

Newsletter

October 2003 Issue: 18 Page 1 of 4

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SPECIAL EDITION

The STUDENT Project and You

This newsletter is prepared for one reason – to inform you as best we can about the STUDENT Project. **Please read this newsletter carefully.**

We at USDSU are excited about the prospects of the STUDENT Project. We are pleased that soon we will be operating in a single database environment that will make serving you much easier. It will also give you more control and access to your student records than you have ever had before.

What will it mean? In the short term, it will mean interruption and some possible problems as we iron things out. This is new territory.

In the long run it will mean greater efficiency and ease of operation. However, it will change how you, for example, register for classes. Effective this fall, we will no longer take paper or phone registrations for continuing students. We will continue to work with new students as they get introduced to the system and USDSU.

Again, please read this thoroughly and if you have questions or need help, plan to attend one of the scheduled training sessions.

Effective October 31, 2003,
please visit the following
website to access your priority
registration dates:

www.sdbor.edu/student/prereg-fall2003

REMINDER!

**NO COMPUTERIZED STUDENT
SERVICES AVAILABLE DURING
DATABASE MERGE**

October 15—November 14

STUDENT Project: How does it affect me?

What is the STUDENT project?

The overall objective is an integrated statewide approach that provides quality and convenience of services to all students across the State, whether the student is single-campus, multi-campus, online, or off-campus.

How will this happen?

The STUDENT project is redesigning the current six institutional databases into one integrated student database. Of course, this task is an enormous one requiring significant changes in order to put in place many common policies and procedures at all six Regental campuses.

What are the key benefits?

Simply stated, you will have one student record with the ability to handle most transactions when & where they are convenient for you. Students will be able and encouraged to perform many student service transactions and obtain commonly needed information online. The student will have access to alternative in-person processes to handle any exceptional needs. Faculty and student services professionals will be capable of assisting any student from any campus in the system.

What kinds of changes will students see as a result?

Students will be able to register and take classes through **multiple** campuses while receiving a **single** transcript. Transcripts will now combine **all** educational experiences into one document while continuing to be served by the student's home institution. Students also will receive only one single bill from the home institution. Financial Aid from the home institution will be applied toward **all** tuition on this single account.

How will this be accomplished?

From approximately Oct. 15 through Nov. 14, the six individual university databases will be merged into one single database. During this time computerized student services will not be available.

What student services will be affected?

Student transactions in the Financial Aid, Admissions, Registrar and Business Offices will not be processed. Web Advisor will also be unavailable; however, you will be able to review the Spring Schedule of classes on the USDSU website at www.usdsu.org.

Will I be able to do any transactions at all during the offline period?

Financial Aid, Admissions, Registrar and the Business Office will accept transactions but they will not be entered in the computer until the upgrade is completed.

What student services on campus will not be affected?

All other student resources, including computer labs, main campus library databases, student email, internet access, WebCT, etc. are not affected by the project.

Who should I talk to for help?

Student Services and other USDSU staff can assist you with questions.



Please remember to keep your ID and pin number sent by your home institution.

How will I register for classes?

The **only** way for current students to register or change class schedules will be to use **WebAdvisor**. However, because of the merge to a single database, this means you will have to access **only one** WebAdvisor site with a **single** login and PIN number! Your new ID & PIN will be sent to you by your home institution—**DO NOT throw it away!** We will not have access to this information and your registration could be delayed! The biggest advantage to using WebAdvisor is you will no longer have to wait for a staff member to process your paper form or receive confirmation days later. WebAdvisor is directly connected to the student information database and all transactions are handled immediately. You know before you log off that you are in a class. Another significant policy change affecting USDSU students will be mandatory **priority registration** across the entire Regental system.

What is WebAdvisor?

WebAdvisor provides students with online access to their own information on the student database. This includes grades, class schedules, unofficial transcripts, registration, add/drop of classes and program evaluation. USDSU staff will be available for training and assistance during the registration period. WebAdvisor training dates/times are included in this newsletter.

More information and the link to WebAdvisor is on our website: www.usdsu.org.

What is priority registration?

Basically, what this means is that your date/time to register is determined by the number of credit hours you have **completed**. Therefore, this would **not** include your credits for Fall 03. The exact dates for registration cannot be finalized until the merge is further along. However, it is currently projected to begin approximately November 17. Dates and times will be finalized and posted at www.sdbor.edu/student/prereg-fall2003 around October 31. Please watch that website for further updates or contact the Registrar's Office at your home institution.

How does this affect advising for Spring classes?

You should make an appointment to visit with your advisor **before** your registration date for Spring semester. Paper schedules and the online schedule will be available for planning so make your appointment as soon as you have had an opportunity to look it over. Registration begins approximately Nov. 17 so discuss your Spring plans with your advisor before then!

How will students receive their mid-term deficiencies and final grades?

Mid-term deficiencies for Fall 03 will be the last grades mailed to any student in the system. Beginning with Fall 03 final grades, all students will view their grades on Web Advisor after they are entered by instructors.



WEB ADVISOR TRAINING DATES



Walk-in training and registration available during the hours listed below. Plan for approximately one-half hour. If you need to meet with your advisor, schedule an appointment prior to attending training.

- Monday, November 17—8:00 am-3:45 pm, Room 186
- Tuesday, November 18—12:00-4:45 pm, Room 186
- Wednesday, November 19—8:00 am-1:30 pm, Room 186
- Thursday, November 20—12:00-5:00 pm, Room 185
- Friday, November 21—12:30-5:00 pm, Room 186
- Monday, November 24—8:00 am-3:45 pm, Room 186
- Tuesday, November 25—12:00-4:45 pm, Room 186
- Wednesday, November 26—8:00 am-6:00 pm, Room 186

REMEMBER TO CALL 367-5640
TO SCHEDULE
AN APPOINTMENT
WITH YOUR ADVISOR!

IMPORTANT DATES TO REMEMBER

No computerized student services available during database merge
October 15-November 14

Check Website for Priority Registration Dates
October 31, 2003

Web Advisor Training (Learn the basics and register in approximately one-half hour!)
November 17—8:00 am-3:45 pm
November 18—12:00-4:45 pm
November 19—8:00 am-1:30 pm
November 20—12:00-5:00 pm
November 21—12:30-5:00 pm
November 24—8:00 am-3:45 pm
November 25—12:00-4:45 pm
November 26—8:00 am-6:00 pm

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