

### View your Transcripts (grades)

Any credits you transferred from another college or university will be included on your transcript. Your transcript will not be displayed if you have a financial hold.

- From the Ozone home page, click on Academic Info tab.
- In the My Student Record section, click View Transcript.

### Request a Transcript

You may order a transcript at no cost. If you have a Financial Hold, your request will not be processed. Please allow 3-5 business days for your request to be processed. If you do not have access to your Ozone, you can click on "Reset my Password" at the bottom of the Ozone log-in page, or contact the Help Desk at (567)661-7210.

- From the Ozone home page, click on the Academic Info tab.
- In the My Student Record section, click Request Official Transcript.

### Change Your Address and/or Phone Number

- From the Ozone home page, in the My Personal Information section, click on Update My Address & Phone.
- Select Update Address and Phone from the links below your current address.
- Click on Update.

### Change your Major, Intent and /or Catalog

Please allow 3-5 business days for any Major or Intent Code changes to be completed.

- From the Ozone home page, click on the Academic Info tab.
- In the My Student Record section, select Change Program of Study.
- Select desired changes and click Submit when completed.

### Complete Enrollment Verification

The Enrollment Verification Certificate is used in most cases to verify your student status for insurance or deferment purposes.

- From the Ozone home page, click on the Academic Info tab.
- In the My Student Record section, select Enrollment Verification.
- Ozone will require you to log in again.
- Click on Obtain an Enrollment Certificate.

### Print your 1098-T Tax Form

The 1098-T tax form is available online through your Ozone.

- From the Ozone home page, click on the Financial Info tab.
- In the Account Information section, click Print Tax Notification/1098-T.
- Type the tax year in the box and click Submit.

### Reviewing Selective Health Requirements

You may view any outstanding selective health requirements in Ozone.

- From the Ozone home page, click on the Academic Info tab.
- In the My Student Record section, click My Required Documents.

### Requesting a Health Evaluation

Health Evaluation allows you to request evaluation for a selective health program.

- From the Ozone home page, click the Academic Info tab.
- In the Selective Health section, select Request a Health Evaluation.

### Applying for Graduation or Certificate

- From the Ozone home page, click the Academic Info tab.
- In the Education Planning section, click Graduation Application or Certificate Application.

### Sign up for Owens Alerts

You can receive personal notifications of any Owens delays, cancellations, or other emergencies.

- From the Ozone home page, in the My Personal Information section, click Manage My Owens Alerts.
- Enter your preferred method of contact and message type, and click Save Changes when complete.

### Contact your Academic Advisor via Email

- From the Ozone home page, in the Academic Profile section, click on the envelope next to your advisor's name.

*Please have your student ID with you at all times, as you will need it to meet with an Academic Advisor or Oserve Advocate*

### Advising contact information:

**Phone:**  
(567) 661-2387 Toledo-area Campus  
(567) 429-3509 Findlay-area Campus

**Fax:**  
(567) 661-7734 Toledo-area Campus  
(567) 429-3027 Findlay-area Campus

**Email:** advisor@owens.edu

**Website:** owens.edu/advising

### Oserve contact information:

**Phone:** (567) 661-7378 or  
1-800-GO-OWENS ext. 7378

**Fax:** (567) 661-7414

**Email:** oserve@owens.edu

**Website:** owens.edu/oserve

# How to Manage Your Student Account



ozone.owens.edu

### Use Ozone to:

- Register for classes
- Print class schedule, transcripts and 1098-T forms
- Review Financial Aid information
- View your student account
- Pay your bill
- Change your Program of Study, address or phone number

### Logging into Ozone

Go to <https://ozone.owens.edu>

Your user name is your full first name, underscore, and full last name.

Example: Joe Student would have the user name joseph\_student. If there is more than one Joe Student, the second student's user name would be joseph\_student2.

Your initial password is your two-digit day of birth, followed by your two-digit year of birth, and the fourth and fifth digits of your Social Security Number.

Example: Joe Student, born May 7, 1983 and SSN 123-45-6789. His initial password would be 078345. You should change your password the first time you log in.

If you need assistance with your username or password, please call the Help Desk at (567) 661-7120.

### Add/Drop Courses

Most classes can be added or dropped in Ozone. If an error message shows when trying to add a course you may need to meet with an Academic Advisor or Oserve Advocate.

- From the Ozone home page, click on the Academic Info tab.
- In the Registration and Class Schedule section, click Add/Drop Classes.
- Select the term you wish to register for and click Submit.
- Review and confirm the Information Confirmation Summary.
- Review the Financial Agreement Confirmation.
- Put in the CRN of the course you are registering for and click Submit Changes. If you do not know the CRN you can click on Class Search to view all listings for that course.
- To drop courses, select the drop down arrow next to the course you wish to drop.
- Click on Submit Changes.

### View/Print Class Schedule

Room numbers are subject to change prior to the start of the term. Classes that begin later in the term will not be shown on the Schedule by Day and Time until they begin.

- From the Ozone home page, click on the Academic Info tab.
- In the Registration and Class Schedule section, select either My Class Schedule by Semester or My Class Schedule by Week.
- Select the Term you wish to view.

### View your Bill

By viewing your bill, you are able to see a breakdown of what you have been charged for the semester and what has been paid to your account. In an effort to keep your costs as low as possible, Owens does not mail paper bills.

- From the Ozone home page, click on the Financial Info tab
- Under Student Accounts Balance, select the term, then click submit.

### Pay your Bill with a Credit/Debit Card or E-Check

An automatic transaction will occur when bills are paid using this online feature and a receipt will be available upon submission of request. This is the quickest and most secure method for payments.

- From the Ozone home page, click the Financial Info tab.
- In the Account Information section, click the Pay Online link.
- Click on the Make Payment link.
- Select the semester for which you would like to make a payment, enter the payment amount and payment method, then click on continue.
- Enter required information and click Submit when completed.

### To View your Financial Aid Award

- From the Ozone home page, click the Financial Info tab.
- In the Financial Aid Summary section, click on View Financial Aid Details.
- Click on Financial Aid Awards.
- Select the Aid Year.
- Click the Award Overview tab to see award amounts for the school year, including loans.
- If there are offered awards for which a response is required, click on the Accept Award Offer tab to provide your response.
- Click on Award Messages at the bottom of the screen for additional information regarding the awards listed.

### Set up a Deferred Payment Plan (DPP)

The DPP option allows students to break down their semester bill into four installments (three for summer). There is a \$25 processing fee for this service and only one DPP may be set up per semester. Therefore, if changes are made to your schedule or additional charges are placed on your account, you will be responsible for any cost differences immediately. Late payments or incomplete payments may be assessed a \$30 late fee. (The payment due dates are already established for the semester. The due dates are not when you sign up for the DPP.)

- From the Ozone home page, click on the Financial Info tab.
- In the Account Information section, select Deferred Payment Plan Request Form.
- Ozone will require you to sign in again.
- In the Academic Information box, select the semester and the campus for the semester you are creating the DPP for.
- Check the Agreement to terms box to submit the application.
- Click Apply when completed.

### Complete Financial Aid Requirements

A list of documents that have been received and requested, will display. Additional requirements may be added at the discretion of the Office of Financial Aid and/or Department of Education. Click on the requirements which have hyperlinks to access the required forms.

- From the Ozone home page, click on the Financial Info tab.
- In the Financial Aid Summary section, click View Financial Aid Details.
- Click on the Student Requirements link.
- Select the current aid year and click Submit.

### Review Book Voucher Information

Book voucher amounts are only viewable for the time frame in which they are valid. If a book voucher has been set up, you may purchase books through the Owens bookstore either online or in store. You will need your Owens ID and a copy of your class schedule.

- From the Ozone home page, click on the Financial Info tab.
- In the Financial Aid Summary section, click View Financial Aid Details.
- Click My Overall Status of Financial Aid.
- Select the current aid year and click Submit.
- Click Active Messages. If you have a book voucher, the message will include your spending limit.