



Our Experience.
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NEW STUDENT
INFORMATION
SYSTEM

SIS Update

INSIDE THIS ISSUE

TERMINOLOGY

pg.2

RESOURCE 25 (R25)

pg.2

TIMELINE AND MILESTONES

pg.3

TRAINING

pg.3

FACULTY SELF-SERVE

pg.4

STUDENT SELF-SERVE

pg.4



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Glendale Community College is a Maricopa Community College, EEO/AA institution.

Arrival of the new Student Information System (SIS) has moved to July 2005 with a portion of the Financial Aid module scheduled for college use in mid-February. January remains the target date for completion of the development of the new SIS with conversion testing, training and college readiness activities scheduled for February through June. Traditional year-end-closing activities will occur using the current Legacy SIS on June 30, 2005. On Tuesday, July 5, colleges will use the new SIS to conduct day-to-day business.

EASIS, an Early Access Student Information System database, provides college users an early version of what will ultimately become Maricopa's SIS. Each release of EASIS Plus includes new functionality and converted data from Legacy SIS. EASIS Plus Version 2 is currently available for use by College Implementation Team (CIT) members and others with access authorized by the college's Security Administrator. CIT members utilize access to EASIS Plus to learn its functionality, to plan for changes to business practices, to prepare for training other users, as well as to assist with data conversion and system testing. Several more versions will be released prior to the final "go-live" date of July 5.

- EASIS Plus V2 contains legacy SIS student data accessible with the new SIS system functionality.
- EASIS Plus rollouts are early tests for how the eventual "go-live" production conversion and processes will occur in February for Financial Aid and July for all remaining system functions.
- EASIS Plus V2 is an early release of SIS with Maricopa student data on hardware setup for development and testing.

- EASIS Plus V2 is connected to the most recent online Web Learning Assistants (WLA) available to users for immediate "help" within the new student system.

Users will access the new SIS using a 10 digit ID known as an Enterprise ID. The Enterprise ID consists of the first three characters of a users given name, a set of two random alpha characters and a 5-digit numeric sequence number. The Enterprise ID serves as the username in PeopleSoft, the Reporting Data Store (RDS), the Decision Support System (DSS) as well as other applications. Each employee is automatically assigned an Enterprise ID. Employees can obtain their unique Enterprise ID by going to the Personal Administration Tool (PAT) at www.gcmail.maricopa.edu, enter the requested information and click on the "My Profile" link or tab. The profile management page is divided into five sections each separated by a blue bar. Under the bottom section labeled "Additional Information," you will find a field on the lower right labeled "Enterprise ID." The value to the right of this label represents the Enterprise ID.

College-based and district teams meet on a regular basis to prepare for implementation of the new SIS. Team members represent these key functional areas:

- Academic advisement
- Cashier
- Class schedule
- Communication
- Faculty
- Financial aid
- Non-credit
- Reports
- Shadow systems
- Technology support
- Training

TERMINOLOGY

Learning the vocabulary of the new SIS will help ease the transition of navigating in the new system. Compare some of the new SIS terms with the terms used in Legacy SIS.

Current Legacy Term	New SIS Term
College Department	Academic Group
First Term of Enrollment	Admit Term
Evaluated Credit/Term	Articulation Term
Lab vs. Lecture	Associated Class
Shared Student Data	Campus Community
Credit/Non-Credit/Clock Hour	Career
Short-Term Classes	Dynamic Dating
Purge	Enrollment Cancellation
Screen	Page
Prospective Applicants	Prospects
Name Search	Search/Match
Holds	Service Indicator
Online Registration	Student Self Service



RESOURCE 25 (R25)

Resource 25 is a true campus-wide, multi-user class and special event management system, which includes robust reporting capabilities and powerful web component. The flexibility and scope of R25 functionality allow users to precisely manage space and other resources at the activity occurrence level and to structure events to meet their scheduling needs and goals. R25 will be launched in three phases.

Phase I	February 22	Implement application for event/meeting scheduling
Phase II	March	Implement Schedule 25 capabilities. One way update from SIS to R25
Phase III	July	Implement full, 2-way SIS interfaces and all advanced R25 features



TIMELINE AND MILESTONES

February 2005

- Financial Aid begins building awards for 2005–2006 financial aid applicants
- Phase I of Resource 25 implemented
- SIS users will receive “Introduction to Student Administration” training which includes basic navigation, how to set password, enter data and set hot key favorites

March 2005

- College-level trainers receive final training on SIS functions

April 2005–June 2005

- College-level trainers train employees and faculty on new SIS functionality specific to their job functions

July 2005

- 1–4, final data conversion, Legacy to new SIS
- 5, new student system “go-live”—all transactions performed using the new system

TRAINING

The District Project Leadership Team (PLT) has developed a College Trainer Program to train content experts at the college level on various functions within the new system. The week of November 15–18 began some of the initial training for the college trainers by District’s SIS training team. Deborah Krumtinger and ten functional area leads completed a three-hour, district-wide session on Student Administration 101. In addition, GCC’s trainers attended Train-the-Trainer sessions designed to help them lead effective training sessions.

GCC’s TED (Training and Employee Development) will provide Student Administration 101 training for the remainder of the employees and faculty who will use the new system. Content includes logging in, navigation through the new SIS pages, search/match, entering data on the student biographic/demographic pages and keyboard shortcuts. An open lab is held every Thursday in HT2-149 for those who want time to practice after completing their training.

February

The month of February will be devoted to offering Student Administration 101 sessions to GCC SIS users college-wide.

March

During the month of March, GCC’s content area trainers will attend district conducted sessions to learn the functionality of the new system related to their area of expertise. Subsequent to these sessions GCC’s trainers will return to campus to train other GCC users.

March Train-the-Trainer Schedule

March 1–2	Campus Community
March 3–4	Recruiting & Admissions, 8 hours
March 8–9	Academic Advising, 8 hours
March 10–11, 14–16	Student Records, 20 hours
March 22–25	Student Financials, 20 hours
March 29-30	Financial Aid—Part 2

FACULTY SELF-SERVE

The new student system will alleviate time faculty traditionally spends looking up student information and submitting bubbled grade sheets to the Enrollment Services office. The new SIS system will allow faculty to:

- Access class rosters
- Look-up students demographic information
- Perform grading online

The Faculty Self-Serve panel will resemble the snapshot on the right.



STUDENT SELF-SERVE

The new student system will offer students one place to conduct electronic transactions district-wide. Students who attend more than one Maricopa College will have one ID Maricopa-wide and one set of demographics (name, address, telephone number, etc.). Through the self-serve web component, students will be able to:

- Change their address and telephone number
- Complete a Student Information Form
- Register for courses, system will perform prerequisite check
- Search for open classes based on set parameters (day, time, faculty name)
- Look-up grades
- Obtain class schedule
- Obtain transcripts
- Look-up course descriptions

