Subspecialty Advisor

All Clerkship students are required to have an approved Subspecialty Advisor identified in Oasis prior to the Advanced Integration level lotteries. Students may ask their PCR Mentor to serve as their Subspecialty Advisor. Students may identify this advisor type at any curriculum level and may change advisors at any time; however, this type of advisor is required.

Contents

The pages that follow provide basic instructions for advising features in Oasis, including how to:

- Log-in
- Access the Advising Menu, in order to:
  - View individual student information
  - Create custom groups
  - Display information about the courses advisees are currently enrolled in
  - Modify advisee lists
  - Create an advisee report

Advisor Oasis Permissions

Advisors may view the following for their advisees:

1. Student Schedule
2. Course Requirements
3. Course Catalog
4. Personal Information
5. Academic History

Subspecialty advisors may:

1. Modify their advisee list
2. Approve/deny student requests to add or release them from advisee lists (see p. 5)
3. Create an Advisee Report
4. Create, edit, delete and email advisee student groups
Oasis Log-In

https://uvm.oasisscheduling.com

Go to the above url to enter Oasis via the Web Service link. Choose COMIS Authentication to use your COM credentials. Preface your username with fahc\ if using hospital credentials.

If you experience difficulty logging-in, first confirm that you are using the “Web Services” link with your COM or hospital (not UVM) credentials.

If yes, test that these credentials are active by using them to access COMET. If you cannot access COMET with your credentials, submit a footprint to COMIS to re-activate your credentials. If you can access COMET, email Melissa.Long.1@med.uvm.edu to double-check your Oasis account configuration. If using hospital credentials, preface your username with fahc\. The most common errors are using a forward slash rather than a back slash and/or also prefacing the password when only the username should be prefaced.

To Enter the Advising Menu in Oasis:

There are two ways to access advising features in Oasis.

1. Choose “Students” from the green tabs at the top of the screen, then choose “Advisor Access” from the drop-down menu.

2. Choose “My Home” from the green tabs at the top of the screen, then choose “My Students” under “My Advising.”
Advisor Access Menu

Three options are arranged vertically on the Advisor Access Menu:
1. My Students
2. My Groups
3. Current Course Report

My Students
Choose this option to access information for individual students.
Select this to upload your student advising meeting form.

Choose advisee from drop-down list
Select the correct year. The year for class of 2018 students should be 2017-2018. Choose 2016-17 to view last year’s schedule, etc.
Select, then load the desired report
• Select the student from the drop-down list of your advisees.
• Choose the appropriate enrollment year from the drop-down menu. Only the years that the student was enrolled will appear as options. The current year is 2017-2018.
• Select the information you would like to view, then hit “Load Report”

Schedule
Choose this report to view the student’s schedule. If a course has been completed and a final grade assigned, this grade will be viewable on the schedule. Toggling to a previous year will allow you to view completed courses and corresponding final grades.

Course Requirements
Choose this report to view the student’s progress through his/her degree requirements.

Course Catalog
This will generate a screen that allows the advisor to view course catalog information associated with any of the courses that the selected student is enrolled in. The search results correspond the enrollment year specified.

Personal Info/Specialty Interests
Choose this report to view the student’s email address and class of information.

You may select this report to view any specialty interests indicated by the student. (Currently students enter this data as they enter their fourth year.)

Academic History
Choose this option to view demographic and pre-medical education information provided during the admissions process.

My Groups
Choose this option to create and manage custom student groups consisting of your advisees. Click on “Add Group” to create a group name and to select members from the drop-down menu.

Current Course Report
This option displays information about the courses for which your advisees are currently scheduled. You may specify an alternate date other than the default (today’s date) by entering a new date at the top of the report and hitting “Refresh.”

Three more Advisor Access Options appear horizontally along the top of the Advisor Access page.
1. Modify Advisees
2. Create Advisee Report
3. Change Advising Year
Modify Advisees
Students are required to obtain approval from their selected advisor. Choose this interface to approve or deny student requests to add to/release from your advisee list.

To drop an advisee from your list, click on “Drop Advisee” to the left of the student’s name. An email to the student will generate notifying them that you’ve been removed from that advisor type relationship with them.

When a student requests to add you as an advisor type, an email notification with a link to Oasis will be sent to you. Go to “Modify Advisees,” then click on the “Requesting Approval” link next to the student’s name in the status column. Choose “Approved” or “Declined Approval” from the drop-down menu that pops-up along with any comments to include in the email that will generate to the student informing them of your decision. The most common error is incorrect year selection. Requests from class of 2018 students should appear in the 2017-2018. Use “Change advising year” to reselect a year.

Create Advisee Report
Choose this option to create a “quick report” (containing a thumbnail photo, student name and student level) or a “custom report” (containing fields you specify from available options).

Change Advising Year
For now, you will want to choose 2017-2018 as the default. Annually, a new Oasis year is added as students progress through the curriculum.