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University Community Newsletter - February, 2009



Welcome to the February 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

Student Information System (SIS) Update:

HR/SIS Downtime: During the weekend of February 28th - March 1st, the SIS Project Team will complete its fourth Move to Production of new functionality. Please be aware that, to accommodate this installation, the Human Resources/Student Information System (HR/SIS), including all applicant and self-service pages, will be unavailable beginning Friday, February 27th, at 3 p.m. Access will be restored on Sunday, March 1, 2009, following the scheduled maintenance. For SIS users (including applicants and students), the system will be available Sunday evening, March 1, 2009, after 9:00 p.m. For HR users, the system will be available Monday morning, March 2, 2009.

As we finalize preparations for the fourth of our five planned moves to production, I would like to note how far we have come in planning, building, implementing, and utilizing the new SIS. The numbers below provide a picture of where we are today.

SIS Production by the Numbers (as of January 30, 2009):

41,742	Applications received for Summer 09 and Autumn 09
12,729	Applicants admitted for Summer 09 and Autumn 09
8,000	Acceptance Fee Statements created and sent
1,931	Applicants paid acceptance fees or indicated they are coming
299	Student Applicants for Study Abroad
269	Student Applicants paid Study Abroad application fee online
850,000	Students' biographic & demographic data converted from legacy
35,000	Unique student courses converted from legacy
102,398	Student Center user accounts created
1,571	Administrative user accounts created

Thank you to everyone who has played a part in getting us this far! While much



Martha Garland

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work remains to be done, these numbers demonstrate how much has been accomplished to date.

OVERVIEW OF FACULTY CENTER

The **Faculty Center** is scheduled to go live in the spring and will provide faculty with an online location where they can more easily navigate to services specific to their needs. Faculty will be able to log into the SIS and access relevant student and class information. Faculty advisors will be able to access information about their advisees, if the appropriate security has been requested. Features of the Faculty Center will include:

Grades

Faculty will be able to use either Carmen or the SIS to record grades for their courses. Regardless of the option selected, instructors will need to finalize their grade rosters in SIS through the Faculty Center. The SIS will be the system of record for all grades.

Class Rosters

Class rosters will be available in the Faculty Center.

View of Teaching Schedule from Faculty Center

The screenshot displays the Faculty Center interface for Nock Robinson. At the top, there are buttons for 'advisement' and 'class search'. Below this is the 'Faculty Center' header. The main content area shows 'Winter 2009 | The Ohio State University' with a 'change term' button and an 'Upload Grade Roster' link. There are radio buttons for 'Show all classes', 'Only classes with enrollment', and 'View My Weekly Schedule'. A navigation bar includes 'Class Roster', 'Gradebook', 'Grade Roster', 'Learning Management System', and 'SEI Info'. The 'My Teaching Schedule' table is as follows:

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
HISTORY 111-10 REC 12327	W Civ:Antiqy-17 C (Recitation)	1	MoWe 9:30AM - 11:18AM	Baker Sys 0198	Jan 5, 2009- Mar 22, 2009
HISTORY 112-10 REC 12346	W Civ:17 C-Mod Tim (Recitation)	1	TuTh 9:30AM - 11:18AM	Ramseyer 0110	Jan 5, 2009- Mar 22, 2009
HISTORY 151-10 REC 12383	Am Civ To 1877 (Recitation)	6	MoWe 3:30PM - 4:30PM	Ramseyer 0110	Jan 5, 2009- Mar 22, 2009
HISTORY 323.01- 10 REC 12475	Age Of Slavery (Recitation)	1	MoWe 11:30AM - 1:18PM	Townshend 0247	Jan 5, 2009- Mar 22, 2009

Below the table is a 'My Favorite Websites' section with an 'EDIT MY FAVORITE WEBSITES' button and links for 'Enroll Verification' and 'DARSWeb'. At the bottom, there are links for 'Faculty Center', 'Advisement', and 'Class Search'.

APRIL SYSTEM DOWNTIME - APRIL 11-12

Due to a major Student Information System (SIS) Student Records Conversion effort, the HR/SIS will be unavailable during the weekend of April 11 and 12th. Candidates reviewing offer letters and students who need to provide credentials in order to accept Financial Aid awards will not be able to do so during the downtime as the Admissions and SFA Self-Service pages will not be available.

SIS TRAINING FOR SYSTEM USERS

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

Who should attend training?

- System users who have been identified and confirmed by the [SIS College Implementation Managers \(CIMs\)](#) and **business sponsors** are required to attend training.
- Once identified, system users will receive an invitation to attend their required training sessions.
- System users who have completed training practice in the [SIS Playground](#), a practice database, before Go Live.
- When training is completed, system users will 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](#).**

SIS TERMINOLOGY - WHAT IS ACADEMIC STRUCTURE?

Academic structure is the architecture that, within the SIS, establishes and connects institutional decisions about academic organizations, courses, facilities, and programs across the university. Key components of the academic structure are the **Career, Program, and Plan**, also known as the **CPP**, the **CPP stack**, or the **stack**. When combined, an Academic Career, Program, and Plan represent a student's enrollment history or **CPP**.

For more information, [click here](#) to view a SIS Fact Sheet on this topic.

SIS ENROLLMENT FORUM PODCAST

Enrollment users were invited to attend pre-training informational forums that were held in January. These forums provided:

- A timeline for when students will start using the SIS
- How the different levels of security were determined
- How a user's level of security was designated and what to do if there are questions about it
- Details about the different training courses users must take
- Information about how to practice in the new system

If you were not able to attend one of these forums, we encourage you to listen to the 20 minute podcast and to download the handouts that were distributed. The podcast can be accessed by clicking on the Enrollment Forum link located on the left column of the [SIS Training Page](#). If you have any additional questions about the forums, please e-mail them to: 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!