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University Community Newsletter - November, 2008



Welcome to the November 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 COMPLETES THIRD IMPLEMENTATION ON NOV. 2ND

Congratulations to the Student Information System Project Team, which successfully completed the third implementation of the new SIS during the weekend of November 1st and 2nd. New functionality for Student Financials, Student Financial Aid, and Student Records has now been integrated into the live HR/SIS production environments and will be incrementally rolled out from November through February 2009.

This new functionality will support the following processes:

- Generating acceptance fee statements for Graduate/Professional Admissions and accepting enrollment deposits and acceptance fees for Professional colleges.
- Entering financial aid for athletes.
- Processing scholarships and early financial aid for Undergraduate Admissions.
- Posting official undergraduate admissions decisions.
- Setting up the 2009-10 aid year for processing financial aid.
- Managing the Schedule of Classes, beginning with SU09 and WI09.
- Accepting online applications for Study Abroad.



Martha Garland

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Additionally, access to system functions will be added for students, faculty and staff as it becomes available on buckeyelink.osu.edu.

As new functionality for the SIS is being rolled out, staff in the central, college, and support areas will attend training sessions specific to their areas. While training may be easy for some and more demanding for others, once we are familiar with the new system, we hope we can reap the benefits of our integrated student system.

Happy Fall!

TRAINING SYSTEM USERS FOR THE NEW SIS

Training for the new Student Information System is being conducted by the Change Management team and is designed to prepare and provide instruction to staff, faculty and students who will be using the new system. Training began

in February 2008 for some central business area staff, as well as college and department system users and will continue through August 2009, when the new SIS is fully implemented. Faculty, advisors, support staff and student workers will be invited to attend training sessions that relate to their job roles. Training invitees have been identified by the SIS College Implementation Managers (CIMs), who represent the colleges and departments across the Columbus and regional campuses and by the SIS business sponsors (The Office of the University Registrar, The Office of the Treasurer, The Office of Graduate and Professional Admissions, Undergraduate Admissions and First Year Experience, The Office of Student Financial Aid and The Office of Human Resources). For more information about training for the new SIS, contact the Change Management team at sis@osu.edu.

Below is a listing of training courses that were recently conducted for system users:

Ongoing since Summer 2008

Student Records Introduction (online)

The online Introduction to Student Records course includes Academic Structure and basics about courses and students and is a prerequisite for all future Student Records training. To date, 238 participants have taken this course online.

Began in October 2008:

Managing the Schedule of Classes - This course for Departmental Scheduling Contacts provides information needed to create the Schedule of Classes for a term. Attendees will learn to create and update class sections, update class associations, define class permissions, and create combined sections as well as learn to view and print rosters. *Sessions led by Connie Goodman, Cara Collmer, David Schneider and Shay Kennedy.*

Graduate Program Training Part 2 – Hands-on training

for Graduate Program Admissions staff and Graduate School Admissions staff, covering decision posting, program communications, conditional checklists, and fellowship nominations. *Sessions led by Michael Jander and Aaron Minnick.*

Professional Program Training Part 2 – Hands-on training for Professional Program Admissions staff, covering decision posting, program communications, and conditional checklists. *Sessions led by Michael Jander and Aaron Minnick.*

Student Records Data Acquisition Workshop - This course for Student Records ODS users is divided into two segments: course data and student data. Both sessions provide information regarding the table structure, field names and valid values of the new ODS so power users in the colleges can rewrite their existing queries. The course also introduces the Table Linker, the metadata website, key data tables and other job aids. Terminology and processes related to Academic Structure and Student Records are discussed. Participants will get hands-on practice working with the new ODS through demonstrations and exercises. *Sessions led by Judith Bassik (Change Management) and Margaret Kennedy (Integration Team), with assistance from Linda Katunich, Bob VanDyne, Anna Leach and Harry Grants (Office of the University Registrar) and Glenn Donaldson (SIS Integration Team Director).* 5 workshops were held and approximately 70 attended.

To date, all participants have given these ongoing sessions an overall satisfaction rating of 90 - 100%.

If you have 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!