Mangment	3.00	D	BA 225	Prin Mangment	3.00	A-	11.100	12FA
BA 355	Business Ethics	3.00	D						
BA 371	Legal Environment Of	3.00	D	BA 371	Legal Environment Of	3.00	C-	5.100	13SP
BA 383	Principles Of Market	3.00	D	BA 383	Principles Of Market	0.00		0.000	13FA In Progress
BA 481	Consumer Behavior	3.00	D						
CR 225	Intro to Crim & Jus	3.00	D						
EC 100	Econ of Sci & Pblc I	3.00	D						
EC 101	Intro to Economics	3.00	D						
EC 209	Prin Of Macroeconomi	3.00	D	EC 209	Prin Of Macroeconomi	3.00	C	6.000	13SP
EC 210	Prin Of Microeconomi	3.00	D	EC 210	Prin Of Microeconomi	0.00		0.000	13FA In Progress
EC 300	Cont Econ Thinking	3.00	D						

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.

First Major Reqs		History		Requirements Met?		NO	
Resident:	Courses: 5 Credits: 15.00	Totals:	Courses: 5 Credits: 15.00	Points:	60.000	Attempted:	15.00 GPA: 4.000
History Major		History Major		Subgroup Met?		NO	
Res Need:	Courses: 0 Credits: 0.00	Tot Need:	Courses: 12 Credits: 36.00	Range Max:	99	GPA: 0.000	
Res Have:	Courses: 5 Credits: 15.00	Tot Have:	Courses: 5 Credits: 15.00	Range Have:	13 Points:	60.000	Att: 15.00 GPA: 4.000

Need			Have	Credit	Grade	Points	Term	Need/Have	Info
HI 105	World Civ To 1648	3.00	D	HI 105	World Civ To 1648	3.00	B	0.000	98FA Transfer
HI 106	World Civ Since 1648	3.00	D	HI 106	World Civ Since 1648	3.00	B	0.000	02FA Transfer
HI 212	U.S. Hist To 1865	3.00	D	HI 212	U.S. Hist To 1865	0.00		0.000	13FA In Progress
HI 213	U.S. Hist Since 1865	3.00	D	HI 213	U.S. Hist Since 1865	3.00	B	0.000	97FA Transfer
HI 488	Senior Comprehensive	0.00	D						
HI 493	Seminar In History	3.00	D						

Dept	From-To	#Courses	#Credits	Max	Totals		#Courses	#Credits
HI	105-499	12	36	99			13	36.00
Course			Credit	Grade	Points	Term	Info	
HI 105	World Civ To 1648		3.00	B	0.000	98FA	Transfer	
HI 106	World Civ Since 1648		3.00	B	0.000	02FA	Transfer	
HI 212	U.S. Hist To 1865		0.00		0.000	13FA	In Progress	
HI 213	U.S. Hist Since 1865		3.00	B	0.000	97FA	Transfer	
HI 328	Modern Germany		3.00	A	12.000	13SP		
HI 364	Medieval Lay Religio		3.00	A	12.000	12SP		
HI 366	Byzantine History		3.00	A	12.000	12FA		
HI 372	The Renaissance		3.00	A	12.000	12SU		
HI 398A	The Crusades		3.00	A	12.000	11FA		
HI 398A	Med Eng & Ireland		3.00	A	12.000	13SP		
HI 398B	Vietnam War		3.00	A	12.000	13SP		
HI 398C	History of Kansas		3.00	A	12.000	11SP		
HI 417	Us Diplomatic Hist		3.00	A	12.000	11FA		

Electives

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.

Electives							
Electives:							
Course			Credit	Grade	Points	Term	Info
BI	ELE	Biology Elective	3.00	C	0.000	02FA	Transfer
EN	398A	Novel & Film	3.00	A-	11.100	11SP	
FA	ELE	Fine Arts Elective	3.00	B	0.000	02FA	Transfer
HI	ELE	History Elective	3.00	C	0.000	98FA	Transfer
HI	ELE	History Elective	3.00	C	0.000	98FA	Transfer
PH	ELE	Elective	3.00	C	0.000	98SP	Transfer
SE	ELE	Speech Elective	3.00	C	0.000	97FA	Transfer

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](mailto:lherndon@benedictine.edu)*