Instructions for Subspecialty Advisors:
Advising Features in OASIS

Subspecialty Advisor

All rising Advanced Integration Level medical students are required to have identified a Subspecialty Advisor in OASIS prior to the scheduling lotteries that occur in January. The deadline for students to request a Subspecialty Advisor in OASIS year 2025-2026 is **December 1, 2024**.

Students may identify this advisor type at any curriculum level and may change advisors at any time; however, this type of advisor is required for all fourth-year students. If undecided, students may ask their PCR Mentor to serve as their Subspecialty Advisor.

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

- Log-in
- Access the Advising Menu, in order to:
    - Approve/Decline a Student Request to be their Advisor
    - View individual student information
    - Create custom groups
    - Display information about the courses advisees are currently enrolled in
    - Modify advisee lists
    - Create an advisee report

OASIS Log-In

https://uvm.oasisscheduling.com

Log-in to OASIS via the **Web Service** link using your LCOM or UVMMC credentials.

OASIS does not store any passwords. If you experience difficulty logging-in:

1. Confirm that you are using the "Web Services" link
2. Enter your username (M# or LCOM, not your email address)
3. Clear cached websites and passwords
4. Try an alternate internet browser

If still not able to log-in, verify that you are using the correct username assigned to your OASIS account via Oasis@med.uvm.edu. Once you have confirmed that you are using the correct username, contact the IT department that issued the credentials for assistance.
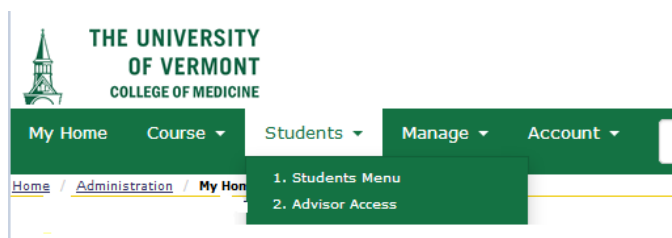
Two Ways to Enter the Advising Menu in OASIS

1. On your home page (My Home) select "My Students" under "My Advising"

My Advising for 2025-2026 (Reselect Year)
My Students
Current Course Report

You may need to reselect the year. Your pending requests from students to be their advisor should appear in **2025-2026**. Click on "Reselect Year" in the gold bar to change. (If the request appears in 2024-2025, the student will need to resubmit their request in the correct year.)

2. Choose "Students" from the green tab at the top of the screen, then choose "Advisor Access" from the drop-down menu.

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My Home   Course ▾   Students ▾   Manage ▾   Account ▾

Home / Administration / My Hom

1. Students Menu
2. Advisor Access

To Approve/Decline a Request from a Student to be their Advisor

When a student requests to add you as an advisor, an email notification with a link to OASIS automatically generates. If the link does not work for any reason, you may access their request by logging-in to OASIS, then following these instructions:

1. Enter the Advisor Access Menu
2. Click on "Modify Advisees" (blue menu across top)

Advisor Access for

Modify Advisees | Create Advisee Report | Change advising year

My Students	Access information for individual students
My Groups	Manage student groups
Current Course Report	Displays information on the courses for which your students are currently scheduled.

3. Click on the "Requesting Approval" link next to the student's name in the status column. Select "Approved" or "Declined Approval" from the drop-down menu that pops-up along with any comments for inclusion in the email that will auto-generate to inform the student of your decision.

The most common error is incorrect year selection. Requests from class of 2026 students should appear in year **2025-2026.** Use "Change advising year" to reselect a year (from the blue menu across the top).

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
3. Create an Advisee Report
4. Create, edit, delete and email advisee student groups

Advisor Access Menu

Advisor Access for	
Modify Advisees | Create Advisee Report | Change advising year	
My Students	Access information for individual students
My Groups	Manage student groups
Current Course Report	Displays information on the courses for which your students are currently scheduled.

Vertical Options:

1. **My Students**
   Choose this option to access information for individual students. Select this to upload your student advising meeting form. (Additional information follows on next page.)

2. **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.

3. **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."

Horizontal Options:

1. **Modify Advisees**
   Students are required to obtain approval from their selected advisor. Choose this interface to approve or decline 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.

2. **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).

3. **Change Advising Year**
   For this cycle, you will want to choose **2025-2026**. Annually, a new OASIS year is added corresponding with a student's progression through the curriculum.

My Students

1. Select the student from the drop-down list of your advisees.
2. Choose the appropriate enrollment year from the drop-down menu. Only the years that the student was enrolled will appear as options.
3. Select the information you would like to view, then hit "Load Report"

Individual student reports for

Advisor Access Menu | Modify Advisees | Create Advisee Report | Change advising year

Advisors may use this page to view information about the students they have been assigned to advise. The **My Students** list below contains the names of students assigned to Advisors for the **Advising Year** currently being viewed, displayed at the top of the page. To change **the Adivising Year** and see the students assigned to an Advisor in another year, click the **Change advising year** link above.

CAUTION: When speaking with students, be aware that Advisors may see Final Course Grades before those grades have been released to their Advisees.

My students in 2018-2019:   ; Class of 2019

Advanced Integration in 2018-2019

Filter Students   Filter Students by Name

- Select Report -   **Load Report**

- Select Report -
Schedule
Course Requirements
Course Catalog
Personal Info / Specialty Interests
Acad. History
Evaluations
Gradebook

Choose advisee from drop-down list

Select the correct year. The year for class of 2026 students should be 2025-2026. Choose 2024-2025 to view last year's schedule, etc.

Select, then load the desired 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 their 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.