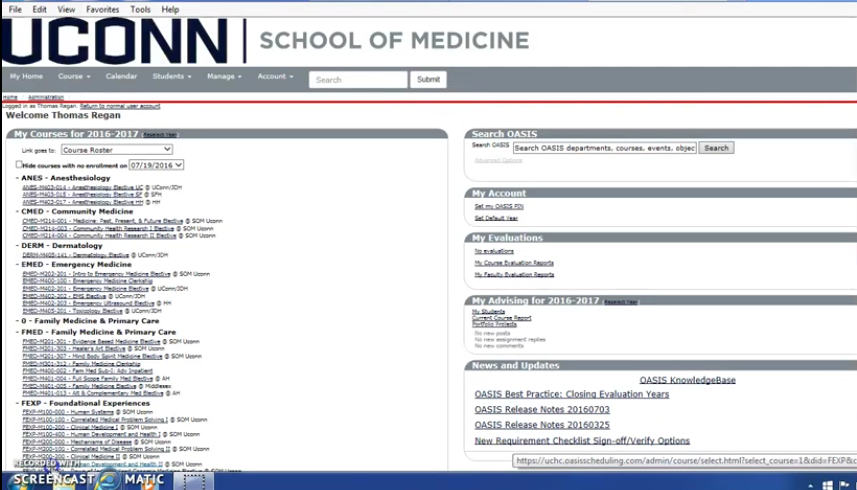
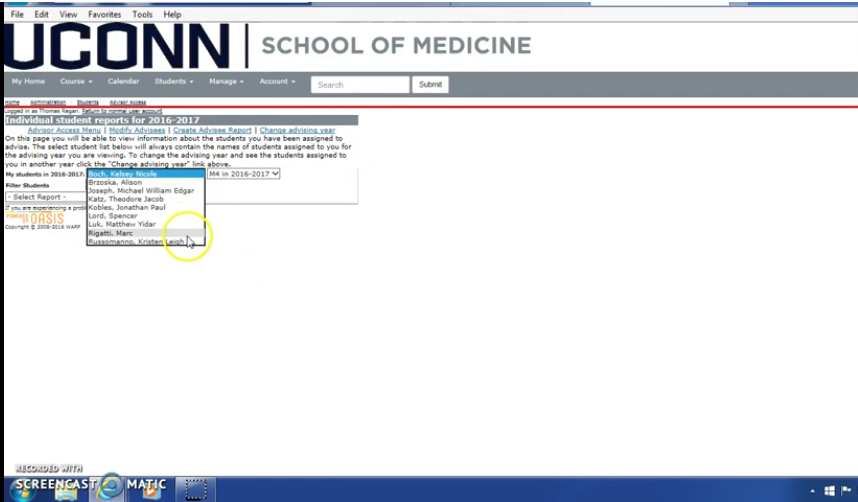
**Student Advising Instructions**

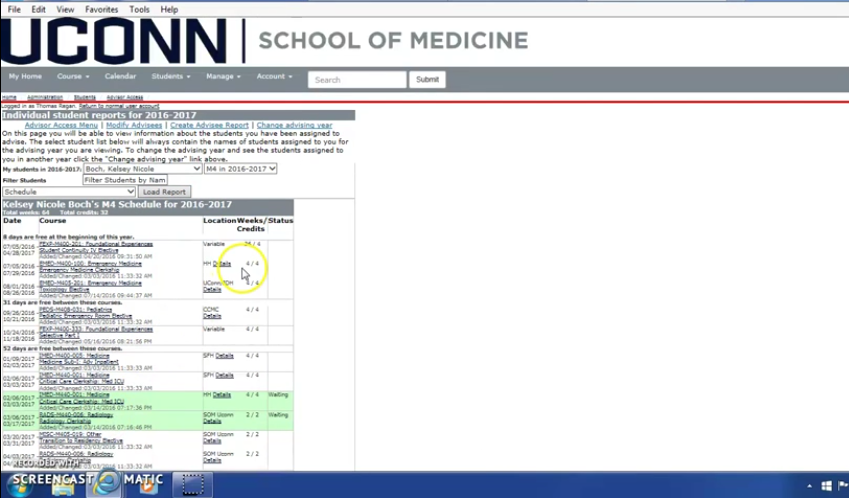
Step 1: To begin preparing to meet with your advisees, you should log into OASIS at uchc.oasisscheduling.com. You will be brought to a homepage like the one below. For this exercise we will primarily focus on the My Advising widget on the middle right. You will click on the link in this widget for My Students.



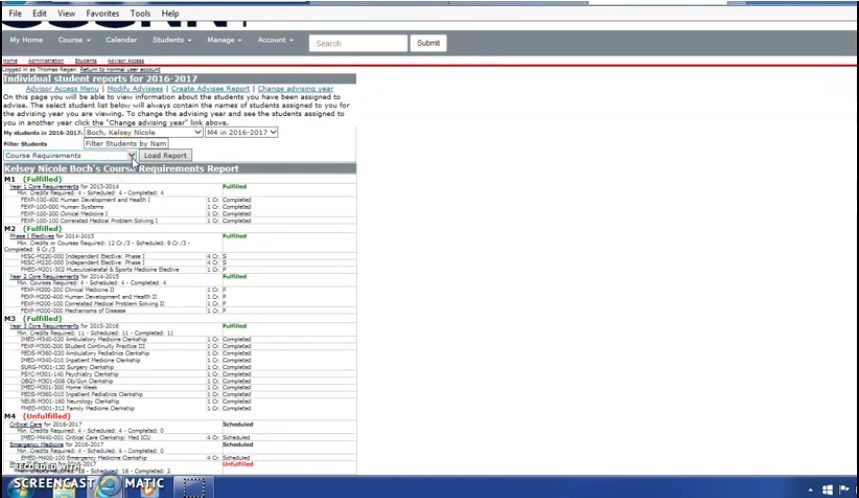
Step 2: The My Students link will bring you to your advising page. From here you will have a dropdown of all of your advisees as well as the option to switch between their academic years.



Step 3: Once you have selected a student and a year, you can switch between a number of features, like their schedule, personal information, gradebook, and course selections.



Step 4: Additionally, one of the options will be a degree audit, that will allow you to review student progress to date, courses still in progress, and courses needed to graduate.



Step 5: Finally, you can select Advisee Report to pull a printable report of your students’ photos and contact information, which can be used on the days of advising meetings to view your students.

