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University Community Newsletter - June, 2009



Welcome to the June 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

Final Move to Production of SIS Functionality

The SIS Project Team is preparing to move the remaining functionality for the new SIS into production during the weekend of June 13-14 (see system downtime information below). The Echo Move to Production supports financial aid disbursement to Student Financials, summer 2009 grade rosters and commencement processes, and custom reports. The weekend after commencement, all spring enrollment, grades, and commencement information will be converted to the SIS. As of June 15, the Legacy Operational Data Store (ODS) will no longer be updated, and the new SIS ODS will become the system of record.

SIS Enrollment Update

In Mid-April, the Student Information System Project Team reached a significant milestone with the opening of three SIS online self-service centers—the Faculty Center, the Student Services Center (for staff who serve students), and the Student Center. The opening of these online centers made it possible for students to register for summer 2009 and autumn 2009 classes via the new SIS. As of Monday, June 1st, 15,800 students enrolled for Summer Quarter, and 34,000 students enrolled for Fall Quarter, totaling over 223,000 class enrollments through the SIS online self-service and quick-enroll process.

Once again, I'd like to express my thanks and appreciation to those involved in making this implementation successful. I am grateful to the SIS Project Team and business sponsor areas for their hard work in planning and preparing for our fifth and final SIS Move to Production. I am especially grateful to the many staff in colleges and departments who are learning to use the new system to work with students. Many of you, I know, are learning where to find information, and I understand the challenges you face in learning how best to use the SIS in helping to serve students. Continue, please, to ask questions and raise your concerns. While the answers may not be what you are seeking, be assured that those involved with the SIS project share your goal of providing a high level of service to students, and in some cases are also struggling to adapt to the new system. I do hope that the bumpiest part of the ride is behind you, and I appreciate your commitment to learning the new system and making it work in the business you do.

SYSTEM DOWNTIME - JUNE 13 AND 14, 2009

The HR and Student Information System (HR/SIS) will be unavailable from 11:00 am Saturday, June 13, 2009, to 2:00 pm Sunday, June 14, 2009, due to scheduled maintenance. The SIS online Student Center, Faculty Center, and Student Services Center, which are now in use for academic business for summer 2009 and autumn 2009 terms, will be unavailable during this downtime, as will all HR functions.

Please note: Spring 2009 academic information—accessed by students through Buckeye Link; by staff through ARCS, BARS, and MARX; and by faculty through the Registrar's web site—will NOT be affected. Systems supporting spring 2009 academic business, including grade posting, will operate during normal hours of availability.

POSTING GRADES FOR SPRING 09



Martha Garland

CHECK US OUT

[SIS Public Website](#)

[OSU Calendar](#)

CONTACT INFO

[Contact us](#)

[Ask Us](#)

Grades for spring 2009 must be posted (as in past quarters), using any of the three [electronic grade posting options](#), including one for Carmen. The three options are as follows:

- [Post Grades via the Web](#)
The basic grading application that allows you to enter your grades manually.
- [Post Grades Uploaded By Carmen](#)
Allows you to submit the grades that you uploaded through Carmen.
- [File Upload](#)
Allows you to upload a CSV file to the grading application.

Although the now-available SIS Faculty Center includes information about spring 2009 classes, it should be used to post grades only for summer 2009 and forward.

Please note: The deadline to post all grades, including missing grades, has been moved up due to the end of term student records conversion. Grades not entered by 5:00 p.m. on Thursday, June 18, will need to be sent on a Grade Assignment Change Form to the Office of the University Registrar, 320 Lincoln Tower, for manual data entry.

For more information, visit the [University Registrar's](#) website.

DECOMMISSIONING OF BARS

Effective Tuesday, June 16, 2009, BARS, which provides current student account information, will no longer be available to advisors and other campus users. Student account information for summer 2009 forward is now available in the new Student Information System (SIS). Historical student account information from summer 2000 through spring 2009 is being converted and will be available in the SIS as conversion is completed.

Please note that the Statement of Account on the Office of Financial Services (formerly the Office of the Treasurer's) web site, from which historical student statements of account can be obtained, will continue to be available and will remain the system of record until all historical statement of account information is converted into the SIS.

Please send any questions to sis@osu.edu.

DECOMMISSIONING OF MARX

The Office of the University Registrar, OIT, and the SIS Project Team have nearly completed the process of moving student records from the legacy mainframe system (MARX) to the Student Information System (SIS). The final major step in this process is the conversion of Spring 2009 enrollment and grade information into the SIS on June 21, 2009. After this date, NO transactions should be performed on MARX screens and all maintenance for past, present, and future terms should be performed in the SIS. Most MARX screens will continue to be available in view-only mode until further notice.

Any questions regarding this final conversion should be directed to [Jed Dickhaut](#) or [Connie Goodman](#) in the Registrar's Office.

SIS ONLINE RESOURCES

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| Buckeye Link | <p>The following resources can be accessed at Buckeye Link (buckeyelink.osu.edu).</p> <p>From the Faculty/Staff tab:</p> <ul style="list-style-type: none"> -Link to Frequently Asked Questions (FAQs) about the Faculty Center. -Link to SIS Glossary of Terms, aimed at helping the university community understand the terminology associated with the SIS. -Link to the Online Reference Guide for the Faculty Center that provides an overview of navigation and functionality features. <p>From the Student tab:</p> <ul style="list-style-type: none"> -Link to Frequently Asked Questions (FAQs) about the Student Center. -Link to the Online Reference Guide for the Student Center that provides an overview of navigation and functionality features. -Link to a video tour of the Student Center. |
| | <p>The SIS web site at oaa.osu.edu/sis includes the SIS implementation timeline, as well as information about training, technical system requirements, communications updates, project background information,</p> |

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| SIS Web Site | and FAQs. Need help logging into SIS or with SIS functionality? See a list of help desk contacts at oaa.osu.edu/sis/sis_get_info.php |
| Fact Sheets | These include more detailed information regarding SIS features or terminology, such as Academic Structure, Logging in to SIS, MARX shutdown, etc. Fact Sheets are located at: oaa.osu.edu/sis/cim |
| Communications | Updates about the SIS Project are provided monthly via the University Community Newsletter. Current and past newsletters can be accessed at oaa.osu.edu/sis/communications . |
| Introduction to Student Records | This online course, available for self-registration through Carmen (carmen.osu.edu), provides an overview of new terminology in the system, in addition to introductory information for Student Records. Completion of this course is required before taking training related to Student Records and provides a good introduction to the details of the system. After accessing Carmen using your OSU Internet Username (name.n) and Password, click the "Join" link in the menu and select "Student Records Introduction." |

THE SIS PROJECT: MOVING FORWARD TO MEET OUR FUTURE!