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University Community Newsletter - March, 2009



Welcome to the March 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 Update:

As of March 1, the SISProject Team completed the fourth of our five planned moves to production, marking another significant achievement in our move to an integrated Student Information System. As a result of this phase of implementations, functionality is now in place to support the following activities:

- Beginning March 2 – Student Financial Aid Self-Service pages opened, allowing incoming Freshmen and Graduate/Professional students to view "To-Do" lists for verifying documents; Student Financial Aid has started the budgeting and award process.
- Beginning March 16 – Mailings for University Orientation are being sent to freshmen entering Autumn Quarter 2009.
- Beginning March 20 – Self-Service opened for incoming students to register for University Orientation.

Beginning, March 30, Schedule of Classes (Master Schedule) for Summer 2009 and Autumn 2009 will be available to the university community online at buckeyelink.osu.edu.

Now housed in the online Student Information System, the Schedule of Classes (class listing by department, term and campus) has a new look, but still offers many of the same navigational features as the previous online Master Schedule. The updated Schedule of Classes features optional advanced search functions that provide an easy and convenient way to limit search results, to locate specific class offerings that meet the criteria users can select.

If you would like to preview the navigation and search option features for the new Schedule of Classes, we invite you to access the online reference guide at: <https://assist-erp.osu.edu/sis/WebHelp/search/class.html>

My thanks to all who have helped in getting us this far! Although much work remains, I am continually impressed by and grateful for the hard work and commitment of the Project Team, and the Business Sponsors and their staff, and by the dedication of the university community.

APRIL SYSTEM DOWNTIME



Martha Garland

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From April 10 at 5 p.m. until April 13 at 6:30 a.m.

The Legacy systems (Registrar - MARX, Admissions, Bursar - BARS and Financial Aid - SAM) and the Human Resources/Student Information System (HR/SIS) will be unavailable due to a conversion of student data from the Legacy systems to the Student Information System (SIS).

The SIS Admissions and Financial Aid Self-Service pages will not be available during this time, so applicants will be unable to check their application status, Graduate and Professional admits will be unable to accept or decline offers of admission. Incoming freshmen will be unable to accept or decline their financial aid awards and enrolled students will be unable to view verification material requests.

Students who still need to select or waive Student Health Insurance for Spring 2009 can do so before April 10 at 5 p.m. or on Monday, April 13 from 6:30 a.m. until midnight.

If you have any questions or concerns about the April system downtime, please contact sis@osu.edu.

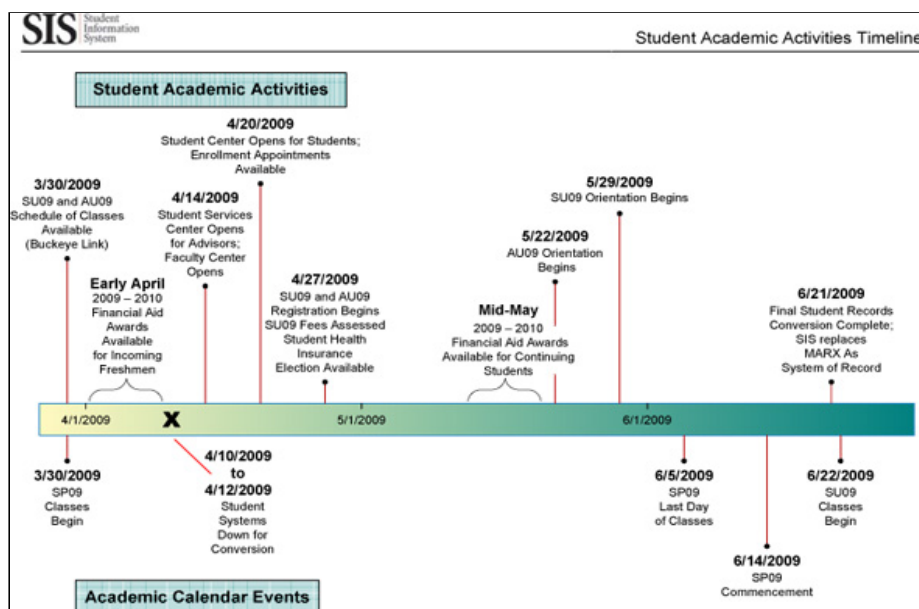
SIS STUDENT RECORDS ENROLLMENT TRAINING

Training in enrollment and Student Records continues to accommodate the nearly 800 system users (current MARX users) who require training to obtain access to the SIS. Invitations for View-Only users will be sent soon.

If you have been invited to training and still have not registered, we encourage you to do so as soon as possible. Additional offerings have been added to accommodate late registrants, but we are quickly running out of offerings that will ensure completion of the first three classes before students being registering for Summer 2009 and Autumn 2009 on April 27. If invitees have questions about training, they should contact their [College Implementation Manager](#) immediately to address any issues or concerns.

APRIL SIS IMPLEMENTATIONS

The graphic below is a timeline of SIS roll-outs in relation to student academic activities from March 30 to June 21, 2009.



Major system roll-outs include:

- Beginning April 14 -

- The **Faculty Center** - starting with courses for Summer 2009, will provide instructors with convenient online access to class rosters, grade posting, and other instructor-specific services.
- The **Student Services Center** - will provide staff who serve students with a convenient view of students' information similar to what students will see in the Student Center – a common frame of reference for students and those who assist them. Additional "work pages" will provide users with the ability to view or maintain detailed information about students' academic records.
- Both the Faculty Center and Student Services Center can be accessed beginning April 14th from the Faculty/Staff tab at: buckeyelink.osu.edu.
- Beginning April 20 –
 - **Student Center** - will provide students with a comprehensive online resource where they can obtain academic information and conduct their academic and business transactions. Students can access their class schedule, enrollment dates, advising information, and account information from the Student Center.
 - The Student Center can be accessed beginning April 20th from the Students tab at: buckeyelink.osu.edu.
- Beginning April 27 -
 - Class registration opens and annual Student Health Insurance election begins for Summer 2009 and Autumn 2009.

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!