

PREPARING FOR NEW ONLINE ACADEMIC AND ADMINISTRATIVE SERVICES

During the spring of 2005, the University is transitioning to a new set of Web-accessible academic and administrative systems that include:

- insidEND
- Facilities Operations
- Student/Faculty systems for:
- Admissions
- Course Management
- Financial Aid
- Student Housing
- Student Accounts
- Office of the Registrar

These systems have the potential to advance the University's mission and transform the way we do business. Your awareness of these new services and active preparation for their arrival will greatly aid the University community in making this transition.

The insidEND, Facilities Operations, Course Management, Housing and Residence Life, and Student/Faculty implementation teams have worked toward this goal for some time. Additional representatives from the University central offices and various departments across campus also participated in readying our campus for conversion to the new systems. We would like to thank all those involved for their commitment and hard work.

To help the campus community prepare for and use the new systems, we ask that you be aware of the following key points. Please communicate about and work with others in your campus unit to coordinate activities related to using these systems.

insidEND

insidEND provides single sign-on access to University Web services and content. It delivers personalized content, secure access to University information, and online groups. All faculty, staff and students will use insidEND to access their services and all data entry screens in the new systems. insidEND has more than 100 content channels, from the new Student/Faculty systems and Online Photo, to the New York Times and Weather.com. Visit <http://inside.nd.edu> to discover all you can do.

Facilities Operations

The Facilities Management System will be available for campus use as of March 1. With its implementation, those with approved access are able to submit facilities work orders and check their status online. As a result, the University will no longer rely on paper forms, faxes and phone calls for routine facilities maintenance and project requests. (Emergencies should continue to be phoned in to 1-8888). Easy access to online work requests will be through insidEND, <http://inside.nd.edu>. Integration to the Finance System will enhance financial management by providing cost information, work request number and work description within that system.

Student/Faculty Systems

Admissions: The University's admissions offices are "live" in the new system, and have been since early September, 2004. All new applicants for the academic year 2005-2006 apply through the new system. The

admissions offices actively use the system to process applications for and admit undergraduate, professional and graduate students to the University.

Course Management: In May, a new course management system (Vista) becomes available to faculty for summer 2005. WebCT Vista is easier to use, provides additional functionality, and better integration with other student/faculty systems than the previous version of WebCT. Instructors will find enhanced course setup, student enrollment in Vista, class material presentation, and increased opportunity for interaction with students. In the future, each course will be accessed directly through insideND.

Financial Aid and Student Accounts: The Financial Aid office staff is already working in the new system, as well. Student Accounts staff will be using the new system beginning in April. Also starting in April, students will be able to view their Student Account and Financial Aid data through insideND.

Residence Life and Housing: The office staff has been working in the Housing system as of mid-February. Students' housing applications and "room picks" for Fall 2005 will be entered in the new system through insideND beginning in March. Systems for summer housing and student discipline will be implemented summer 2005.

Office of the Registrar: The Office of the Registrar has been live in the electronic Course Catalog feature of the new system since December 2004. They are currently working with deans and academic departments to complete course schedule building in the new system for Summer and Fall 2005. Advising and registering for Summer and Fall 2005 are the first system-based activities that extend to include students, deans, advisors, and faculty. Summer 2005 registration begins March 16th, while Fall 2005 registration begins April 11th.

Two important enhancements to the advising and registration processes are:

Course Search: Course searches within the new system are robust. Students, deans, departments and faculty will experience improved searching capabilities in the system for searches by instructor name, class time and day, and course title.

Registration Authorizations: Registration authorizations to allow exceptions for students registering for classes, students exceeding the maximum number of hours for a college, etc. will be electronically managed in the system, replacing the previous paper-based, manual process.

Training

In February and March, designated training sessions will prepare end-users to use insideND to access and work within the new Facilities and Student/Faculty systems. Specifically, you will want to participate in relevant training activities if you currently:

- Submit and check status on maintenance orders;
- Advise and/or register students.

The Renovare Facilities Core Team and the Office of the Registrar are contacting individuals regarding training on the new systems. If you believe you will benefit from training and have not been contacted, please speak with the Office of Facilities Management or the Office of the Registrar. In addition, you may contact Darlene Mikulak (Renovare Training Coordinator) at 631-2812 regarding training for facilities operations, advising and/or registration.

Training for faculty on using the new Course Management System (Vista) begins during spring break, with additional training to be offered throughout the summer. In addition, specific sessions for current WebCT users will be held throughout the 2005 spring semester to address migration issues. You may contact Bob Lewandowski at 631-0965 for more information about training on the course management system.

You can register for all training classes at <http://ilearn.nd.edu>. Please be sure to take advantage of specific communications and training as they relate to your work.

Thank you in advance for your willing and dedicated participation in this significant effort.

Yours in Notre Dame,

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