

## UPDATING YOUR ADDRESS & PHONE NUMBER

### To Correct My Mailing Address

1. Click **Self Service>Student Center**. (Scroll down.) Under **Personal Information** click the drop down arrow for Other Personal... Click **Addresses** and then click the **Go** button (>>). Your current address information appears. **MAIL is your official address. This is the address the college will use to mail information to you.**
2. Click **edit** next to the appropriate address to make changes.
3. Enter the correct **Address, City, State, and Postal** information.
4. Click **OK**.
5. Enter the date you wish the new address to take effect.
6. Click **Save**.
7. Confirm the Save by clicking **OK**.

### To Add a New Address

1. Click **Add a New Address** button.
2. Enter the correct **new Address, City, State, County, and Postal** information in the labeled boxes.
3. Click **OK**.
4. Verify address and select address type. Enter date the new address will take effect.
5. Click **Save**.
6. Confirm the Save by clicking **OK**.

### To Update My Telephone Number

1. Click **Self Service>Student Center**. (Scroll down.) Under **Personal Information** click the drop down arrow for Other Personal... Click **Phone Numbers** and then click the **Go** button (>>). A list of your current phone numbers appears.
2. To **change** an existing **Phone Number**, highlight the phone number and delete it, then enter the correct Phone Number in the same box. Click **Save**. Click **OK** to **Confirm**.
3. To **remove** an existing **Phone Number**, click the **delete** button located to the right of the Phone Number. Click **Save**. Click **OK** to **Confirm**.
4. To **add** a new **Phone Number**, click **Add a Phone Number**. Click the drop down arrow to select a **Phone Type**. Enter the new Phone Number in the new row under the **Telephone** heading. Click **Save**. Click **OK** to **Confirm**.

**You may select Main under Phone Type to indicate your main contact Phone Number.**

**You may check one number to be preferred, just click the corresponding box in the preferred column. You may check one number to be preferred, just click the corresponding box in the preferred column.**

### Make Credit Card Payment

1. Click **Self Service>Student Center>Under Finances Click>Account Inquiry**.
2. Click the **Activity** tab to view your account activity.
3. Click the **Charges Due** tab to view total charges due.
4. Click the **Payments** tab to view **posted** and **pending** payments applied to your account
5. Click the **Pending Financial Aid** tab to view financial aid you have been offered but not yet applied to your account. If you are enrolled less than full-time (12 credits) your offered financial aid may be prorated at a later date based on your level of enrollment. You may not receive the full amount of offered aid.
6. Click **Make a Payment** to pay with MasterCard or Visa credit or debit card.
7. In the **Credit Card Details First Name and Last Name** boxes, type the name as it appears on the credit card.
8. Choose a **Credit Card Type - Only VISA and MasterCard are currently accepted**.
9. Enter **credit card number** and **expiration date**. Do not use dashes in the credit card number.
10. Click **Next**.
11. Click **Pay Charges** to pay the full amount due.
12. You have the option of making selective payments for specific classes. Use the **Calculate Grand Total** button to total your selective payments.
13. Click **Next**.
14. View the **Payment Summary** to confirm payment.
15. Click **Submit**.
16. Click **View Confirmed Payment** button to view and print payment confirmation to retain as documentation.
17. To make a payment by check, instead of online with credit card, you may mail the check to MECC Cashier at the College address displayed on the front of this brochure.

It is the policy of Dabney S. Lancaster Community College to promote equal opportunity in educational programs and activities, admissions and employment, without regard to race, creed, gender, national origin, disability or any other non-merit factor. For concerns or information requests pertaining to students, contact the Director of Student Services and Research (540/863-2830). For matters related to employment, contact the Human Resources Officer (540/863-2808).

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## ACCESSING DSLCC OASIS!

DSLCC's Online Access to Student Information Systems (OASIS!) provides a common point of entry to access Blackboard, Student Email and the PeopleSoft Student Information System. Some SIS functions are only available to students who have been enrolled within the last three years.

### To Access DSLCC OASIS!

1. In your Internet browser, in the **Address** field, type [www.dslcc.edu](http://www.dslcc.edu).
2. Click Online Access to Student Information Systems (OASIS!).
3. Click the [OASIS Logon](#) link.
4. Enter your **Username** (i.e. apc576) and **Password**. NOTE: Username is now used instead of EMPLID. Click the "Log In" Button.
6. Click on **VCCS SIS 89: Student Information System** to enter the Student Information System.

## GENERAL INFORMATION

### Selecting Values for Fields

When you are changing or reviewing your academic or personal information, you must select certain values to tell VCCS 8.9 which information to display.

For example, when you want to review your class schedule you must indicate the institution and the term.

Fields that require specific values have a drop down arrow next to the field data entry box. To select from a list of values for the field, click the drop-down arrow. The magnifying glass allows you to Look Up needed information.

**Class Search**

Select an institution, term and search method.  
Click GO to continue.

**Institution**

**Term**

Search for Classes  Browse Catalog

User preferences allow you to set values that automatically appear in certain fields. Selecting default values for institution, academic career, term, and financial aid year will save you time in using online functions.

1. In the **Main Menu** click **Self Service>Student Center** and under **Personal Information**, click **User Preferences**. Review the current preferences. If they are OK, click **Save**. To make changes continue to step 2.
2. Click the **Institution** drop-down arrow and select **Dabney S. Lancaster Community College**.
3. Click the **Academic Career** drop-down arrow. Select **Credit**.
4. Click in the **Term** box. Click the **magnifying glass button** and select the term.
5. Click in the **Aid Year** box. Enter your preferred **Financial Aid Year** or click the **magnifying glass lookup button** and select the default Financial Aid Year that you prefer. For the 2006-2007 academic year select Financial Aid Year of 2007.
6. Review selections and click **Save** when finished.

#### View My Financial Aid Awards

1. Click **Self Service>Student Center>View Financial Aid**.
2. Click the desired **Aid Year**. For 2006-2007 academic year the Aid Year is 2007. You will see anticipated aid which assumes that you are enrolled full-time (12 credits). If you are enrolled less than full time, the anticipated aid will be decreased proportionally to actual aid after the second week of classes. If the actual amount is not enough to pay all tuition, you must pay the balance before the third week of classes.

#### View My Class Schedule

1. Click **Self Service>Student Center>My Class Schedule**. Click the drop down arrow and select the term. Click the green **change** button.
2. Your current class schedule will appear. You may print this page from your browser using File/Print or by clicking on the Print Icon in the Toolbar of your browser.

#### Search for a Class

1. Click **Self Service>Student Center**. Click the green **SEARCH FOR CLASSES** button.
2. **Make sure the correct institution and Term are selected.**
3. Click **Go**
4. Enter **Course Prefix into the Course Subject box (i.e. ENG for English)** and the **Course Number into the Course Number box.** (i.e. 111 for English 111) or you may click the "Select Subject" button to search for a subject. You may leave course number blank to search for all classes of a particular subject.
5. Click **Search**.

#### Add Classes

1. Click on **Self Service>Student Center>Add a Class. Select term.**
2. **Enter Class Nbr** (example 22079) and click **Enter**, or **Search for Class** to view the **Schedule of Classes**.
3. After entering all Class Numbers, click **Finish Enrolling**.
4. **View Results** of all classes added; a 'green' check indicates you successfully enrolled, a 'red' "X" indicates you are unable to add this class.
5. Click **My Class Schedule** to view your class schedule
6. Print a copy by clicking the Print Icon in the toolbar of your browser.

#### Drop Classes

1. Click **Self Service>Student Center>Drop a Class**.
2. If the desired term of classes is not listed, select another term and click **Change**.
3. Your enrolled classes will be listed.
4. Select  the classes or classes you wish to drop.
5. Click the **Drop Selected Classes** button.
6. Confirm your selection and then click **Finish Dropping**.
7. **View** your results.

8. Click **My Class Schedule** to view and print revised class schedule.
9. If you drop a class after the last date to withdraw, the grade automatically becomes an "F" grade.
10. If you drop after the last date to add but before the last date to withdraw, you will receive a grade of "W."
11. Be sure to verify whether your grade is "W" or "F" and refer questions to the Registrar's Office.

## VIEW GRADES AND TRANSCRIPTS

#### View My Grades

1. Click **Self Service>Student Center>Grades**.
2. Select the term to view.
3. Click on the 'green' **change** button.
4. Click the **Printer Friendly Version** button to print a copy.

#### Unofficial Grade Transcript - View & Print

1. Click **Self Service>Student Center**.
2. Click **Unofficial Transcript** in the **other academic...** dropdown box.
3. Click the **Go** button (>>).
4. In the Academic Institution drop down box Select **Dabney S. Lancaster Community College** as the **Academic Institution**.
5. In the **Report Type** drop down box select **Unofficial Transcript**.
6. Click the 'green' **GO** button.
7. Print a copy using the print icon on the browser toolbar.

#### Request Official Transcript

1. Click **Self Service>Student Center**.
2. Click **Official Transcript** in the **other academic...** dropdown box.
3. Click the **Go** button (>>).
4. **Select Institution**.
5. **Select Option** indicating when to issue transcript.
6. **Select Term** (If requested). Enter the quantity.
7. **Enter Recipient Address Information**. Check the box on the left of "Send to my Address" and choose the **Mailing Address Type**. Click the **Submit** button.
8. If transcript is to be mailed to someone other than you, enter their name in the "Send To" box. Click **Edit Address**. Enter the correct address, city, state, and postal information.
9. Click **OK**. Click the **Submit** button.