SIS Project and CalCentral: Faculty & Instructors Overview

Updated 5/5/16
High Level Student Information Systems (SIS) Goals

SIS is designed to provide:

• A single, integrated student information systems solution and database for all student records
• A user-friendly interface
• Access to real-time data and transactions
• Dashboards with accurate, real-time information and alerts enable effective decision-making
• Comprehensive records for each student
• API capability
Case for Change: Legacy Systems Architecture vs. SIS

Before

After
Transforming the Student Experience

“It would be great to go to one place for everything...”
Key Areas of SIS Impact for Faculty and Instructors

• Enrollment Management
  – Waitlists
  – Time Conflict Enforcement (TCE)
  – Prerequisites screening
  – Reserve Capacity
  – Undergraduates in graduate courses
  – Class roster and communication with students

• Student questions and needs during transition

• Grading

• Online forms and signoff
Faculty Involvement to Date

- Requirements gathering through Decision Director tool (2014)
- SIS Steering Council co-chaired by two faculty (Bob Jacobsen, Fiona Doyle)
- Meetings with Academic Senate chairs
- Presentation at Council of Deans
- Deans & Chairs retreat workshop
- New Chairs Seminar Series workshop
- Design interviews with 24 instructors
- Academic Senate Advisory Committee to SIS
### SIS Project High-Level Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
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<tbody>
<tr>
<td>Go-Live 1</td>
<td>June 2, 2015</td>
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<td>Aug 18, 2015</td>
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<td>Go-Live 3</td>
<td>Dec 15, 2015</td>
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**Note:** Items included in each Go-Live date may shift.
Faculty & Instructors: Important Dates & Systems Changes
Student Information Systems (SIS) Transition Considerations, Spring through Fall, 2016

CalCentral
CalCentral.Berkeley.edu
Spring 2016 and beyond

Classes:
Rosters & Resources
April-17

Class Enrollments & Waitlists
June-12

Phase I Enroll
Apr-18

Start of Instruction
Aug-24

Add / Drop Enrollment Management
Aug-Sep

Midpoint Grades
Oct 10-14

Fall Final eGrades deadline
Dec-21

Spring Final eGrades deadline
May-18

Summer Rosters
May-23

Summer Final eGrades deadline
Aug-17

Bear Facts
BearFacts.Berkeley.edu
Spring and Summer 2016

Bear Facts is retired and data migrated to SIS / Campus Solutions
One-stop access: calcentral.berkeley.edu

May 01

Newly Admitted Students: SIR deadline extended to 5/2/2016

Newly Admitted Students: The deadline to submit your Statement of Intent to Register (SIR) has been extended to Monday, May 2, 2016, at 11:59pm PDT.
CalCentral for Faculty & Instructors

**Now**
- My Classes
- Class Details
- Rosters
- Faculty Resources

**Late Spring**
- Enrollments and Waitlists

**Fall**
- Degree Committees
- Grading
  - midpoint & finals
- Class Enrollment Management Support
  - add/drop
  - concurrent students
- Class Communications

CalCentral.Berkeley.Edu
Dashboard
- My Classes with links to the related bCourses site
- Notifications authored
- Faculty Resources, including a link to Schedule of Classes
## My Academics

- Classes being taught for the current semester
- Prior semester classes

### Fall 2016 Classes

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Sections</th>
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<tbody>
<tr>
<td>ASTRO 98</td>
<td>Exoplanets</td>
<td>1 lecture, 3 discussion</td>
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<tr>
<td>ASTRO 99</td>
<td>Research</td>
<td>1 independent study</td>
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</table>

### Teaching

#### Spring 2017
- ASTRO 280
- Research

#### Fall 2016
- ASTRO 98
- Exoplanets
- ASTRO 99
- Research

#### Summer 2016
- ASTRO 67
- Directed Group Study
Class Info
- Class and sections: locations, times and instructors
- bCourses site link
- Textbooks
- Webcast recordings
- Roster link
Class Roster
- Includes breakout by sections
- Print
- Export spreadsheet (includes waitlist students and email addresses)
# Export of a Class Roster

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID</th>
<th>User ID</th>
<th>Role</th>
<th>Email Address</th>
<th>Sections</th>
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<tbody>
<tr>
<td>Bear, Oski</td>
<td>25000011</td>
<td>1000044</td>
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<td><a href="mailto:Oski@berkeley.edu">Oski@berkeley.edu</a></td>
<td><strong>ASTRO 1 DIS 124, ECON 1 LEC 001</strong></td>
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<tr>
<td>Bear, Grrr</td>
<td>26999991</td>
<td>1234567</td>
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<td><a href="mailto:GrrrBear@berkeley.edu">GrrrBear@berkeley.edu</a></td>
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<td><a href="mailto:Panda@berkeley.edu">Panda@berkeley.edu</a></td>
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<tr>
<td>Bear, Pappa</td>
<td>25257878</td>
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<td><a href="mailto:PappaBear@berkeley.edu">PappaBear@berkeley.edu</a></td>
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<tr>
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<td>26784555</td>
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<td><a href="mailto:Fluffy@berkeley.edu">Fluffy@berkeley.edu</a></td>
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</table>

**Excel File**
- Name
- IDs
- Role - student or waitlist
- Email
- Sections

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*Student Information Systems*
CalCentral for Faculty & Instructors

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CalCentral.Berkeley.Edu
### New Enrollment and Waitlist page

**Wait List**

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<tr>
<th>#</th>
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<th>Gr</th>
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**Enrollment**

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*Note: All sketches are conceptual*
CalCentral for Faculty & Instructors

Now
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CalCentral.Berkeley.Edu
Faculty Research and Design
**Interviews:** The SIS UX team conducted 24 individual interviews with instructors and 1 with a scheduler

<table>
<thead>
<tr>
<th>College / Dept</th>
<th>Faculty</th>
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<td>1</td>
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</table>

Some faculty are part of one department / college but teach in another.

*Note: All sketches are conceptual*
Findings

Note: All sketches are conceptual
Interviews and Findings

Four areas of opportunity emerged:

• Set up class website(s), bCourses and others, ex: Piazza
• Class Communications
• Add/Drop enrollment management
• Grading, uploading, data validation, etc.
• Graduate qualifying committees
Steps:
- Download populated spreadsheet.
- Edit and upload.
Note: All sketches are conceptual
### Resources for Faculty and Instructors

**CalCentral Website**  
(CalNet login)  
CalCentral.berkeley.edu

**Overview and How-To Resources:**  
SIS.berkeley.edu/instructors

**Project Questions:**  
SIS-project@berkeley.edu

**Technical Support:**  
SISHelp@berkeley.edu

**Feedback on faculty features:**  
Rachel Hollowgrass, rhollow@berkeley.edu
More Information: sis.berkeley.edu/instructors

Instructor Information
- Login
- Training
- Administrative Reports
- Changes for Students
- 4/5/16 Email to Instructors

Feedback
We appreciate your feedback. If you have any questions or comments about the SIS project or this website, please email sis: project@berkeley.edu.

Waitlist Information
Class waitlist data is scheduled to be available in the My Academics section of CalCentral beginning May 15.

Prior to May 15, departmental class enrollment managers may access

Storing in April, UC Berkeley instructors (including faculty, lecturers, GSI's, and other instructor titles) will experience a new way of managing key aspects of their classes.

Beginning with preparations for fall semester 2016 classes, Bear Facts will be going away and Instructors will access all of their class Information, roster and grading needs in a new place: CalCentral. This is part of an exciting set of online service changes that will impact all students and thousands of instructors and staff over the coming months.

Highlights for Instructors
- Instructors can now go to schedule.berkeley.edu to Search the Schedule of Classes, or to view and print PDF versions of the fall semester 2016 Graduate and Undergraduate schedule of classes.
- For spring and summer 2016 classes, instructors will continue to use Bear Facts to view rosters and for final grading.
- CalCentral is replacing class administrative functionality that was previously available on Bear Facts for fall semester 2016 classes.
- From their CalCentral My Academics lab, instructors will be able to view a history of their previously taught classes.
- From their CalCentral My Academics lab, instructors will be able to view their fall semester 2016 class schedule and class details, including rosters as students begin enrolling in their classes.
- bCourses is not changing and continues to be UC Berkeley's preferred

Important Dates
Spring and Summer 2016 in Bear Facts
- May 18: Spring final eGrades deadline
- May 23: Summer rosters and class information available
- August 17: Summer final eGrades deadline

Fall semester 2016 in CalCentral
- May 18: Fall rosters and class information available
- August-September: Fall Add/Drop enrollments
- October 10-14: Fall Midpoint grades due
- December 21: Fall final eGrades deadline
Additional Slides
UC Berkeley’s Student Information Systems (SIS) project will consolidate all crucial student information on admissions, enrollment, financial aid, billing and payment, advising, records, and more. When the SIS project is completed in the fall of 2016, you will access all of your key student information through a single point-of-entry: CalCentral®.

Read about how the changes will impact you and actions you should take. Navigate through the webpages on the left menu bar for more information.

**Important Fall 2016 Enrollment Information**

Please visit the SIS Students Enrollment webpage to review important information about enrolling for fall semester 2016 classes through CalCentral®; including:

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**Students Enrollment Information**

Watch the new SIS video or visit the project website to learn more about SIS.

Need help, have a problem? Email: SISHelp@Berkeley.edu

**CalCentral Bugfinder Squad**
### Processes included in SIS

#### Admissions
1. Outreach
2. Applications
3. Prelim Norming
4. Reading and scoring
5. Selection
6. SIR Graduate
7. Clearing
8. Transfer Admissions

#### Student Financials
3. SIR Deposit
4. Maintain Receivables
5. 3rd Party Billing
6. Tuition Calculation
7. Billing
8. Cashiering
9. General Ledger
10. Payment Plans
11. Refunding
12. Taxes
13. Collections

#### Financial Aid
4. Aid Year Setup
5. ISIR Load
6. CAL ISIR
7. Methodologies
8. FA Term
9. Budgets
10. CAL Grant
11. Special Aid Programs
12. Verifications
13. Packaging
14. Scholarships
15. Loans
16. Satisfactory Academic Progress
17. Disbursements
18. Return to Title IV Aid

#### Students and Academics
2. Catalog & Schedule 2016
3. Defining and Maintaining Course Requisites
4. Room Scheduling (Series 25)
5. Enroll Students
6. Maintaining Student Residency
7. Transfer Credit Articulation
8. Preparing for a New Term
9. Managing FERPA
10. Student Indicators/Groups
11. End of Term Processing
12. Graduating Students
13. Enrollment Reporting
14. Processing Transcripts
15. Verifying Enrollment

#### Academic Advising
5. Dashboard
6. Student Planner
7. Workflow
8. Appointments
9. Shared Notes
10. Academic Progress Report (Degree Audit)

Note: Items included in each Go-Live date may shift.
# System Retirements and Go-Lives

<table>
<thead>
<tr>
<th>Service</th>
<th>Spring 2016</th>
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<td>bHive</td>
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<td>- Appointments (L&amp;S)</td>
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Examples of Benefits and Opportunities for Departments

Curriculum management
– More accurate information on class demand
– Ability to finalize schedule later

Enrollment management
– Class sequencing
– Prerequisites
– Wait Lists

Student information visibility
– Appointment and funding visibility for graduate students

Advising
– Campus-wide advising records, including status and notes
– Degree planning
– Degree audit