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University Community Newsletter - December, 2008



Welcome to the December University Community Newsletter. The goal of this newsletter is to provide the university community with project updates and information of interest regarding the SIS project. If you have questions about the project and/or are interested in receiving information about a particular topic, we want to hear from you! Please send your inquiries to: sis@osu.edu.

A MESSAGE FROM MARTHA GARLAND, VICE PROVOST AND DEAN, OFFICE OF ENROLLMENT SERVICES AND UNDERGRADUATE EDUCATION, AND SIS PROJECT SPONSOR

SIS Project Team

Training is integral to success of new system

Beginning in December, faculty, advisors, support staff, and student workers who have been identified by their respective College Implementation Managers (CIMs) as people who need to have access to the Student Records module of the SIS will be invited to attend a series of enrollment training sessions. If you receive an invitation, I encourage you to register to attend an early training session, allowing sufficient time to practice before the system goes live. Practice is the key to minimizing your learning curve and increasing your readiness to use the new system.

Patience will be required by all during the training and implementation phases. The time commitment for training and acquiring facility in the new system is substantial, and may affect everyone's ability to answer questions from colleagues and to serve students during this period. Keeping these impacts in mind will help to make the transition from training to implementation much smoother.

I'd like to extend my thanks to those who have volunteered to serve as trainers and facilitators. The number of Student Records users approaches 2000 individuals, and we simply could not train everyone in the time available without your assistance. In addition, I am confident that the trainers and facilitators will develop a knowledge of the system that benefits them both personally and professionally, and will make them a valuable asset to their college or department.

Happy Holidays to you all!

[\(see the training article below for additional information\)](#).

MASTER SCHEDULE OF CLASSES RELEASED TO SCHEDULERS ON DEC. 9TH

The Master Schedule of Classes for SU09 was released to college schedulers on December 9th for the first time in the SIS. As schedulers update the SU09 schedule, they are also verifying and requesting updates to course information to ensure it is correct after conversion into the SIS. The Master Schedule of Classes for AU09 is scheduled to be released before the end of December 2008.

GRADUATE/PROFESSIONAL ADMISSIONS UPDATE

On November 3rd, G/P Admissions began generating fee statements and accepting



Martha Garland

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enrollment deposits and acceptance fees for professional colleges in the SIS. As of December 11th, 460 acceptance deposit fee statements have been sent to those admitted to professional programs for 2009, and 50 deposit fee statements have been sent for graduate programs.

STUDY ABROAD APPLICATIONS GO ONLINE JAN. 2ND

Students planning to study abroad in the summer of 2009 will be able to complete their applications online in the SIS beginning January 2nd. For the past six months, the SIS Project Team and the Office of International Affairs have worked to create the online application process, which students will be able to access in January 2009 through the Study Abroad link on buckeyelink.osu.edu. For more information about the Study Abroad application process, visit [The Office of International Affairs web site](#).

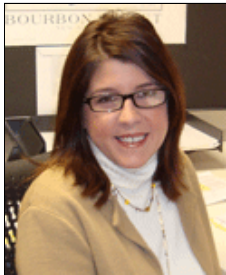
LOGGING IN TO THE NEW SIS

With new users logging into the SIS every day, there has been some confusion regarding where and how to sign in. According to the SIS Data Security team, users should follow these guidelines:

SIS-only users should log into PeopleSoft using their OSU Internet username (name.n) and webmail password. The link to SIS can be found on buckeyelink.osu.edu.

HR/SIS users and HR-only users should enter PeopleSoft as usual, using their HR User ID and password ("JAND1234," for example, not OSU Internet username and webmail password). Any SIS access will be added to a user's existing HR account. In short, if you have HR access, you should not use the Buckeye Link SIS link to access the system at this time.

SIS ARTICLE FEATURED IN ¿QUÉ PASA, OSU?



Kathleen Roca
Student Financial Aid

Look for an article about the new Student Information System and Scholarship Manager in the January issue of *¿Qué Pasa, OSU?* The article was written by Kathleen Roca, who joined the SIS project part-time in July as a Training Developer for the Student Financial Aid (SFA) team. Kathleen has been with the Office of Student Financial Aid for 10 years and received her BA in English and her Masters Degree in Communication from The Ohio State University. In addition to her duties with the SIS Project, Kathleen is a Counselor/Staff Assistant in the SFA office, and also creates, edits, and proofreads communications for the office.

¿Qué Pasa, OSU? serves the OSU Hispanic and Latino communities, giving them a forum and voice to discuss relevant issues and common interests. It is also used as a recruiting tool for prospective Hispanic/Latino students and their families.

TRAINING SYSTEM USERS FOR NEW SIS

Training for the new Student Information System (SIS) is designed to prepare and provide instruction to staff, faculty and students who will be using the new system.

How are system users invited to training? Here's a summary of how the process works:

1. System users are identified and confirmed by the **SIS College Implementation Managers (CIMs) and business sponsors**. If you use MARX now, you should expect to receive an invitation to training by the end of January 2009. **(Please do not be concerned if you have not received an invitation.)** If you do not receive an invitation to training by the end of

January, please contact your CIM ([click here for a listing](#)) to discuss your SIS access. Invitees register for and attend training sessions to which they have been invited.

2. Registrants attend training.
3. System users who have completed training practice in the [SIS Playground](#), a practice database, before Go Live.
4. System users who have completed training receive access to the [SIS production database](#). Completion of training is required for access to the system.

For more detailed information about the process, **please visit [the Training page on the SIS public web site, which has recently been updated](#)**. It includes courses planned for system users and a listing of CIMs by college and/or department, as well as helpful links to the SIS Registration and Playground pages.

If you have additional questions about training, please contact the SIS Change Management team at: sis@osu.edu.

COMMUNICATING UPDATES-EMAIL YOUR TOPIC IDEAS

What topics would you like to see featured in this newsletter? Do you have a question we can address? Please let us know your thoughts. We welcome your participation in helping to shape the content of this newsletter. Please send your ideas, comments and/or questions to the Change Management Team at sis@osu.edu.

For a more detailed overview about the SIS Project, visit the "Frequently Asked Questions" page on the SIS web site at:

<http://oaa.osu.edu/sis/faq.html>

THE SIS PROJECT: MOVING FORWARD TO MEET OUR FUTURE!