# Communications Archive

## 2018

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Subject</th>
<th>Channel</th>
<th>Sender</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>14</td>
<td>New add-drop deadline, effective fall 2018</td>
<td>CalMessage</td>
<td>Bob Jacobsen</td>
<td>Campus</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Subject</th>
<th>Channel</th>
<th>Sender</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>12</td>
<td>Upcoming Sunday morning outages</td>
<td>Email</td>
<td>SIS</td>
<td>SIS Admin Users</td>
</tr>
</tbody>
</table>

## 2017

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Subject</th>
<th>Channel</th>
<th>Sender</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>14</td>
<td>New Central Evaluation Unit</td>
<td>CalMessages</td>
<td>Bob Jacobsen, Steve Sutton, and Cathy Koshland</td>
<td>Various</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Subject</th>
<th>Channel</th>
<th>Sender</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>29</td>
<td>Sunday, December 10 - CalCentral and SIS Unavailable from 5:00 a.m. to 2:00 p.m.</td>
<td>Email</td>
<td>SIS</td>
<td>All SIS Users</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
<th>Channel</th>
<th>Sender</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>Thank you for</td>
<td>CalMessage</td>
<td>Chancellor</td>
<td>SIS Staff and</td>
</tr>
<tr>
<td>Date</td>
<td>Title</td>
<td>Contact Method</td>
<td>Department/Role</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
<td>------------------------------</td>
<td>----------------------------------</td>
<td></td>
</tr>
<tr>
<td>October 9</td>
<td>October 8, 2017 Release Announcement</td>
<td>Email</td>
<td>SIS</td>
<td></td>
</tr>
<tr>
<td>September 21</td>
<td>Planned outage - Sunday October 8, 5 am - 10 am</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
<td></td>
</tr>
<tr>
<td>September 21</td>
<td>Important CPP eForm Changes</td>
<td>Email: Constant Contact</td>
<td>GSAOs and Advisors</td>
<td></td>
</tr>
<tr>
<td>September 7</td>
<td>Our Title IX commitment remains firmly in place</td>
<td>CalMessage</td>
<td>Chancellor Carol Christ and Special Advisor Sharon Inkelas</td>
<td></td>
</tr>
<tr>
<td>September 7</td>
<td>Sept. 14 Ben Shapiro Event: Logistics, Safety &amp; Community Values</td>
<td>CalMessage</td>
<td>Paul Alvisatos, Executive Vice Chancellor and Provost</td>
<td></td>
</tr>
<tr>
<td>August 14</td>
<td>New Features in Award Entry</td>
<td>Email: Constant Contact</td>
<td>Award Entry Users</td>
<td></td>
</tr>
<tr>
<td>August 14</td>
<td>Release 9.3 is now available</td>
<td>Email: Constant Contact</td>
<td>All Admin Users</td>
<td></td>
</tr>
<tr>
<td>August 10</td>
<td>Reminder: weekend morning outages - August 12 &amp; 13 - CalCentral and SIS</td>
<td>Email: Constant Contact</td>
<td>All SIS Admin Users</td>
<td></td>
</tr>
<tr>
<td>August 7</td>
<td>New Appointment - Strategic Cross-Divisional Initiatives Manager</td>
<td>Email: CalMessage</td>
<td>VCSA Staff</td>
<td></td>
</tr>
</tbody>
</table>

 improving Berkeley's student experience

Carol Christ Faculty
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Email/Contact Information</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td><strong>Fall 2017 IT Systems Freeze</strong>: Monday, Aug. 14 - Friday, Aug. 25</td>
<td>Email</td>
<td>Larry Conrad, IT colleagues and campus partners</td>
</tr>
<tr>
<td>3</td>
<td><strong>Upcoming weekend morning outages</strong>: August 12 &amp; 13 - CalCentral and SIS</td>
<td>Email: Constant Contact</td>
<td>SIS, All SIS Users</td>
</tr>
<tr>
<td>17</td>
<td><strong>Update: Verification of Major Requirements - APR Finalization</strong></td>
<td>Email: SPA</td>
<td>Bob Jacobsen - Dean, College of Letters &amp; Science Undergraduate Studies</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>L&amp;S Department Chairs, Managers, and Undergraduate Major Advisors</td>
</tr>
<tr>
<td>3</td>
<td><strong>Now Available</strong>: CalCentral and SIS Campus Solutions</td>
<td>Email: CalMessage</td>
<td>SIS ESC, Campus</td>
</tr>
<tr>
<td>3</td>
<td><strong>Now Available</strong>: CalCentral and SIS Campus Solutions - Outage Complete</td>
<td>Email: CalMessage</td>
<td>SIS, SIS Users</td>
</tr>
<tr>
<td>30</td>
<td><strong>Imagine</strong>: SIS July Upgrade Notice and how Imagine Users are Impacted: REMINDER</td>
<td>Email</td>
<td>IST-API, Imagine SIS Users</td>
</tr>
<tr>
<td>29</td>
<td><strong>Reminder - CalCentral July 1-4 Outage, Impact, and Resources</strong></td>
<td>Email: Constant Contact</td>
<td>SIS, SIS Users</td>
</tr>
<tr>
<td>28</td>
<td><strong>ACTION - CalCentral July 1-4 Outage - Rosters</strong></td>
<td>Email: Constant Contact</td>
<td>CalCentral, Summer Session D Instructors</td>
</tr>
<tr>
<td></td>
<td>**Communications Archive</td>
<td>Student Information Systems**</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>--------------------------</td>
<td>---</td>
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<tr>
<td></td>
<td><a href="https://sis.berkeley.edu/communications-archive">https://sis.berkeley.edu/communications-archive</a></td>
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<tr>
<td></td>
<td>1/10/19, 9:25:07 AM</td>
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<tr>
<td></td>
<td><strong>28</strong> ACTION - CalCentral July 1-4 Outage - Schedule</td>
<td>Email: Constant Contact</td>
<td>CalCentral</td>
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<tr>
<td></td>
<td><strong>12</strong> Imagine: SIS July Upgrade Notice and how Imagine Users are Impacted</td>
<td>Email</td>
<td>IST</td>
</tr>
<tr>
<td></td>
<td><strong>21</strong> RSVP - Demos of New SIS Campus Solutions Design</td>
<td>Email: Constant Contact</td>
<td>SIS Training</td>
</tr>
<tr>
<td></td>
<td><strong>26</strong> July 1-4 CalCentral and SIS Outage -- Planned</td>
<td>Email: CalMessage</td>
<td>ESC</td>
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<tr>
<td></td>
<td><strong>27</strong> CalCentral Banner Message (prior to outage)</td>
<td>CalCentral</td>
<td>SIS</td>
</tr>
<tr>
<td></td>
<td><strong>27</strong> CalCentral Notification (prior to outage)</td>
<td>CalCentral</td>
<td>SIS</td>
</tr>
<tr>
<td></td>
<td><strong>27</strong> CalCentral Checklist Item (prior to outage)</td>
<td>CalCentral</td>
<td>SIS</td>
</tr>
<tr>
<td></td>
<td><strong>27</strong> SIS July Upgrade Notice and how Imagine Users are Impacted</td>
<td>Email</td>
<td>IST-API</td>
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<tr>
<td></td>
<td><strong>6</strong> Issue Resolved: GPA for Spring 2017 Degree List Students</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
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<tr>
<td></td>
<td><strong>6</strong> Live Stream Login: June 6 APR Exceptions Session</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
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<tr>
<td></td>
<td><strong>5</strong> 9.0 Announcement</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
</tr>
<tr>
<td>2</td>
<td>bCourses Message to Summer Instructors Regarding July 1-4 CalCentral Outage</td>
<td>Email: bCourses Support</td>
<td>bCourses Support Team</td>
</tr>
<tr>
<td>----</td>
<td>--------------------------------------------------------------------------------</td>
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<tr>
<td>2</td>
<td>9.0 Outage Reminder</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
</tr>
<tr>
<td>31</td>
<td>May 31 July 1-4 CalCentral and SIS will be Unavailable</td>
<td>Email: Constant Contact</td>
<td>SIS - Executive Steering Committee</td>
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<tr>
<td>31</td>
<td>31 July 1-4: CalCentral and SIS Unavailable</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
</tr>
<tr>
<td>24</td>
<td>Academic Plan Card in CalCentral- Display Issue Resolved</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
</tr>
<tr>
<td>24</td>
<td>RSVP Now: Academic Progress Report Exceptions Session for GSAOs</td>
<td>Email: Constant Contact</td>
<td>SIS, Graudate Division</td>
</tr>
<tr>
<td>18</td>
<td>18 Save the Date: Upcoming APR Exceptions Session</td>
<td>Email: Constant Contact</td>
<td>SIS, Graduate Division</td>
</tr>
<tr>
<td>16</td>
<td>16 Known Issue: Academic Plan Card Inaccuracy</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
</tr>
<tr>
<td>16</td>
<td>16 Upcoming Outage: Sunday, June 4 from 7 a.m. to 9 a.m.</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
</tr>
<tr>
<td>11</td>
<td>11 Reminder - Planned Outage: Sunday, May 14, 5 a.m. to 9 a.m.</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
</tr>
<tr>
<td>11</td>
<td>11 Upcoming Outage: Award Entry Functionality - May 12</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
</tr>
<tr>
<td></td>
<td>Date</td>
<td>Message</td>
<td>Email</td>
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<tr>
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<td>-------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>11</td>
<td>11</td>
<td><strong>All student data now in SIS; DB2 access ended</strong></td>
<td>Email: CalMessage</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td><strong>Planned Outage: Sunday, May 14, 5 a.m. to 9 a.m.</strong></td>
<td>Email: Constant Contact</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td><strong>8.1 Release Announcement</strong></td>
<td>Email: Constant Contact</td>
</tr>
<tr>
<td></td>
<td>April</td>
<td><strong>Invite: APR Lab Sessions for Public Health - May 4 and 10</strong></td>
<td>Email: Constant Contact</td>
</tr>
<tr>
<td>27</td>
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<td><strong>Reminder: Planned Outage - Sunday, April 30</strong></td>
<td>Email: Constant Contact</td>
</tr>
<tr>
<td>26</td>
<td></td>
<td><strong>APR Updates: Transfer Credit, AH&amp;I Requirement, Exceptions</strong></td>
<td>Email: Constant Contact</td>
</tr>
<tr>
<td>25</td>
<td></td>
<td><strong>Reminder: APR Lab Sessions for GSAOs</strong></td>
<td>Email: Constant Contact</td>
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<tr>
<td>25</td>
<td></td>
<td><strong>Award Entry Survey, Video, Training</strong></td>
<td>Email: Constant Contact</td>
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<tr>
<td>25</td>
<td></td>
<td><strong>APR Exceptions Function Has Been Restored</strong></td>
<td>Email: Constant Contact</td>
</tr>
<tr>
<td>20</td>
<td></td>
<td><strong>RSVP Now: Academic Progress Report (APR) Open Lab Sessions for GSAOs</strong></td>
<td>Email: Constant Contact</td>
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<tr>
<td>20</td>
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<td><strong>Planned Outage: Sunday, April 30, 4 a.m. to 9 a.m.</strong></td>
<td>Email: Constant Contact</td>
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<td>19</td>
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<td><strong>April 19 APR Labs for</strong></td>
<td>Email: Constant Contact</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td>Email: Constant Contact</td>
<td>Department/Group</td>
</tr>
<tr>
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<tr>
<td>17</td>
<td>RSVP: Award Entry Functionality Session Thursday, April 20</td>
<td>SIS</td>
<td>GSAOs and Award Entry Users</td>
</tr>
<tr>
<td>13</td>
<td>Save the Date: Award Entry Functionality Session Thursday, April 20</td>
<td>SIS</td>
<td>GSAOs and Award Entry Users</td>
</tr>
<tr>
<td>13</td>
<td>Update - Access to DB2 Ends April 30 (legacy mainframe system)</td>
<td>SIS - Executive Steering Committee</td>
<td>Campus Staff</td>
</tr>
<tr>
<td>12</td>
<td>2:30 p.m. APR Lab for GSAOs Cancelled</td>
<td>Graudate Division - SIS</td>
<td>GSAOs</td>
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<tr>
<td>12</td>
<td>SIS Prepares for Software Upgrade: CalCentral Outage Planned for July</td>
<td>SIS</td>
<td>Campus Staff</td>
</tr>
<tr>
<td>11</td>
<td>Important: Fall 2017 Class Notes - Action may be required</td>
<td>Scheduling Department</td>
<td>Department Schedulers</td>
</tr>
<tr>
<td>7</td>
<td>GSAO FAQs for Graduate Student Hiring Now Available Online</td>
<td>Graduate Division - Andrea Rex</td>
<td>GSAOs</td>
</tr>
<tr>
<td>4</td>
<td>Known Issue: The APR Exceptions function has been temporarily turned off</td>
<td>Angela Blackstone</td>
<td>Advisors</td>
</tr>
<tr>
<td>3</td>
<td>Committee eForm Demo for GSAOs Video and Survey</td>
<td>SIS</td>
<td>GSAOs</td>
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<tr>
<td>March 30</td>
<td>Reminder: Committees (HEDC) eForm Demo for GSAOs - Thursday.</td>
<td>SIS</td>
<td>GSAOs</td>
</tr>
<tr>
<td>March 30</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td><strong>28</strong></td>
<td>New Award Entry Features: Summer Awarding and Student Batch Searches</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
</tr>
<tr>
<td><strong>27</strong></td>
<td>Reminder: Committees (HEDC) eForm Demo for GSAOs - Thursday, March 30</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
</tr>
<tr>
<td><strong>27</strong></td>
<td>Go-Live 8 Release Announcement</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
</tr>
<tr>
<td><strong>23</strong></td>
<td>Reminder: Planned Outage: Sunday, March 26, 5 a.m. to 2 p.m.</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
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<tr>
<td><strong>22</strong></td>
<td>Invite: March 30 HEDC eForm Demo for GSAOs</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
</tr>
<tr>
<td><strong>21</strong></td>
<td>Invite: APR Lab Sessions for GSAOs - March 23</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
</tr>
<tr>
<td><strong>16</strong></td>
<td>Planned Outage: Sunday, March 26, 5 a.m. to 2 p.m.</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
</tr>
<tr>
<td><strong>16</strong></td>
<td>Access to DB2 (the legacy mainframe system) Ends April 30</td>
<td>Email: CalMessage via VCSA</td>
<td>SIS Executive Steering Committee</td>
</tr>
<tr>
<td><strong>16</strong></td>
<td>Messages from Chancellor Dirks and Chancellor-Designate Christ</td>
<td>Email: CalMessages</td>
<td>Nicholas Dirks</td>
</tr>
<tr>
<td><strong>13</strong></td>
<td>UC president announces pick for UC Berkeley</td>
<td>Email: CalMessages</td>
<td>Nicholas Dirks</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Contact Method</td>
<td>Contact</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>1</td>
<td>Thank you to GSAOs and CSS-HR for Feb 23 GSAO Monthly Meeting</td>
<td>Email</td>
<td>Graduate Division - Andrea Rex</td>
</tr>
<tr>
<td>1</td>
<td>[SIS] Reminder: March 2 Midpoint Grading Demo for Advisors</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
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<tr>
<td>1</td>
<td>Intimidation on campus</td>
<td>Email: CalMessage</td>
<td>Nils Gilman</td>
</tr>
<tr>
<td>10</td>
<td>Fall 2017 Enrollment Appointment and Calendar</td>
<td>Email</td>
<td>Office of the Registrar - Ricky To</td>
</tr>
<tr>
<td>21</td>
<td>RSVP: March 2 APR Exception Session for GSAOs</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
</tr>
<tr>
<td>21</td>
<td>7.5 Announcement</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
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<tr>
<td>22</td>
<td>Reminder: Feb. 24 Enrollment and Scheduling sessions</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
</tr>
<tr>
<td>23</td>
<td>RSVP: Midpoint Deficient Grade Submission and Reports Demo</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
</tr>
<tr>
<td>28</td>
<td>Reminder: Advising Reports Review Session - March 1</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
</tr>
<tr>
<td>28</td>
<td>Campus Solutions Banner Navigation Email</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
</tr>
<tr>
<td>21</td>
<td>RSVP: Feb. 24 and March 1 training</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
</tr>
<tr>
<td>17</td>
<td>RSVP: Feb. 24 and March 1 training</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
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<tr>
<td>21</td>
<td>Reminder: Feb. 24 Enrollment and Scheduling sessions</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
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</table>

February 28 Reminder: Advising Reports Review Session - March 1
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Email</th>
<th>Category 1</th>
<th>Category 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>SIS Release 7.5 Outage - Reminder</td>
<td>Constant Contact</td>
<td>SIS Users</td>
<td>SIS Users</td>
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<tr>
<td>15</td>
<td>RSVP: Feb. 22 Lab Session for GSAOs</td>
<td>Constant Contact</td>
<td>SIS</td>
<td>GSAOs</td>
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<tr>
<td>15</td>
<td>Save the Dates: Enrollment Managers Reports for 2/24</td>
<td>Constant Contact</td>
<td>SIS</td>
<td>Enrollment Managers</td>
</tr>
<tr>
<td>14</td>
<td>Reminder: 2:30 p.m. Feb. 15 Lab Session for GSAOs</td>
<td>Constant Contact</td>
<td>SIS</td>
<td>GSAOs</td>
</tr>
<tr>
<td>14</td>
<td>Reminder: 1:30 p.m. Feb. 15 Lab Session for GSAOs</td>
<td>Constant Contact</td>
<td>SIS</td>
<td>GSAOs</td>
</tr>
<tr>
<td>9</td>
<td>Feb. 12 Outage Announcement</td>
<td>Constant Contact</td>
<td>SIS Users</td>
<td>SIS Users</td>
</tr>
<tr>
<td>9</td>
<td>APR Exceptions cancellation notice</td>
<td>Constant Contact</td>
<td>SIS</td>
<td>GSAOs</td>
</tr>
<tr>
<td>8</td>
<td>RSVP: Feb. 15 Lab Session for GSAOs</td>
<td>Constant Contact</td>
<td>SIS</td>
<td>GSAOs</td>
</tr>
<tr>
<td>8</td>
<td>Reminder: APR Exceptions for GSAOs Session</td>
<td>Constant Contact</td>
<td>SIS</td>
<td>GSAOs</td>
</tr>
<tr>
<td>6</td>
<td>Reminder: Feb. 7 Advising Demo and Q&amp;A session</td>
<td>Constant Contact</td>
<td>SIS</td>
<td>Advisors</td>
</tr>
<tr>
<td>6</td>
<td>SIS Release 7.5 Planned Outage</td>
<td>Constant Contact</td>
<td>SIS</td>
<td>SIS Users</td>
</tr>
<tr>
<td>3</td>
<td>RSVP: Feb. 9 GSAO Session on APR Exceptions</td>
<td>Constant Contact</td>
<td>SIS</td>
<td>GSAOs</td>
</tr>
<tr>
<td>1</td>
<td>Reminder: Feb. 2 GSAO Session on Degrees Functionality</td>
<td>Constant Contact</td>
<td>SIS</td>
<td>GSAOs</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
<td>Recipients</td>
</tr>
<tr>
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<tr>
<td>30</td>
<td>RSVP: Feb. 7 Advising Demo and Q&amp;A session</td>
<td>SIS, GSAOs, Advisors</td>
<td></td>
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</tr>
<tr>
<td>27</td>
<td>RSVP: Feb. 2 GSAO Session on Degrees Functionality Recap</td>
<td>SIS</td>
<td>GSAOs</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Save the Date: Feb. 7 Advising Demo and Q&amp;A session</td>
<td>SIS</td>
<td>Advisors</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>APR Lab for GSAOs: Survey and Materials</td>
<td>SIS</td>
<td>GSAOs</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>New Training Materials Available</td>
<td>SIS</td>
<td>GSAOs and Advisors</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>No Seats Available: Jan. 18 APR Lab for GSAOs</td>
<td>SIS</td>
<td>GSAOs</td>
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<tr>
<td>17</td>
<td>RSVP: Jan. 19 Special Enrollment Petition eForm Session for GSAOs</td>
<td>SIS, Graduate Division</td>
<td>GSAOs</td>
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<tr>
<td>13</td>
<td>Survey and Save the Date: SEP eForm Session for GSAOs</td>
<td>SIS, Graduate Division</td>
<td>GSAOs</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>SEP eForm Session Thank You and Survey</td>
<td>SIS</td>
<td>Event Attendees</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Important Spring 2017 Award Entry instructions</td>
<td>SIS, Financial Aid and Scholarship Office</td>
<td>Department Award Entry Users</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>RSVP: Jan. 18 APR Lab for GSAOs</td>
<td>SIS</td>
<td>GSAOs and Advisors</td>
<td></td>
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<tr>
<td>12</td>
<td>Reminder: Special</td>
<td>SIS, Graduate</td>
<td>GSAOs</td>
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<tr>
<td>#</td>
<td>Event Description</td>
<td>Contact Details</td>
<td>Division</td>
<td>Attendees</td>
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<tr>
<td>11</td>
<td><strong>Enrollment Petition eForm Session for GSAOs</strong></td>
<td>Email: Constant Contact</td>
<td>SIS</td>
<td>Event Attendees</td>
</tr>
<tr>
<td>10</td>
<td><strong>Quick Survey and Thank You: Milestones Demo for GSAOs</strong></td>
<td>Email: Constant Contact</td>
<td>SIS</td>
<td>Faculty, Staff</td>
</tr>
<tr>
<td>10</td>
<td><strong>Helping You Understand Spring 2017 Fee Payment Deadlines for Undergraduates</strong></td>
<td>Email: CalMessages via VCSA</td>
<td>SIS - Executive Steering Committee</td>
<td>Undergraduate Students</td>
</tr>
<tr>
<td>9</td>
<td><strong>7.4 Release Announcement</strong></td>
<td>Email: Constant Contact</td>
<td>SIS</td>
<td>SIS Users</td>
</tr>
<tr>
<td>6</td>
<td><strong>RSVP: Jan. 12 Special Enrollment Petition eForm Session for GSAOs</strong></td>
<td>Email: Constant Contact</td>
<td>SIS, Graduate Division</td>
<td>GSAOs, Advisors</td>
</tr>
<tr>
<td>6</td>
<td><strong>Event Change: Jan. 9 GSAO Drop-in APR Session</strong></td>
<td>Email: Constant Contact</td>
<td>SIS</td>
<td>Advisors</td>
</tr>
<tr>
<td>5</td>
<td><strong>ROOM CHANGE: Jan. 6 and 9 SIS Refreshers for Enrollment Managers</strong></td>
<td>Email: Constant Contact</td>
<td>SIS</td>
<td>GSAOs, Advisors</td>
</tr>
<tr>
<td>4</td>
<td><strong>RSVP: Jan. 9 GSAO Drop In Session - Academic Progress Report</strong></td>
<td>Email: Constant Contact</td>
<td>SIS</td>
<td>GSAOs, Advisors</td>
</tr>
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<td>4</td>
<td><strong>Reminder: Sunday, January 8, 5 a.m. to 2</strong></td>
<td>Email: Constant Contact</td>
<td>SIS</td>
<td>SIS Users</td>
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<tr>
<td>Month</td>
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<tr>
<td>December</td>
<td>23</td>
<td><strong>Planned Outage:</strong> Sunday, January 8, 5 a.m. to 2 p.m.</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
</tr>
<tr>
<td>23</td>
<td></td>
<td><strong>External Student Documents (incl. Transcripts) Available via CalCentral</strong></td>
<td>Email: Constant Contact</td>
<td>SIS</td>
</tr>
<tr>
<td>22</td>
<td></td>
<td><strong>Correction: CalCentral Overdue Grade Messages for Zero-Enrollment Classes</strong></td>
<td>Email: Constant Contact</td>
<td>SIS</td>
</tr>
<tr>
<td>20</td>
<td></td>
<td><strong>RSVP: Jan. 6 and 9 SIS Refresher for Enrollment Managers</strong></td>
<td>Email: Constant Contact</td>
<td>SIS</td>
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<tr>
<td>19</td>
<td></td>
<td><strong>January Save the Dates: GSAOs APR Drop-in Sessions</strong></td>
<td>Email: Constant Contact</td>
<td>SIS</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td><strong>Quick Survey and Thank You: Milestones Demo for GSAOs</strong></td>
<td>Email: Constant Contact</td>
<td>SIS</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td><strong>Cancel for Non-Payment - Students with unpaid bills</strong></td>
<td>Email</td>
<td>Student Affairs via CalCentral</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td><strong>Invitation: Thu. Dec. 15 End of Term SIS Feedback Session</strong></td>
<td>Email: Constant Contact</td>
<td>SIS</td>
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<tr>
<td>12</td>
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<td><strong>RSVP: Thu., December 15, 9 a.m. SIS &quot;Milestones&quot; Demo for GSAOs</strong></td>
<td>Email: Constant Contact</td>
<td>SIS</td>
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<td>No.</td>
<td>Event Title</td>
<td>Email Contact</td>
<td>Type</td>
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<tr>
<td>8</td>
<td>Quick Survey and Thank You: Milestones Demo for GSAOs</td>
<td>Constant Contact</td>
<td>SIS</td>
<td>Event Attendees</td>
</tr>
<tr>
<td>6</td>
<td>RSVP: Thu., December 8, 9 a.m. SIS &quot;Milestones&quot; Demo for GSAOs</td>
<td>Constant Contact</td>
<td>SIS</td>
<td>GSAOs, Graduate Divisions</td>
</tr>
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<td>5</td>
<td>7.3 Release Announcement</td>
<td>Constant Contact</td>
<td>SIS</td>
<td>SIS Users</td>
</tr>
<tr>
<td>2</td>
<td>Invitation: Wed., Dec. 7 &amp; Thu. Dec. 8 Demos - Entering &amp; Submitting Final Grades in CalCentral</td>
<td>Constant Contact</td>
<td>SIS</td>
<td>Instructors, Advisors, Enrollment Managers, GSAOs</td>
</tr>
<tr>
<td>2</td>
<td>Reminder: Sunday, December 4, 5 a.m. to 11 a.m. Planned Outage</td>
<td>Constant Contact</td>
<td>SIS</td>
<td>SIS Users</td>
</tr>
<tr>
<td>1</td>
<td>Grading Bookmark</td>
<td>Bookmark</td>
<td>SIS - Office of the Registrar</td>
<td>Instructors</td>
</tr>
<tr>
<td>1</td>
<td>Important: Dec. 2 DB2 Transition to Read-Only</td>
<td>Constant Contact</td>
<td>Karen Kato - SIS, Jennfier Hopkins - SAIT</td>
<td>SIS Users</td>
</tr>
<tr>
<td>November 28</td>
<td>Register for Upcoming Demos: Grade Submission</td>
<td>Constant Contact</td>
<td>SIS</td>
<td>Advisors, GSAOs, Staff</td>
</tr>
<tr>
<td>24</td>
<td>Planned Outage: Sunday, December 4, 5 a.m. to 2 p.m.</td>
<td>Constant Contact</td>
<td>SIS</td>
<td>SIS Users</td>
</tr>
<tr>
<td>21</td>
<td>Spring 2017 Fee Payment and CNP Deadline</td>
<td>Constant Contact</td>
<td>SIS</td>
<td>Undergraduate Students</td>
</tr>
<tr>
<td>Week</td>
<td>Event Description</td>
<td>Contact Method</td>
<td>SIS Role</td>
<td>Recipient</td>
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</tr>
<tr>
<td>14</td>
<td>Invite and Quick Survey: Tools for GSAOs Session</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
<td>GSAOs</td>
</tr>
<tr>
<td>14</td>
<td>New Process for Final Grading Submission</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
<td>Fall 2016 Non-Law Instructors</td>
</tr>
<tr>
<td>10</td>
<td>Upcoming Training Demos on Student Financials, Grade Submission, and Academic Progress Reports</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
<td>Advisors, GSAOs</td>
</tr>
<tr>
<td>10</td>
<td>Reminder: Sunday, November 13, 6:30 a.m. to 10 a.m. Planned Outage</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
<td>All SIS users</td>
</tr>
<tr>
<td>9</td>
<td>Reminder: Tools for Graduate Advisors, Thu., Nov. 10</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
<td>Graduate Advisors</td>
</tr>
<tr>
<td>8</td>
<td>RSVP: Thu., Nov. 10, 9:30 a.m. &quot;SIS Tools for Graduate Advisors&quot; event</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
<td>Graduate Advisors</td>
</tr>
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<td>8</td>
<td>Spring 2017 Award Entry</td>
<td>Email: Constant Contact</td>
<td>SIS, Graduate Division</td>
<td>Award Entry</td>
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<tr>
<td>8</td>
<td>Planned Outage: Sunday, November 13, 6:30 a.m. to 10 a.m.</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
<td>SIS Users</td>
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<tr>
<td>7</td>
<td>SIS 7.2 Release Announcement</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
<td>SIS Users</td>
</tr>
<tr>
<td>6</td>
<td>Invitation to Testing for Faculty</td>
<td>Email</td>
<td>Andreas Pinterits</td>
<td>Interested Faculty</td>
</tr>
<tr>
<td>4</td>
<td>Reminder: Sunday, November 6, 5 a.m. to 11 a.m. Planned Outage</td>
<td>Email: Constant Contact</td>
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<td>SIS Users</td>
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<tr>
<td>Date</td>
<td>Event Details</td>
<td>Email Contact</td>
<td>Attendance</td>
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<tr>
<td>October 28</td>
<td>Quick Survey: Enrollment Managers and Schedulers Triage Session</td>
<td>Constant Contact</td>
<td>Enrollment Managers and Schedulers Session Attendees</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Quick Survey: Undergraduate Advisors Triage Session</td>
<td>Constant Contact</td>
<td>Undergraduate Advisors Session Attendees</td>
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</tr>
<tr>
<td>26</td>
<td>RSVP Reminder: Thu., Oct. 27 Triage Sessions at 8:30 a.m. and 10:30 a.m.</td>
<td>Constant Contact</td>
<td>Advisors, Enrollment Managers, Schedulers</td>
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<tr>
<td></td>
<td>Audience: Advisors, enrollment managers, and schedulers</td>
<td></td>
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<tr>
<td>25</td>
<td>Planned Outage: Sunday, November 6, 5 a.m. to 11 a.m.</td>
<td>Constant Contact</td>
<td>SIS users</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>SIS Fall kick-off meeting</td>
<td>Email</td>
<td>Andreas Pinterits Apollo Jain</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>RSVP: Thu., Oct. 27, 10:30 a.m. Triage Session for Enrollment Managers &amp; Schedulers</td>
<td>Constant Contact</td>
<td>Undergraduate Advisors</td>
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<tr>
<td>17</td>
<td>Invitation: UMAS Wednesday, October 19 Focus Group</td>
<td>Constant Contact</td>
<td>UMA Focus Group Volunteers</td>
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<td>17</td>
<td>SIS 7.1 Release</td>
<td>Email</td>
<td>SIS Users</td>
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<tr>
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<td>Announcement</td>
<td>Contact</td>
<td>SIS</td>
<td>SIS Users</td>
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<tr>
<td>14 10 16</td>
<td>Reminder: Sunday, October 16, 5 a.m. to 11 a.m. Planned Outage</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
<td>SIS Users</td>
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<tr>
<td>13 10 27</td>
<td>Thursday, Oct. 27 Triage Session</td>
<td>RSVP</td>
<td>Email: Constant Contact</td>
<td>SIS - Angela Blackstone</td>
</tr>
<tr>
<td>11 10 13</td>
<td>Canceled: Thursday, October 13 SIS Event</td>
<td>Email: Constant Contact</td>
<td>SIS - Angela Blackstone</td>
<td>Staff</td>
</tr>
<tr>
<td>6 10 16</td>
<td>Planned Outage: Sunday, October 16, 5 a.m. to 11 a.m.</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
<td>SIS users</td>
</tr>
<tr>
<td>6 10 16</td>
<td>Quick Survey: Undergraduate Advising Interactive Session</td>
<td>Thank You</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
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<tr>
<td>5 10 6</td>
<td>Reminder: Thursday, Oct. 6 Undergraduate Advising Interactive Session - Registration Required</td>
<td>Email: Constant Contact</td>
<td>SIS</td>
<td>Undergraduate Advisors Interactive Attendees</td>
</tr>
<tr>
<td>5 10 6</td>
<td>Fall 2016 Mid-Term Deficient Grades</td>
<td>CalMessage</td>
<td>Cathy Koshland, Walter Wong</td>
<td>Instructors</td>
</tr>
<tr>
<td>4 9 26</td>
<td>Student Service Benchmarking Follow-up</td>
<td>Email</td>
<td>SIS UX Team via CalCentral</td>
<td>Graduate and Undergraduate Students (same 4K sample)</td>
</tr>
<tr>
<td>September 26</td>
<td>Processing Fall 2016 Concurrent Enrollment Requests</td>
<td>Email</td>
<td>SIS</td>
<td>Department Approvers</td>
</tr>
<tr>
<td>25 10 6</td>
<td>Invitation to Faculty Input Group Session</td>
<td>Email</td>
<td>Andreas Pinteris</td>
<td>Faculty</td>
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<tr>
<td>Week</td>
<td>Event Description</td>
<td>Delivery Method</td>
<td>Recipient(s)</td>
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<tr>
<td>23</td>
<td>Triage Session Short Survey</td>
<td>Email</td>
<td>SIS - Angela Blackstone, Triage Attendees - Advisors, Staff</td>
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</tr>
<tr>
<td>22</td>
<td>Late Class Add and Drop Fees Waived</td>
<td>CalMessage</td>
<td>SIS - Executive Steering Committee, Students</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Student Service Benchmarking</td>
<td>Email</td>
<td>SIS UX Team via CalCentral, Graduate and Undergraduate Students (same 4K sample)</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Invitation: Thursday, Sept. 22 Triage Session</td>
<td>Email</td>
<td>Angela Blackstone - SIS, Advisors and staff</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Reminder: Outage on Sunday, Sept. 18, 5-11 a.m.</td>
<td>Email</td>
<td>SIS, SIS Users</td>
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<td>12</td>
<td>Planned Outage: Sunday, September 18, 5 a.m. to 11 a.m.</td>
<td>Email</td>
<td>SIS, SIS Users</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Triage Session Short Survey</td>
<td>Email</td>
<td>SIS - Angela Blackstone, Triage Attendees - Enrollment Managers, Award Entry</td>
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</tr>
<tr>
<td>6</td>
<td>Invitation: Thursday, Sept. 8 Triage Session</td>
<td>Email</td>
<td>SIS - Angela Blackstone, Enrollment Managers, Award Entry</td>
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</tr>
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<td>2</td>
<td>SIS Town Hall Thank You</td>
<td>Email</td>
<td>SIS, Townhall Attendees - Advisors</td>
<td></td>
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<tr>
<td>August</td>
<td>Cancel for Non-Payment - Cancellation due to Non Payment Notice</td>
<td>Email</td>
<td>Student Affairs via CalCentral, Undergraduate Students</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>New Student Information Systems</td>
<td>Email</td>
<td>Larry Conrad, Campuswide</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Subject</td>
<td>Type</td>
<td>Recipient</td>
<td>Role</td>
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</tr>
<tr>
<td>29</td>
<td><strong>Cancel for Non-Payment Reminder - No response</strong></td>
<td>Email</td>
<td>Student Affairs via CalCentral</td>
<td>Undergraduate Students</td>
</tr>
<tr>
<td>29</td>
<td><strong>Cancel for Non-Payment Reminder - Yes but haven't paid</strong></td>
<td>Email</td>
<td>Student Affairs via CalCentral</td>
<td>Undergraduate Students</td>
</tr>
<tr>
<td>29</td>
<td><strong>Invitation: SIS Town Hall this Thursday, Sept. 1, 2pm-3pm</strong></td>
<td>Email</td>
<td>SIS</td>
<td>Advisors</td>
</tr>
<tr>
<td>29</td>
<td><strong>Important: Advising Tools Changes for Fall 2016</strong></td>
<td>Email</td>
<td>SIS - Karen Kato</td>
<td>Advisors</td>
</tr>
<tr>
<td>29</td>
<td>**A message from SIS Leadership to Advisors</td>
<td>Upcoming SIS Changes**</td>
<td>Email</td>
<td>SIS - Angela Blackstone</td>
</tr>
<tr>
<td>27</td>
<td><strong>Cancel For Non-Payment Reminder - Yes but haven't paid</strong></td>
<td>Email</td>
<td>Student Affairs via CalCentral</td>
<td>Undergraduate Students</td>
</tr>
<tr>
<td>26</td>
<td><strong>Cancel for Non-Payment Reminder - No response</strong></td>
<td>Email</td>
<td>Student Affairs via CalCentral</td>
<td>Undergraduate Students</td>
</tr>
<tr>
<td>26</td>
<td><strong>Cancel for Non-Payment Reminder - Yes but haven't paid</strong></td>
<td>Email</td>
<td>Student Affairs via CalCentral</td>
<td>Undergraduate Students</td>
</tr>
<tr>
<td>25</td>
<td><strong>Cancel for Non-Payment Reminder - No response</strong></td>
<td>Email</td>
<td>Student Affairs via CalCentral</td>
<td>Undergraduate Students</td>
</tr>
<tr>
<td>25</td>
<td><strong>Cancel for Non-Payment Reminder - Yes but haven't paid</strong></td>
<td>Email</td>
<td>Student Affairs via CalCentral</td>
<td>Undergraduate Students</td>
</tr>
<tr>
<td>25</td>
<td><strong>Important: Concurrent Enrollment Instructions for Departmental</strong></td>
<td>Email</td>
<td>SIS</td>
<td>Instructors, Staff</td>
</tr>
<tr>
<td>Approvers</td>
<td>Date</td>
<td>Subject</td>
<td>Action</td>
<td>Email</td>
</tr>
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<td>28 Welcome Letter to ASAC-SIS</td>
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<td>Andreas Pinterits</td>
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<td>Enrollment Phase I starts for select Graduate and Professional Students</td>
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<td><strong>4/5/16 CalMessage to Instructors</strong></td>
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<td><strong>Undergraduate Students Fall 2016 Enrollment in CalCentral</strong></td>
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https://sis.berkeley.edu/communications-archive[1/10/19, 9:25:07 AM]
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<td>Brooke Manley</td>
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## 2014

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*Note: Details on the release notes, type, and location are provided for each entry.*

[YouTube Video](https://sis.berkeley.edu/communications-archive)
[Webpage](https://sis.berkeley.edu/communications-archive)
Dear Colleagues,

Effective fall 2018, the deadline for all undergraduate students to add and drop classes will move to Wednesday of week four of the semester. We are writing to ask you to help us communicate this change to the undergraduates with whom you work.

The fall 2018 deadline to add and drop classes will be Wednesday, September 12 at 11:59PM. This deadline applies to all courses not on the Early Drop Deadline list.

The Council of Undergraduate Deans made this decision to improve the student experience. The new deadline will increase students’ chances of enrolling in the classes they need: seats will open up early enough for eligible waitlisted students to enroll and succeed in their classes. Also, classes will stabilize earlier, which means that faculty and students can settle in to teaching and learning earlier, and there will be less disruption to group work.

On Thursday and Friday of week four departments will be adding students from waitlists to fill vacated seats. We can use your assistance getting the word out to students that they need to be sure to drop themselves from the waitlists of any courses they no longer wish to take, prior to the Wednesday deadline.

Details on this new policy can be found on the Office of the Registrar’s website, under the “How Do I Add/Drop a Class” tab. Staff members with questions are invited to contact Alix Schwartz (642-8378, alix@berkeley.edu).

Sincerely,

Dean Bob Jacobsen,

For the Council of Undergraduate Deans
New add-drop deadline, effective fall 2018 | Student Information Systems
Upcoming Outages: CalCentral and SIS will be unavailable Sunday, January 21, 8-10 a.m. and Sunday, January 28, 5 a.m - 2 p.m.

Dear SIS users,

CalCentral and SIS Campus Solutions will be unavailable during the morning hours of Sunday, January 21 and Sunday, January 28 due to planned outages. On January 21, the campus will be applying emergency patches to campus servers. On January 28, the SIS team will implement January 28 Release fixes and enhancements and perform required system maintenance.

We will not send out an email when the system is available. For system availability updates, please visit the News section of sis.berkeley.edu, after the scheduled outage end time. Thank you.

Planned Outage

- Estimated Times: Sunday, January 21, from 8 am to 10 am and Sunday, January 28, from 5 am to 2 pm
- System(s): CalCentral, SIS Campus Solutions, and SIS APIs
- Impact: The system will be unavailable to all users

Actions

- Please adjust your work as needed, based on system availability.
- Visit the SIS website for system updates.
Remember to clear your browser cache, after the outage, before logging in to SIS by following these instructions: http://www.refreshyourcache.com/en/home/.

Questions and Support

If you have technical questions or need support, please contact SIS Support by e-mail at sishelp@berkeley.edu or by phone at (510) 664-9000 option 6. Thank you for your patience as we work to improve UC Berkeley's student information systems.

Sincerely,

Student Information Systems
Dear colleagues,

We are pleased to announce the newly established UC Berkeley Central Evaluation Unit (CEU). This new unit was established to oversee and support the end-to-end process for evaluation of undergraduate academic progress toward degree completion by partnering with the professional schools and colleges.

The unit has a dual reporting line to the Vice Chancellor of Student Affairs and the Council of Undergraduate Deans, and is led by Kristina Deaton, whose previous posts at UC Berkeley include Assistant Dean of Instruction and Student Affairs for the College of Natural Resources and Advising Functional Lead for the Student Information Systems (SIS) Project.

The Central Evaluation Unit was created in direct response to unmet needs identified during SIS Project. The unit’s goals are to:

1. Ensure that undergraduate students are able to graduate in a timely manner by providing accurate and consistent information regarding progress toward the degree, including:
   a) Evaluation of credits for transfer students and
   b) Academic progress toward degree requirements;

2. Serve as a single point of contact to professional schools and colleges for undergraduate academic progress evaluation;

3. Develop standard practices for the implementation of Academic Senate policies across the professional schools and colleges, thus providing a consistent experience for undergraduate students.

December 14, 2017
To meet these goals, the Central Evaluation Unit has several key priorities, including working closely with articulation officers to build, manage, and improve workflow; boosting accuracy and leveraging the Academic Progress Report (APR); and improving processes and functionality for transfer credit to provide better service to undergraduate students and advisors. In addition, we are looking at ways to extend the unit’s services for graduate students.

Thanks to the creation of the new CEU, Berkeley is now able to offer a higher level of service to students with fewer resources required. Previously, as a result its old tripartite configuration and use of siloed legacy systems, the work was often duplicated and parts were never addressed well, often resulting in triple reviews and lengthy delays. The new unit brings together staff from the Office of the Registrar, the Office of Undergraduate Admissions, and the College of Letters and Science who specialize in this area. Under its new structure and leadership, and by leveraging SIS, the new CEU is already completing this work better and faster than before.

We are excited to launch this new unit and to continue our work creating consistent, efficient, and streamlined services for students, faculty, and staff.

Please contact Kristina Deaton with any questions.

Sincerely,

Bob Jacobsen
Dean of Undergraduate Studies in the College of Letters and Science and Professor of Physics

Stephen P. Sutton
Interim Vice Chancellor for Student Affairs

Catherine P. Koshland
Vice Chancellor for Undergraduate Education
Student Information Systems

Home » Sunday, December 10 - CalCentral and SIS Unavailable from 5:00 a.m. to 2:00 p.m.

Sunday, December 10 - CalCentral and SIS Unavailable from 5:00 a.m. to 2:00 p.m.

From: Student Information Systems
Date: Wed., Nov. 27, 2017
To: SIS Administrative Users
Subject: Sunday, December 10 - CalCentral and SIS Unavailable from 5:00 a.m. to 2:00 p.m.

November 29, 2017

Upcoming Outage: CalCentral and SIS will be unavailable Sunday, December 10, 5 a.m. - 2 p.m.

Dear SIS users,

CalCentral and SIS Campus Solutions will be unavailable on Sunday, December 10, from 5:00 a.m. until 2:00 p.m. due to a planned outage. During this outage, the technical team will implement the December release, which includes enhancements and fixes, and perform system maintenance.

We will not send out an email when the system is available. For system availability updates, please visit the News section of sis.berkeley.edu, after the scheduled outage end time. Thank you.

Planned Outage

Estimated Times: Sunday, December 10, from 5:00 a.m. to 2:00 p.m.

System(s): CalCentral, SIS Campus Solutions, and SIS APIs

Impact: The system will be unavailable to all users

Actions

- Please adjust your work as needed, based on system availability.
- Visit the SIS website for system updates.

- Remember to clear your browser cache, after the outage, before logging in to SIS by following these instructions: [http://www.refreshyourcache.com/en/home/](http://www.refreshyourcache.com/en/home/).

## Questions and Support

If you have technical questions or need support, please contact SIS Support by e-mail at [sishelp@berkeley.edu](mailto:sishelp@berkeley.edu) or by phone at (510) 664-9000 option 6.

Thank you for your patience as we work to improve UC Berkeley's student information systems.

Sincerely, Student Information Systems
November 22, 2017

Dear Community,

I want to thank you for all you have done to improve the student experience at UC Berkeley by supporting the Student Information Systems (SIS) Project implementation.

When I received an update from the SIS Executive Steering Council about the three-year SIS Project at a recent Cabinet meeting, I was impressed by, and grateful for, what you have accomplished collectively in such a relatively short period of time.

I want to thank you personally - the staff and faculty who have put in tremendous effort to support the SIS Project and who were most directly affected by the changes. Whether you directly collaborated with the SIS Project team or the work you do was affected by the new SIS roll-out, you have played a crucial role in our institution's difficult task of consolidating and updating dozens of siloed Berkeley legacy student systems, some as old as the 30-year-old Tele-BEARS.

You helped us develop a better tool by representing the needs of your students, partnering with the SIS Project team to develop and implement solutions, and adjusting the way you work so we could move toward a single integrated student information system. As a result of your involvement and collaboration, students can now access most of their information related to admissions, financial aid, enrollment, advising, billing and payment, and records through Cal Central - and the work continues. Your commitment to the mission of our university is moving us forward.

As you worked toward one of my goals for Berkeley, improving the student experience, you have dealt with the most change - change that required the most flexibility. Projects of this scope and size face innumerable challenges. They are notoriously difficult to implement because they are highly complex, both technologically
and organizationally, especially for a diverse institution like ours. Beyond the inevitable glitches and difficulties that come with such complexity, we know there are functionality issues that still need to be addressed, such as allowing all students to view their academic progress reports, offering enhanced reporting capabilities for advisor and other staff, and enhancing and streamlining enrollment processes. The newly created SIS department is working to address your concerns. As a university, we need your ongoing support and collaboration so the SIS team can continue to improve and expand the new system to meet our campus needs.

I am continually inspired and delighted when the Berkeley community comes together to support our students. Despite the challenges, let's not lose sight of what we've accomplished together. Meeting the SIS Project's ambitious goal is a wonderful example of what our remarkable community can do when we work together.

Sincerely,

Carol Christ

Chancellor
October 9, 2017

Student Information Systems (SIS) October 8, 2017 Release is Now Available

Dear SIS users and campus partners,

The SIS October 8, 2017 Release is now available. Here are some key highlights of new SIS Campus Solutions and CalCentral functionality:

Students

L&S Undergraduate Students Academic Progress Report (APR)

- The Academic Progress Report (APR) tool is designed to track progress in completing degree requirements. This tool is in its initial stages of release. Beginning October 8, College of Letters & Science undergraduate students can use this tool to confirm progress toward completing University, UC Berkeley Campus, and College of Letters & Science requirements.
- Visit the L&S website Academic Progress Report for more information.
- Navigation: Student Dashboard > My Academics > Degree Progress

Graduate Students Semester Term Card

- Students will now see “In Absentia” or “Filing Fee” status in their Semester Term card, where applicable.
- Navigation: Student Dashboard > Student Overview > Academic Plan

Advising Appointments

- Students can now book appointments with Minor advisors who are using the appointment system.
Advisors/Staff

Academic Program/Plan (CPP) eForm Changes

• The Academic Program/Plan (CPP) eForm was updated to improve routing, fix issues, and enhance existing functionality. These changes were implemented on September 20, 2017.
• Read the September 21 CPP email to GSAOs and Advisors for more information.

L&S Undergraduate Students Academic Progress Report (APR)

• The Academic Progress Report (APR) tool is in its initial stages of release. It will become available to College of Letters & Science undergraduate students on the My Academics tab in CalCentral. Students can use this tool to confirm progress in University, UC Berkeley Campus, and College of Letters & Science requirements. Students have been informed that not all major requirements are up-to-date in the APR at this point. Major advisors will be contacted at a later date to review Major and Minor APR requirements.
• Read the September 25 APR Update for Undergraduate Major Advisors for more information.

Advising Appointments

• Students can now book appointments with Minor advisors who are using the appointment system.

Graduate Admissions

• The Graduate Division has implemented Slate (a 3rd party web-based admissions application toolset) to improve the graduate admissions experience. Starting Summer 2018, graduate applications submitted through Slate will be integrated into SIS Campus Solutions. The Statement of Intent to Register (SIR) process will occur in Slate, providing an integrated experience for newly admitted graduate and professional students. If a program requires a SIR deposit, the payment process will still occur in CalCentral.

Shortcut Keys

• The use of shortcut keys is now enabled in SIS Campus Solutions. “Hot keys” perform immediate actions and reduce the need to use a mouse.
• For a complete list of Shortcut Keys and instructions, please see Shortcut Key Functionality.
• Visit the University Health Services website for additional Computer Ergonomics information.

Questions and Support

UC Berkeley's transition to the new SIS is an iterative process. Some features are initially released with only some of the functionality that will exist in the final version. The SIS team then continues to build and improve each feature based on rollout plans and user feedback from students, staff, and instructors. • Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions:

• Please visit the SIS Known Issues to review the status of known technical issues. If you experience a technical issue that is not listed, please contact SIS Help Desk Support:
• by phone at (510) 664-9000 option 6
We are grateful for your partnership as we continue on the path toward creating an integrated student information system that is supportive of our community.

Thank you for your patience and collaboration.

Sincerely,

Student Information Systems Team
Outage Reminder: CalCentral and SIS Campus Solutions will be Unavailable from 5 a.m. to 1 p.m. Sunday, October 8

Dear SIS system users and campus partners,

SIS will have a planned outage of CalCentral and SIS Campus Solutions on Sunday, October 8, from 5 a.m. to 1 p.m. During the outage, the technical team will implement fixes and enhancements, and will be performing required system maintenance.

We will not send out an email notification when the system is available. For updates on system availability, please check the sis.berkeley.edu website's News section, after the scheduled outage end time. Thank you.

Scheduled Outage

Estimated Time: Sunday, October 8, from 5 a.m. to 1 p.m.

Impact: The system will be unavailable

System(s): CalCentral, SIS Campus Solutions and SIS APIs*

Details: Users will not have system access.
Actions

Please adjust your work as needed, based on SIS availability.

We will continue to communicate upcoming SIS down times by email to impacted SIS users, and we will post this information on the SIS website.

Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: http://www.refreshyourcache.com/en/home/.

Questions and Support

If you have technical questions or need support, please contact SIS Support by e-mail at sishelp@berkeley.edu or by phone at (510) 664-9000 option 6.

Thank you for your patience as we work to improve UC Berkeley's student information systems.

Sincerely, Student Information Systems
Planned Outage: CalCentral and SIS Campus Solutions will be unavailable Sunday, October 8, 5-10 a.m.

Dear SIS users,

CalCentral and SIS Campus Solutions will be unavailable between 5:00 a.m. and 10:00 a.m. on the morning of Sunday, October 8 due to a planned outage. During this time, the technical team will implement October 8 Release fixes and enhancements and perform required system maintenance.

We will not send out an email when the system is available. For system availability updates, please visit the News section of sis.berkeley.edu, after the scheduled outage end time. Thank you.

Scheduled Outage

Estimated Times: Sunday, October 8, from 5 am to 10 am System(s): CalCentral, SIS Campus Solutions, and SIS APIs Impact: The system will be unavailable to all users

Actions

Please adjust your work as needed, based on system availability.

- Visit the SIS website for system updates.
- Remember to clear your browser cache after the outage and before logging in to SIS by following...
Questions and Support

• If you have technical questions or need support, please contact SIS Support by e-mail at sishelp@berkeley.edu or by phone at (510) 664-9000 option 6. Thank you for your patience as we work to improve UC Berkeley's student information systems.

Sincerely, Student Information Systems
Updates to Academic Program/Plan Form (CPP eForm) in SIS Campus Solutions

Dear GSAOs, Departmental and College Advisors,

There have been recent changes to the CPP eForm in SIS Campus Solutions that we thought you should know about.

Earlier this week, the Student Information Systems (SIS) team released various updates to the Academic Program/Plan Form (CPP eForm) in SIS Campus Solutions. These updates include improvements to routing, issue fixes, and enhancements to existing functionality.

Changes to the CPP eForm include:

Requested eForm routing improvements: For example, minors will now route correctly if advisors are set up as minor advisors in the system. A routing guide is in development and will be available soon. The guide will provide details and clarify the different routing scenarios based on request type and college(s) involved.

Inactive advisors removed from routing: Forms will no longer route to inactive advisors.

Advisor Delegate functionality: Backup approvers or "delegates" can now be designated to be included in form routing. The delegate will not be displayed as an "advisor" in CalCentral and their role will be based on College/Major.

Removal of the Term field: No term updates required. (Forms will apply the effective date upon approval.)

No duplicate submissions on identical requests: If there is an existing pending request, the form will not
allow the submission of a duplicate request.

Certificates have been added to the plan selections: Search option updates Some fields that previously required manual inputs are now searchable.

In addition to general improvements to the CPP eForm, the SIS team also implemented tools specifically for undergraduate and graduate advisors.

**Undergraduate-specific:**

Expected Graduation Term (EGT): Changes to the EGT will now update Graduation Status on the Career/Program/Plans for students who are pending graduation.

Email notifications now include more details: Notifications will display expected graduation term and original and new Career/Program/Plan information, and will include a link directly to the eForm.

Double Major Requests for College of Engineering: The form now allows up to five overlap courses to meet requirements in both degrees.

**Graduate Division-specific:**

Concurrent Degree selection required: The eForm now requires advisors to select whether or not the request involves Concurrent Degrees (for example MPH/MPP).

**Questions and Support**

If you have a technical issue with using a CPP eForm, please create a service ticket by sending an email to sishelp@berkeley.edu.

Sincerely,

Student Information Systems Team
Dear students, faculty, and staff,

The U.S. Secretary of Education today announced the intention to move away from the current Department of Education guidelines for how colleges and universities handle sexual harassment and sexual violence cases under the federal Title IX policy. Federal officials plan to launch a formal notice and comment process in preparation for revising their approach to Title IX enforcement.

UC Berkeley, like the Office of the President of the University of California, stands firmly in support of the profoundly important policies enacted in recent years that seek to ensure a more efficient and fair system for all parties in cases of sexual harassment and sexual violence. We want to assure you that the campus remains firmly committed to that ideal.

The campus also remains strongly committed to changing norms and culture to prevent violence and harassment from occurring in the first place and strengthening support for survivors. We will continue to build on this work and the path that has been created by many student leaders and activists, campus practitioners and administrators, and the many caring and committed members of our community.

It is important to note that Title IX still remains in effect, as do UC policies, state laws and other federal regulations that provide procedural protections and prohibit sexual harassment and sexual violence, including sexual assault, dating/domestic violence, and stalking. Campus community members and visitors can continue to turn to the Title IX Officer for information about their rights and options for addressing sexual misconduct, the PATH to Care Center for confidential survivor advocacy and resources, and to our central campus resources website for more information.

Every member of our university’s leadership team has an unwavering commitment to equality and equity...
across the rich diversity of genders, sexual identities, religions, abilities, ethnicities, and identities in our community. Those ideals underlie the original Title IX legislation. We have every intention of vigorously continuing our efforts to support, sustain and expand adherence to those values on this campus.

Sincerely,

Carol Christ
Chancellor

Sharon Inkelas
Special Faculty Advisor to the Chancellor on Sexual Violence/Sexual Harassment

If you are a manager who supervises UC Berkeley employees without email access, please circulate this information to all.
Dear UC Berkeley community,

This is an important time for all of us as we work together to uphold our commitment to free speech and to our Principles of Community, including respect for the dignity of all members of our UC Berkeley community. I recommend that you consider viewing Chancellor Christ’s recent Berkeley Forum speech and the Q&A that followed.

Today I write about specific commitments we are making to support our community, as well as to share logistics and security arrangements for September 14. That evening, from 7-9 p.m., political commentator and radio talk show host Ben Shapiro will speak at Zellerbach Hall at the invitation of one of our registered student groups. Our commitment to free speech, as well as to the law, mandates that the students who invited Shapiro be able to host their event for those who wish to hear him speak. Our commitment to the principles of community mandates that all students, faculty, and staff be able to be present on campus, engaging in their regular academic activities without fear. Achieving this poses unusual challenges for us; this memo lays out the arrangements that we are putting in place.

Building closures and parking restrictions

At 4 p.m. on September 14, UCPD will establish a closed perimeter around Zellerbach Hall and surrounding buildings. Buildings near Zellerbach Hall will be closed at 4 p.m., with no access permitted. The perimeter will be assembled over the course of the day starting in the morning. Affected buildings include: César E. Chávez Student Center, Alumni House, Martin Luther King Jr. Student Union, Sproul Hall, and Eshleman Hall. There will be a limited number of access points along the perimeter; beginning at 5:30 p.m., a ticket to the event will be required to gain entry into the perimeter.
Parking will be closed ALL DAY on September 14 at Barrow Lane Parking Spaces, Peppertree Lane Parking Spaces, North Sproul Lot, and the ASUC Garage.

Alternative options for those who work in closed buildings

We will offer as many options as possible so that students, faculty, and staff who work in buildings being closed can access alternative spaces and services. Campus colleges and schools have made spaces available to help meet these needs and to welcome those affected. A system is being set up to match those needing alternative spaces with the available spaces. Please check with your manager or faculty leader about any changes to your work or class activities on September 14. I encourage managers and supervisors of staff, as well as faculty, to exercise discretion and flexibility as they explore alternative arrangements.

Logistics and security at Zellerbach Hall

Tickets to the Shapiro event will be available shortly, pending final decisions on logistics and ticket distribution.

- Based on UCPD’s security recommendations, attendees must present a photo ID when picking up their tickets. No blocks of tickets will be made available to individuals or groups.
- As is standard practice, prior to the event UCPD will provide a list of prohibited items. Our police will seek to deter and confront unlawful behavior, while strictly enforcing laws and policies regarding individuals wearing masks or carrying weapons of any sort.
- Members of the campus community are encouraged to subscribe to Nixle to receive security updates
- An increased and highly visible police presence will be on campus on September 14.

Engage with respect and keep safe

Some may wish to attend the event and hear the speaker to form their own views. Others may wish to stay away. Some may wish to protest. All activities can be done peacefully and with respect. If you choose to protest, please seek ways to protest peacefully and safely while observing rules related to the student code of conduct and our Principles of Community. If events escalate around you, please strongly consider leaving.

Support and counseling services for students, staff and faculty

We are deeply concerned about the impact some speakers may have on individuals’ sense of safety and belonging. No one should be made to feel threatened or harassed simply because of who they are or for what they believe. For that reason, the following support services are being offered and encouraged:

- Student support services
- Employee (faculty and staff) support services

Logistics for future events

We will learn from what transpires next week and write to you again afterward with an assessment of whether these arrangements for September 14 have met our commitments. We will also explore what will be needed for future events, such as those proposed by another registered student group that involve Milo Yiannopoulos and other possible guest speakers.

Commitment to building community, fostering greater understanding of free speech issues

Much investment – human resources, financial resources, and more – is being made to enable student
groups to hold events at Berkeley, even those that may include speech that is antithetical to our values. As a consequence, many on campus are calling for deep, incisive examination of our community values and what it means to uphold them.

To enable this discussion, the division of Equity and Inclusion (E&I) will revive the Campus Climate Speaker Series, which introduces powerful national voices, diverse scholars, cultural critics and activists to our collective discussion of campus climate. E&I will also launch a series of Community Affirmation and Empowerment workshops that will focus on helping our students, staff and faculty to thrive and affirm their varied, rich identities in our community, as well as our campus values.

Many activities are also being planned by academic and administrative units to affirm Berkeley’s commitment to a deep understanding of how these challenging times impact our campus’s diverse communities and climate.

Berkeley will uphold its campus values and principles of community by encouraging more speech. There is a Faculty Panel on Free Speech this Friday, September 9, and a series of Point-Counterpoint events will take place throughout the academic year. I hope you will make time to attend.

We will continue to add information and provide updates here.

Sincerely,
Paul Alivisatos, Executive Vice Chancellor and Provost

If you are a manager who supervises UC Berkeley employees without email access, please circulate this information to all.

Please do not reply to this message
New Features in Award Entry

Dear Award Entry users,

Today's SIS 9.3 release includes several improvements to the Award Entry module. Below is a summary of the changes.

New Features

- **“Existing Amount” Column:** If a student in your batch has already received an award using an item type, the existing amount will be displayed in the far-left “Existing Award” column. The presence of a number in this column signals that your award is a modification; remember that in these cases, your new award will replace the existing award in its entirety. If you intend to award additional funds, you will want to add the additional funds to the existing award amount and put the total as the new award amount.

- **Complete Chartstring(s) Displayed for item types on both the batch entry screen (in the “Additional Info” column) and in the item type search results.**

- **Disbursement Plans and Split Codes can now be specified in the item type section at the top of the batch entry screen. Selections will be copied to all students, but you can still customize them in the disbursements grid.**

- **“Copy Disbursements From”: This feature replaces the “Replace Disbursements using first row values” link, and enables you to copy the disbursements for multiple item types in a batch. To copy the disbursements for an item type from one student to all others in the batch, click on the red pencil...**
for the student, enter the disbursements, and click the “Copy Disbursements…” link. This may be repeated for multiple item types.

Other Changes

- Smaller number of Charge Priorities: Many unnecessary charge priorities have been removed, leaving only nine available for selection. Charge priority codes are now displayed on the batch entry screen (instead of long descriptions).
- Search by Batch Number is now available.
- A student’s Awards Summary now opens in a new browser tab (just like the student’s Account Summary).
- Batch Creator’s Name is now displayed on the “Search Awards for Student” page.
- Copy Award Entry Batch: The page used to copy batches has been renamed, “Copy Award Entry Batch” instead of “Administer Batch Ext. Awards.”
- Approver Notification: Batch approvers will receive email notifications when you save a batch, not when you select the approver.
- Participant Support account codes may now be used in Award Entry.

Questions and Support

If you have any questions about these changes, please email awardentry@berkeley.edu

Sincerely,

Student Information Systems
Student Information Systems (SIS): Release 9.3 is Now Available

Dear SIS users and campus partners,

The SIS 9.3 Release is now available. Please visit the SIS 9.3 Release webpage for full release details.

Here are some key highlights of new functionality:

**Students**

**Statement of Legal Residence Improvements**

- Technical and interface updates to improve user experience when submitting or updating Statement of Legal Residence.

**Academic Summary**

- Degree and Term honors will now be displayed to students via the My Academics > Academic Summary card.

**Degree Progress & Committees**

My Academics > Degree Progress card displays a graduate student's current progress toward their degree. This release includes updates to improve clarity and accuracy of information for students, and the University Requirements card will be retired.

**Bug Fixes**
Various fixes to stabilize and improve usability of SIS systems and services

Instructors

Bug Fixes

- Various fixes to stabilize and improve usability of SIS systems and services

Advisors/Staff

Award Entry

Several improvements have been added to the Award Entry component. Detailed information is being provided in a separate communication to Award Entry users and approvers.

APR Improvements

- Updates to transfer credit detail, reporting, and automated processes to improve usability of Academic Progress Report.

Bug Fixes

- Various fixes to stabilize and improve usability of SIS systems and services

Visit the 9.3 release webpage for more details.

Questions and Support

UC Berkeley's transition to the new SIS is an iterative process. Some features are initially released with only some of the functionality that will exist in the final version. The SIS team then continues to build and improve each feature based on rollout plans and user feedback from students, staff, and instructors.

Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: http://www.refreshyourcache.com/en/home/

Please visit the SIS Known Issues to review the status of known technical issues. If you experience a technical issue that is not listed, please contact SIS Help Desk Support:

- by phone at (510) 664-9000 option 6
- by e-mail at sishelp@berkeley.edu
- Please email sis-training@berkeley.edu if you have any training questions.

We are grateful for your partnership as we continue on the path toward creating an integrated student information system that is supportive of our community. Thank you for your patience and collaboration.

Sincerely,

Student Information Systems Team
Outages Reminder: CalCentral and SIS will be unavailable Saturday, August 12, 6-10 a.m.
Sunday, August 13, 5:30-10 a.m.

Dear SIS users,

CalCentral and SIS Campus Solutions will be unavailable during the morning hours of Saturday, August 12 and Sunday, August 13 due to planned outages. During these times, the technical team will implement 9.3 Release fixes and enhancements and perform required system maintenance.

We will not send out an email when the system is available. For system availability updates, please visit the News section of sis.berkeley.edu, after the scheduled outage end time. Thank you.

Planned Outage

Estimated Times: Saturday, August 12, from 6:00 am to 10 am, Sunday, August 13, from 5:30 am to 10 am

System(s): CalCentral, SIS Campus Solutions, and SIS APIs

Impact: The system will be unavailable to all users

Actions

Please adjust your work as needed, based on system availability.
Visit the SIS website for system updates.
Remember to clear your browser cache, after the outage, before logging in to SIS by following these instructions: http://www.refreshyourcache.com/en/home/.

Questions and Support
If you have technical questions or need support, please contact SIS Support by e-mail at sishelp@berkeley.edu or by phone at (510) 664-9000 option 6.

Thank you for your patience as we work to improve UC Berkeley's student information systems.

Sincerely,

Student Information Systems

TOPICS
August 7, 2017

Dear colleagues,

Born out of the deep partnership that has grown and developed over the course of the three-year Student Information Systems (SIS) implementation project, we are happy to announce that Mariana Corzo will be taking on the position of Manager of Strategic Cross-Divisional Initiatives – a new role shared between the Undergraduate Education and Student Affairs divisions.

The SIS implementation has been disruptive and more complex than any of us had anticipated. As a result, it has required close collaboration across divisions and a new level of engagement. Mariana joined the SIS project almost two years ago, at a pivotal time that required increased engagement, and has led the change management communications and worked to improve cross-divisional collaboration to better meet our campus needs.

The project implementation ended on June 30 and a new UC Berkeley SIS department was formed and now reports to Chief Information Officer Larry Conrad. The SIS department began operations on July 1 and is tasked with continuing to stabilize the new systems and further improving and maintaining Berkeley’s student information systems to meet the evolving needs of the campus student, faculty, and staff community.

As members of the SIS Executive Steering Committee (ESC) and in our roles as Vice Chancellors of Undergraduate Education and Student Affairs, we are committed to sustaining the SIS momentum, while continuing to strengthen our divisional partnership. As part of our commitment to supporting this important endeavor, Mariana will be joining our teams with a dual reporting line directly to both of us.
Mariana’s primary focus will be leading the change management efforts related to key cross-divisional campus initiatives and organizational changes that may require strong collaboration and support. As her first priority, Mariana will lead the change management strategy and efforts related to the SIS transition from project to operations for the next 12-18 months.

Mariana brings great experience and insight to her role. Since joining Berkeley five years ago, she has held key roles in change management and communications. Previously, she worked for seven years in student affairs at UCLA, where she received her M.B.A. Mariana also spent eight years in the private sector at Ford Motor Company, PepsiCola Company, and Del Monte Foods managing multimillion dollar brands, improving business revenue and profitability, and leading cross-functional teams to develop insight-driven products from ideation to launch.

At a time of evolution and change at Berkeley, we are pleased to have the benefits of Mariana’s skills and experience as we move forward. Please join us in welcoming Mariana to our team.

Sincerely,

Catherine P. Koshland, Vice Chancellor, Undergraduate Education
Stephen C. Sutton, Interim Vice Chancellor, Student Affairs

TOPICS
IT Colleagues and Campus Partners,

The beginning of the semester is a peak period of activity for the campus, which results in increased demand of our services and impacts our IT systems and infrastructure. To provide optimal IT service and systems performance for our campus and minimize potential disruptions, we are implementing our customary IT systems freeze on production changes for UC Berkeley student systems to prepare for the start of fall semester 2017.

A code freeze is a period of pause for UC Berkeley IT system development. Our technical teams hold system improvements and fixes, and no data is changed or updated during this time.

Code Freeze Dates

The Fall 2017 code freeze begins on Monday, Aug. 14, at 8 p.m. and ends on Friday, Aug. 25, at 5 p.m.

Affected Systems*

The following systems or applications are included in the Fall 2017 freeze because they support students directly, integrate with student systems, or are used by staff who support students:

<table>
<thead>
<tr>
<th>SIS Systems</th>
<th>SAIT Systems</th>
<th>ETS Systems</th>
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</thead>
<tbody>
<tr>
<td>CalCentral</td>
<td>Course Approval</td>
<td>bCourses</td>
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<tr>
<td>HigherOne</td>
<td>Career Center</td>
<td>Course Capture</td>
</tr>
</tbody>
</table>
Fall 2017 IT Systems Freeze: Monday, Aug. 14 - Friday, Aug. 25 | Student Information Systems

- ImageNow
- PeopleSoft Campus Solutions
- Schedule Planner
- Series25
- Slate

- Housing / Dining
- MyFinAid / ProSAM

- SuiteC

*Important: Other production environments that impact student systems may be added to this list, as needed.

**Exception Process and Emergency Change Requests**

If there is an emergency that requires a change, please call Campus Shared Services (CSS) IT at **(510) 664-9000**, option 1. They provide 24x7 assistance by phone at **(888) 493-8688**.

CSS IT will work with One IT representatives – from ETS, IST, SAIT, and SIS – who will notify the campus Change Request Board and seek executive approval for the exception.

Due to the high volume of activity, customers may notice delays when provisioning IT services unrelated to student systems during the freeze period. Please refer to the IST System Status page for the most up-to-date information.

Thank you for helping us ensure that we provide the best IT services to students and the campus community during this critical time as we kickoff the academic year.

Warm Regards,

Larry Conrad, Associate Vice Chancellor for IT and Chief Information Officer

Executive Steering Committee

Related Links: System Status | Contact CSS IT

**TOPICS**
Upcoming Outages: CalCentral and SIS will be unavailable Saturday, August 12, 6-10 a.m. Sunday, August 13, 5:30-10 a.m.

Dear SIS users,

CalCentral and SIS Campus Solutions will be unavailable during the morning hours of Saturday, August 12 and Sunday, August 13 due to planned outages. During these times, the technical team will implement 9.3 Release fixes and enhancements and perform required system maintenance.

We will not send out an email when the system is available. For system availability updates, please visit the News section of sis.berkeley.edu, after the scheduled outage end time. Thank you.

Planned Outage

Estimated Times: Saturday, August 12, from 6:00 am to 10 am, Sunday, August 13, from 5:30 am to 10 am

System(s): CalCentral, SIS Campus Solutions, and SIS APIs

Impact: The system will be unavailable to all users

Actions

Please adjust your work as needed, based on system availability.
Questions and Support

If you have technical questions or need support, please contact SIS Support by e-mail at sishelp@berkeley.edu or by phone at (510) 664-9000 option 6.

Thank you for your patience as we work to improve UC Berkeley's student information systems.

Sincerely,

Student Information Systems
Dear L&S Department Chairs, Managers, and Undergraduate Major Advisors:

I am writing to tell you about two updates that will impact your department operations in the coming year.

The first is a change in the verification process for completion of major and minor requirements. The second is the plan for rolling out the new degree audit tool (Academic Progress Report, or ‘APR’) to L&S students.

The big picture is that over the coming academic year, we are proceeding toward the goal of automated graduation check out via the APR. The first step is introducing advisors to an interim reporting tool that will be utilized to confirm completion of curriculum requirements until the APR is fully functional. The next step is coordinating efforts to pick up from where the SIS Academic Advising Team left off in finalizing and validating the APR for L&S majors and minors.

Verification of Completion of Major and Minor Requirements using the Graduation Tracking Report

Beginning with the fall 2017 degree candidates, departments will now report directly into Campus Solutions to confirm completion of major and minor requirements. This means that Major Advisors will no longer submit a Major Completion Statement to the Office of Undergraduate Advising. Instead, each department will review and verify completion of all major and minor requirements, and then indicate whether or not the student has met these requirements using the Campus Solutions ‘Graduation Tracking’ report. The Office of the Registrar will soon publish deadlines for the verification of majors and minors in Graduation Tracking.

We anticipate that the deadlines will resemble this tentative outline:
We will conduct training sessions in the month of September on the Graduation Tracking report for Undergraduate Major Advisors. The Graduation Tracking report will be the official means to confirm major and minor completion for your students; therefore it is essential that all major and minor advisors, and at least one backup staff member attend a session.

Rollout of the Academic Progress Report (APR)

The APR will be available to L&S students in October 2017. Communication to students at that time will emphasize that the tool should be used primarily to track college requirements. We understand there is still work to be done in correcting, updating and validating the tool for many L&S departments before it can be best utilized to track major and minor requirements, and ultimately replace the Graduation Tracking report in confirming completion of requirements for graduation. To that end, the Coordinator of Educational Policy, Susan Cass, will be heading up a task force in partnership with SIS, the Central Evaluation Unit, and the Office of the Registrar to coordinate efforts to improve the function of the APR. We are seeking undergraduate major advisor representation on this task force. Please contact Susan if you have interest in serving, and she will provide more information on the selection process.

If you have any questions, please contact Nancy Finkle (Assistant Director for Evaluation and Graduation, nfinkle@berkeley.edu) or Susan Cass (Coordinator of Educational Policy, scass@berkeley.edu).

Thank you for your continued work in adopting our new systems to support advising functions. We realize there have been many challenges, and look forward to partnering with you as we move forward in transitioning to the new system.

Sincerely,

Bob Jacobsen

Dean, College of Letters & Science Undergraduate Studies

Chair, Council of Undergraduate Deans
Now Available: CalCentral and SIS Campus Solutions

Dear Campus Community,

The student information systems outage is complete. CalCentral and SIS Campus Solutions are now available.

The systems’ outage and upgrade that was originally scheduled for July 1-4 was completed last night. The upgrade brings to UC Berkeley the newest and most sustainable Oracle Campus Solutions software version currently available.

Upgrade Benefits

- Better system security
- Continuous behind-the-scenes software support by Oracle
- A more stable system environment
- Improved interface and user experience

Questions and Support

Please visit the SIS 9.2 Upgrade webpage for more information. If you have additional questions or concerns, please email us at sis-project@berkeley.edu. For technical assistance, please email sishelp@berkeley.edu.

Thank you for your patience as we work to improve our university’s student information systems.

Sincerely,

SIS Project Executive Steering Committee
If you are a manager who supervises UC Berkeley employees without email access, please circulate this information to all.

Please do not reply to this message
Dear Colleague,

The Oracle Campus Solutions version 9.2 upgrade scheduled for July 1-4 was completed last night. CalCentral and SIS access is restored

- Important: Please clear your browser cache prior to logging on to SIS Campus Solutions. Find out How to Clear your Browser's Cache on computers and mobile devices.
- Some system users will notice little change with the upgrade, especially in CalCentral. However, much work was done behind the scenes to improve system security, provide ongoing behind-the-scenes software support by Oracle, maintain a more stable system environment, and establish a better foundation for an improved user interface.

**SIS version 9.2 – What to expect**

- Campus staff who log directly into SIS Campus Solutions can choose whether to continue using same SIS Campus Solutions look-and-feel they are familiar with ("Classic" interface), or begin using the new Navigation options now available ("Nav Bar" and "tiles" interface). SIS Campus Solutions users may also freely switch back-and-forth between the two options.
- As to be expected of any major system upgrade like this one, several technical issues were identified during the system upgrade that the SIS team is actively working to resolve. For more information,
Now Available: CalCentral and SIS Campus Solutions - Outage Complete | Student Information Systems

visit SIS Known Issues.

SIS version 9.2 – Training Materials

- The 9.2 Upgrade Training for Staff webpage contains two navigation videos, job aids, and links for more information about the upgrade.

For technical assistance, please contact sishelp@berkeley.edu.

If you have additional questions or concerns, please email sis-project@berkeley.edu.

As always, thank you for your patience as we work to improved our university's student information systems.

Sincerely,

Student Information Systems
Imagine: SIS July Upgrade Notice and how Imagine Users are Impacted: REMINDER

June 30, 2017

Dear Imagine SIS users,

As you are probably aware, SIS and CalCentral will be unavailable from Saturday July 1 through Tuesday July 4th. During that period you will not be able to do any work in the Imagine system that is connected with SIS or Cal Central. We recommend that you use the following guidelines to prepare for the outage.

Before the outage

- Processors: we recommend you clear your workflow queues before the outage. If you don’t have time to do so, documents will remain in the queues unless they are routed out during the outage, in which case they will go to an error queue and you can retrieve them and route them back to your processor queues after the outage is over.

During the outage

- Routing: you will not be able to route documents properly; if you do route documents they will go to an error queue
- Scanning: you will be able to scan during the outage but you will NOT be able to link if your linking process requires information from SIS; we recommend against scanning during the outage
- Searching and Viewing documents: you will be able to view documents if you access them via the Perceptive Content fat client, WebNow or Perceptive Experience. You will not be able to access them from CalCentral
- Annotating documents: if you have annotation privileges you may use them during the outage

After the outage

- Processors: check error queues and route documents out of the error queues as appropriate
Imagine: SIS July Upgrade Notice and how Imagine Users are Impacted: REMINDER | Student Information Systems

- Scanning: Proceed with linking activities

Thank you and please let us know if you have any questions.
Dear Colleagues:

As a reminder, per the May 31 and June 26 CalMessages, CalCentral and SIS Campus Solutions are scheduled to be unavailable from July 1 to July 4, 2017.

Note: The outage end time is only an estimate. It is possible that the outage will end before July 4, at 11:59 p.m. We will email you as soon as the outage is complete, or you can check for updates at SIS 9.2 Upgrade.

Summer Sessions Impact

- Summer Session D starts on Monday, July 3. We are partnering with Summer Sessions and have informed impacted students and instructors about the outage via CalCentral notifications, checklists, emails, and social media.
- Summer Sessions D Students will not have access to their personal schedule, times, and locations. Therefore, we are encouraging them to print, copy, or take a screenshot of personal schedules by Friday, June 30, so they know where to go for class on Monday, July 3. (Read the full email to Session D Students.)
- Summer Sessions D Instructors will not have access to their class rosters. Therefore, we are encouraging them to print or copy their class rosters by Friday, June 30, so they are ready for start of classes on Monday, July 3. (Read the full email to Session D Instructors.)

Resources and Support

- SIS Website Outage Information
• Visit SIS 9.2 Upgrade for general information and updates about the outage
• Visit SIS 9.2 Upgrade FAQ for answers to frequently asked questions
• Visit SIS 9.2 Summer Sessions for impact to Summer Sessions students and instructors
• Visit SIS 9.2 Upgrade for Students for impact to students
• Visit SIS 9.2 Upgrade for Instructors for impact to instructors
• Visit SIS 9.2 Upgrade for Staff for impact to staff
• Visit SIS 9.2 Upgrade Training for training materials for staff

• Berkeley Academic Guide
  The Berkeley Academic Guide will be available online during the CalCentral outage. In the event that students do not print or copy their schedule ahead of time, students and instructors will be able to search for class times and locations online at http://classes.berkeley.edu.

• In-Person
  Cal Student Central (CSC) will be open on Monday, July 3, from 9 a.m. to 4 p.m., at 120 Sproul H provide in-person assistance to students. Please note that there will be no CSC phone assistance available during this time.

• Summer Sessions Phone
  If you or a student you know need immediate assistance on Monday, July 3, you can call Summer Sessions at (510) 642-5611, from 8:30 a.m. to 5:00 p.m.

  (Please note that July 4 is a UC Berkeley administrative holiday, so these offices will be closed.)

• SIS Email Support
  • Email sishelp@berkeley.edu for technical support
  • Email sis-project@berkeley.edu with questions or concerns

Thank you for your patience and support as we implement this important Oracle software upgrade.

Sincerely,

Student Information Systems (SIS) Team

TOPICS
Dear Summer Sessions Instructor:

**CalCentral** will be unavailable July 1 to July 4, 2017

As a reminder, Summer Session D starts on Monday, July 3. During the outage, you will not be able to access class rosters in CalCentral.

**Action Needed by Friday, June 30**

Class rosters and materials

- Please print or copy your class rosters now and check them for accuracy. In addition, since some students may add or drop classes between now and Friday, we also suggest that you review your roster on Friday, in case you need to reprint it.

**Impact to Students**

CalCentral will be completely unavailable from July 1 to 4. Therefore, students will not have access to their Summer Sessions schedule, times, and locations.

- We are partnering with Summer Sessions to inform students about the outage via CalCentral notifications, checklists, email, and social media. We are also encouraging session D students to print, copy, or take a screenshot of their personal schedules by Friday, June 30, so they know where to go for class on Monday, July 3, while CalCentral is down.

June 28, 2017

From: Student Information Systems <sis-project@berkeley.edu>

Date: Wed, Jun. 28, 2017 at 4:00 PM

To: Summer Session D Instructors

Subject: ACTION - CalCentral July 1-4 Outage | Copy Your Summer Sessions Roster
Support

- **Berkeley Academic Guide**
  The Berkeley Academic Guide will be available online during the CalCentral outage. In the event that students do not print or copy their schedule ahead of time, students and instructors will be able to search for class times and locations online at [http://classes.berkeley.edu](http://classes.berkeley.edu).

- **In-Person**
  [Cal Student Central](https://calstudentcentral.berkeley.edu) (CSC) will be open on Monday, July 3, from 9 a.m. to 4 p.m., at [120 Sproul Hall](https://sproul.berkeley.edu) to provide in-person assistance to students. Please note that there will be no CSC phone assistance available during this time.

- **Summer Sessions Phone**
  If you or your student need immediate assistance on Monday, July 3, you can call Summer Sessions at (510) 642-5611, from 8:30 a.m. to 5:00 p.m. (Please note that July 4 is a UC Berkeley administrative holiday, so the office will be closed.)

- **Website and Email**
  - Visit the [SIS 9.2 Summer Sessions](https://sis.berkeley.edu) webpage for details
  - Visit the [SIS 9.2 Upgrade](https://sis.berkeley.edu) webpage for general information
  - Email sishelp@berkeley.edu for technical support
  - Email sis-project@berkeley.edu with questions or concerns

Sincerely,
Student Information Systems ([SIS](https://sis.berkeley.edu)) Team

**TOPICS**
ACTION - CalCentral July 1-4 Outage | By Friday, June 30, copy your Summer Session D schedule

June 28, 2017

Dear Summer Sessions Student:

We have important information for you as you prepare for the first day of Session D on Monday, July 3.

CalCentral will be unavailable July 1 to July 4, 2017

CalCentral is UC Berkeley's centralized student information system. It's where you normally get your class schedule, times, and location. From July 1 to 4, we will perform an important software upgrade and CalCentral will be down.

Action Needed by Friday, June 30

- On or before Friday, June 30, please print, make a copy, or take a screenshot of your personal Summer Session D class schedule, with times and locations, so you can have a smooth first day of classes.
- Review the 9.2 Upgrade for Students and SIS 9.2 Summer Sessions websites for additional information on how this CalCentral outage may impact you.

Outage Times

- CalCentral will be down from 12:01 a.m. Saturday, July 1 to 11:59 p.m. Tuesday, July 4, 2017. Therefore, you will not be able to access your personal class schedule during the weekend prior to
Questions and Support

- **Frequently Asked Questions**
  Visit the [Frequently Asked Questions](#) (FAQ) webpage for information about the outage.

- **Berkeley Academic Guide**
  The [Berkeley Academic Guide](#) will be available during the CalCentral outage. You can search general UC Berkeley class information, including times, and locations. However, your personal class schedule is not posted on that website.

- **SIS 9.2 Upgrade webpage**
  - Visit the [SIS 9.2 Summer Sessions](#) webpage for details
  - Visit the [SIS 9.2 Upgrade](#) webpage for general information

- **In-Person and Email**
  - [Cal Student Central](#) (CSC) will be open on Monday, July 3, 9 a.m to 4 p.m., at **120 Sproul Hall**. Provide in-person assistance to students. Please note that there will be no CSC phone assistance available during this time. (Again, we strongly encourage you to print and/or copy your personal class schedule prior to the outage.)
  - Email [sis-project@berkeley.edu](mailto:sis-project@berkeley.edu) with questions or concerns

- **Summer Sessions Phone**
  If you need immediate assistance on July 3, you can call Summer Sessions at **(510) 642-5611**. Business hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. (July 4 is a UC Berkeley administrative holiday, so the office will be closed.)

We apologize for the inconvenience and look forward to seeing you this summer.

Student Information Systems and Summer Sessions teams

TOPICS

---

[Image of Berkeley logo]
ACTION - CalCentral July 1-4 Outage | By Friday, June 30, copy your Summer Session D schedule | Student Information Systems
Dear Imagine SIS users,

As you are probably aware, SIS and CalCentral will be unavailable from Saturday June 30 through Tuesday July 4th. During that period you will not be able to do any work in the Imagine system that is connected with SIS or Cal Central. We recommend that you use the following guidelines to prepare for the outage.

Before the outage

- Processors: we recommend you clear your workflow queues before the outage. If you don’t have time to do so, documents will remain in the queues unless they are routed out during the outage, in which case they will go to an error queue and you can retrieve them and route them back to your processor queues after the outage.

During the outage

- Routing: you will not be able to route documents properly; if you do route documents they will go to an error queue
- Scanning: you will be able to scan during the outage but you will NOT be able to link if your linking process requires information from SIS; we recommend against scanning during the outage
- Searching and Viewing documents: you will be able to view documents if you access them via the Perceptive Content fat client, WebNow or Perceptive Experience. You will not be able to access them from CalCentral
- Annotating documents: if you have annotation privileges you may use them during the outage

After the outage
Processors: check error queues and route documents out of the error queues as appropriate

- Scanning: Proceed with linking activities

Thank you and please let us know if you have any questions.

Information Services and Technology
Demos RSVP: Preview the New SIS Campus Solutions 9.2

Dear SIS Campus Solutions users,

The Student Information Systems (SIS) team will soon upgrade the SIS technology to version 9.2 of its underlying Oracle Campus Solutions software.

After the upgrade, campus staff who log directly into SIS Campus Solutions can choose whether to continue using same SIS Campus Solutions look-and-feel ("Classic" interface) they use today, or begin using the new "tiles" interface. They may also freely switch back-and-forth between the two interfaces.

Who should attend this training?

This demo is for staff who regularly use SIS Campus Solutions to view and process student data. If you regularly access SIS Campus Solutions, please join the SIS Training team for a chance to preview the new look-and-feel, in advance of the SIS Campus Solutions 9.2 upgrade.

Note: These sessions are designed for users who log in to SIS Campus Solutions directly through the web interface. If you always access SIS through CalCentral, you will not be impacted by the new navigation functionality, and do not need to attend.
Sign up for one of the two below demo sessions:

RSVP: Monday, June 26 New SIS Design Demonstration
370 Dwinelle Hall
06/26/17 10:30am - 06/26/17 11:30am

RSVP: Tuesday, June 27 New SIS Design Demonstration
370 Dwinelle Hall
06/27/17 10:30am - 06/27/17 11:30am

Watch the video, view the job aids

For more information about the new 9.2 interface, please watch the [new SIS Campus Solutions 9.2 navigation video](#) and view the [preliminary 9.2 job aids](#).

For more information about the upgrade, please visit the [SIS 9.2 Outage webpage](#). If you have any questions, feel free to contact us at sis-training@berkeley.edu.

Sincerely,

SIS Training Team
June 26, 2017

Dear Campus Community,

From July 1 to July 4, 2017, CalCentral and SIS Campus Solutions are scheduled to be unavailable.*

As communicated to campus staff on May 31, the SIS team is planning an outage from 12:01 a.m. on Saturday, July 1 to 11:59 p.m. on Tuesday, July 4 to upgrade the systems’ underlying software to Oracle’s latest Campus Solutions software version 9.2.

Maintaining effective and reliable systems that serve our students, faculty, and staff is a top campus priority; and the 9.2 upgrade is key to this goal.

Status of the planned outage

A system upgrade of this magnitude is highly complex. While it affects SIS Campus Solutions and CalCentral, it also affects other campus systems linked to SIS, such as bCourses. Therefore, the SIS team will continue to collaborate with campus partners this week to complete the development, testing, assessment, and campus partner validation and approval of the upgrade. Our goal is to make sure that everything is ready for the July 1 upgrade. If in the process, we discover that there is risk of significant functionality errors, we will postpone the upgrade until we feel confident that we can execute it with a minimal level of impact and disruption to the campus community.

July 1-4 Outage Timing

There is no perfect time for the upgrade, and unfortunately, a July 1-4 outage will impact our Summer Sessions community, with sessions B ending, C underway, and D starting on Monday, July 3. We are working closely with Summer Sessions staff to help minimize the impact as much as possible by providing targeted additional communications and support to their students, faculty, and staff.
Next steps and questions

Please visit the following webpages for important information and updates:

- SIS 9.2 Upgrade for general updates
- SIS 9.2 Upgrade for Summer Sessions
- SIS 9.2 Upgrade for Students
- SIS 9.2 Upgrade for Instructors
- SIS 9.2 Upgrade for Staff

For more information, updates, and answers to Frequently Asked Questions (FAQ), please visit the 9.2 SIS 9.2 Upgrade website. If you have additional questions or concerns about the impact that the outage timing might have on a critical process or activity for your department, please email us immediately at sis-project@berkeley.edu.

During this critical time of transition from SIS project to operations, we remain strongly committed to containing and managing institutional risks. Thank you for your patience as we work to improve our Berkeley systems.

Sincerely,

SIS Project Executive Steering Committee

Larry Conrad, Associate Vice Chancellor, IT and Chief Information Officer
Fiona Doyle, Dean, Graduate Division
Cathy Koshland, Vice Chancellor, Undergraduate Education
Stephen C. Sutton, Interim Vice Chancellor, Student Affairs

TOPICS
From: Student Information Systems
Date: Tue, Jun 27 through Jun 30, 2017
To: All CalCentral Users
Subject: CalCentral Banner Message (prior to outage)

CalCentral will be unavailable July 1 to 4, 2017.

Visit sis.berkeley.edu/9-2-upgrade for details.

[Summer Session D - By Friday, June 30: Students, copy or print your class schedule. Instructors, copy or print your rosters.]
From: Student Information Systems
Date: Tue, Jun 27 through Jun 30, 2017
To: All CalCentral Users
Subject: CalCentral Notification (prior to outage)

End date: June 30, 2017

[Notification Title:]
CALCENTRAL IS DOWN JULY 1 - 4

[Notification Category:]
CalCentral Information

[Notification Teaser:]
CalCentral will be unavailable Sat., July 1 to Tue., July 4, 2017. To prepare, by June 30 all students, instructors, and staff should process, view, or print key items (e.g., class schedules or rosters, transcripts, and academic data); pay due bills; etc.
Read more

["Read more" Section Title:]
Actions needed by Fri, June 30

[Message Text:]
IMPORTANT ACTIONS DUE FRIDAY, JUNE 30, 2017:

CalCentral will be down from 12:01 a.m. Saturday, July 1, 2017 to 11:59 p.m. Tuesday, July 4, 2017.

As soon as possible, by this Friday, June 30, please take any actions in CalCentral that you anticipate needing before or during the July 1 to July 4 system outage.

Some examples include:
- add, drop, or withdraw classes
- pay bills that are due
- order transcripts
- view or print class rosters (instructors only)
- view or print GPAs or Academic Summaries
- etc.

During this outage, CalCentral will be completely unavailable while the Student Information Systems (SIS) team performs an important Oracle Campus Solutions software upgrade.

More information:

For more information, updates, and answers to Frequently Asked Questions (FAQ), please visit the 9.2 Upgrade website.

CalCentral will be back online Wednesday, July 5, 2017.
From: Student Information Systems

Date: Tue, Jun 27 through Jun 30, 2017

To: All CalCentral Users

Subject: CalCentral Checklist Item (prior to outage)

End date: June 30, 2017

[Task Title:]
Print Your Class Schedule Now

[Task Text:]
CalCentral will be unavailable from July 1 to July 4, 2017. As soon as possible, by Friday, June 30, please print, take a screenshot, or make a copy of your Summer Session D class schedule. Summer Session D starts on Monday, July 3.

Visit sis.berkeley.edu/9-2-upgrade for details.

---

Summer Session D starts on Monday, July 3, 2017 and CalCentral will be down from 12:01 a.m. Saturday, July 1 to 11:59 p.m. Tuesday, July 4, 2017.

You will NOT be able to access your personal class schedule in CalCentral during the weekend prior to the first day of Summer Session D classes.

The Berkeley Academic Guide (http://classes.berkeley.edu/) will be available during the CalCentral outage. You can use this website while CalCentral is down to search for general UC Berkeley class information, such as meeting time and location. However, your personal class schedule is not posted on the Berkeley Academic Guide.

For Frequently Asked Questions (FAQ) and more information about the CalCentral system outage, please visit CalCentral 9.2 Upgrade.

CalCentral will be back online Wednesday, July 5, 2017.
Dear Imagine SIS users,

As you are probably aware, SIS and CalCentral will be unavailable from Saturday June 30 through Tuesday July 4th. During that period you will not be able to do any work in the Imagine system that is connected with SIS or Cal Central. We recommend that you use the following guidelines to prepare for the outage.

**Before the outage**

- Processors: we recommend you clear your workflow queues before the outage. If you don’t have time to do so, documents will remain in the queues unless they are routed out during the outage, in which case they will go to an error queue and you can retrieve them and route them back to your processor queues after the outage is over.

**During the outage**

- Routing: you will not be able to route documents properly; if you do route documents they will go to an error queue
- Scanning: you will be able to scan during the outage but you will NOT be able to link if your linking process requires information from SIS; we recommend against scanning during the outage
- Searching and Viewing documents: you will be able to view documents if you access them via the Perceptive Content fat client, WebNow or Perceptive Experience. You will not be able to access them from CalCentral
- Annotating documents: if you have annotation privileges you may use them during the outage

**After the outage**
- Processors: check error queues and route documents out of the error queues as appropriate
- Scanning: Proceed with linking activities

Thank you and please let us know if you have any questions.

IST - API

TOPICS
Dear Advisors,

Students on the 2017 Spring Degree List can now view their cumulative GPA in CalCentral. It was recently brought to our attention that students who are on the university’s spring 2017 degree list were unable to view their cumulative GPA in CalCentral. Rather than displaying the student’s GPA on the My Academics tab, a message instructed the student to “contact [their] college advisor with questions or concerns.” This issue has been resolved.

No action is required by advisors.

The SIS team will respond directly to students who have contacted SIS Production Support and will notify them that the issue has been resolved.

We apologize for the inconvenience and thank you for your patience.

Sincerely,

Student Information Systems

TOPICS
Live Stream Login: June 6 APR Exceptions Session

Dear Graduate Advisors,

Today, Tuesday, June 6, from 1:30 p.m. to 3:00 p.m., Graduate Division and Student Information Systems (SIS) will host a session on Academic Progress Report Exceptions for GSAOs at 60 Barrows Hall.

GSAOs may attend the session remotely on BlueJeans. Participants can select to join either by phone or computer audio. We recommend using the phone option.

To join via browser:
- Log on to https://bluejeans.com/910195833

To join via phone:
- Call 1-888-240-2560
  Meeting ID# 910195833
  (No moderator ID required)

Remote participants will be muted to ensure that the sound is clear. Users should use the chat button to ask questions.

Additional Topics
Propose other topics for future sessions by emailing us with the subject line: SessionTopic: [Insert topic here].

Thank you. We hope to see you soon.
Graduate Division
Student Information Systems
9.0 Announcement

Student Information Systems (SIS) Update 9.0 is Now Available

Dear SIS users and campus partners,

The SIS 9.0 Release is now available. Please visit the SIS 9.0 Release webpage for full 9.0 Release details. Here are some examples of new SIS Campus Solutions and CalCentral functionality:

Advisors/ Staff

Batch Transcript Access

- Curricular advisors can now access administrative transcripts in batch via CalCentral.

CA Residency by Plan Query

- Advisors can now view students' California residency status. By default, students are displayed by plan, but results can be narrowed by sub-plan, admit term, and/or student ID.

Visit the 9.0 Release webpage for more details.

Questions and Support

UC Berkeley's transition to the new SIS is an iterative process. Some features are initially released with only some of the functionality that will exist in the final version. The SIS team then continues to build and improve each feature based on rollout plans and user feedback from students, staff, and instructors.
Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions:

- [http://www.bai.berkeley.edu/BFS/systems/clearCache.htm](http://www.bai.berkeley.edu/BFS/systems/clearCache.htm).

Please visit the SIS Known Issues to review the status of known technical issues. If you experience a technical issue that is not listed, please contact SIS Help Desk Support:

- by phone at (510) 664-9000 option 6;
- by e-mail at sishelp@berkeley.edu or
- by submitting a Help Desk ticket at [https://berkeley.service-now.com/ess/create_incident](https://berkeley.service-now.com/ess/create_incident) in the “Affected Service” section, please choose “SIS - Student Information Systems."

Please email sis-training@berkeley.edu if you have any training questions.

We are grateful for your partnership as we continue on the path toward creating an integrated student information system that is supportive of our community. Thank you for your patience and collaboration.

Sincerely,
Student Information Systems Team

TOPICS
bCourses

Summer Session B, C & D Instructors,

We want to help prepare for the planned SIS/Campus Solutions System outage scheduled for July 1-4, 2017. Below is a list of expected impacts to instructors using bCourses.

**Summer Sessions B & C**

Session B (June 5 - Aug 11)

Session C (June 19 - Aug 11)

- Roster Updates will be unavailable to existing sites beginning June 30, 2017. Rosters should be sync’d with campus systems again by July 5, 2017.
- "Add a Person" tool will be unavailable beginning July 1, 2017
- Grades Export tool will be unavailable beginning July 1, 2017
- Create a New Mailing List tool will be unavailable beginning July 1, 2017

**Summer Session D**

Session D (July 3 - Aug 11)

- "Create a Site" Tool will be unavailable beginning June 30, 2017.
- Roster Updates will be unavailable to existing sites beginning June 30, 2017. Rosters should be
Courses Message to Summer Instructors Regarding July 1-4 CalCentral Outage | Student Information Systems

sync'd with campus systems again by July 5, 2017.

Please let us know you have any questions.

bCourses Support Team
Outage Reminder: CalCentral will be Unavailable

From 7 a.m. to 9 a.m. Sunday, June 4

Dear SIS system users and campus partners,

SIS will have a planned outage of CalCentral on Sunday, June 4, from 7 a.m. to 9 a.m. During the outage, the technical team will implement new SIS Release 9.0 functionality.

Please note that SIS Campus Solutions will continue to be available during the CalCentral outage.

We will not send out an email notification when the system is available. For updates on system availability, please check the sis.berkeley.edu website’s News section, after the scheduled outage end time.

Thank you.

Scheduled Outage

Estimated Time: Sunday, June 4, from 7 a.m. to 9 a.m.
Impact: The system will be unavailable
System(s): CalCentral and SIS APIs*
Details: Users will not have system access.

Actions

- Please adjust your work as needed, based on SIS availability.
  
  We will continue to communicate upcoming SIS down times by email to impacted SIS users, and we
will post this information on the SIS project website.

- Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: [http://www.bai.berkeley.edu/BFS/systems/clearCache.htm](http://www.bai.berkeley.edu/BFS/systems/clearCache.htm).

Questions and Support

- If you have technical questions or need support, please contact SIS Production Support by phone at (510) 664-9000 option 6; by e-mail at sishelp@berkeley.edu; by submitting a Help Desk ticket at [https://berkeley.service-now.com/ess/create_incident](https://berkeley.service-now.com/ess/create_incident) in the “Affected Service” section, please choose “SIS - Student Information Systems.”

Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,
Student Information Systems

* Other SIS Campus Solutions and CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.
Dear Campus Staff,

From July 1 to July 4, 2017, CalCentral and SIS Campus Solutions will be unavailable.*

During this outage, the SIS team will upgrade the systems’ underlying software to Oracle Campus Solutions version 9.2. This upgrade represents the SIS project’s final phase and the beginning of the new post-SIS organization. The upgrade will bring to UC Berkeley the newest and most sustainable software version currently available.

We are working with campus partners to minimize outage disruption to students, instructors, and staff.

Summer Sessions Impact

Please note that Summer Sessions B, C, and D will be impacted. We are working directly Summer Sessions on how to best support impacted summer students, instructors, and staff. We will communicate directly with those impacted in the following weeks.

9.2 Upgrade Benefits

- Improved system security
- Ongoing vendor support
- A more stable system environment that is easier to maintain
- A better foundation for an improved user interface

Next steps and questions

Please visit the SIS 9.2 Upgrade webpage for updates. If you are concerned about the impact that this
outage timing might have on a critical process or activity for your department, please email us immediately at sis-project@berkeley.edu, so we can evaluate the impact and possible solutions.

Sincerely,

SIS Project Executive Steering Committee

Larry Conrad, AVC, Information Technology and Chief Information Officer
Fiona Doyle, Dean, Graduate Division
Cathy Koshland, Vice Chancellor, Undergraduate Education
Stephen C. Sutton, Interim Vice Chancellor, Student Affairs

*We will communicate specific outage times in mid- to late June, when times are confirmed.*
Student Information Systems (SIS) Update 8.1 is Now Available

Dear SIS users and campus partners,

The SIS 8.1 Release is now available. Please visit the SIS 8.1 Release webpage for full 8.1 Release details and navigation instructions.

Here are some examples of new SIS Campus Solutions and CalCentral functionality:

**Advisors/Staff**

**System of Record (SOR)**

- CalCentral now sources data solely from SIS Campus Solutions. This update will correct minor data anomalies that may have occurred for some students during the system transition.

**Advising Resources - Archived DB2 Transcripts: Pre-1995**

- Advisors can now view DB2 archived transcripts for students who were enrolled prior to 1995.

**Academic Summary - Grade Points Column (View As)**

- The Grade Points column has been added to the Enrollment section of the printable Academic Summary.

**Student Overview - Semester Withdrawal and Cancellation Information**

- If applicable, the Semesters card displays students' semester withdrawal or cancellation and the date...
Automatic Waitlist Frequency Updated
- The Automatic Waitlist process now runs four times per day.

Students
System of Record (SOR)
- CalCentral now sources data solely from SIS Campus Solutions.

Academic Summary - Grade Points Column
- The Grade Points column has been added to the Enrollment section of the printable Academic Summary.

Automatic Waitlist Frequency Updated
- The Automatic Waitlist process now runs four times per day.

Instructors
Grading Window Refactoring
- Instructors may now enter grades for Short-Term and Summer classes at the conclusion of the class.

Enrollment and Roster - Class Export file
- Additional student information has been added to Class Export files on instructors’ class pages.

Enrollment - Visiting Student email addresses capability
- Instructors’ class enrollment pages and export files now include a third-party email address for visiting students.

Visit the SIS 8.1 Release webpage for more details and navigation instructions.

Questions and Support
UC Berkeley’s transition to the new SIS is an iterative process. Some features are initially released with only some of the functionality that will exist in the final version. The SIS team then continues to build and improve each feature based on rollout plans and user feedback from students, staff, and instructors.

- Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions:
  - Please visit the SIS Known Issues to review the status of known technical issues. If you experience a technical issue that is not listed, please contact SIS Help Desk Support: by phone at (510) 664-9000 option 6; by e-mail at sishelp@berkeley.edu; or by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident in the
“Affected Service” section, please choose "SIS - Student Information Systems."

• Please email sis-training@berkeley.edu if you have any training questions.

We are grateful for your partnership as we continue on the path toward creating an integrated student information system that is supportive of our community. Thank you for your patience and collaboration. Sincerely,

Student Information Systems Team
Dear Colleagues,

This afternoon, the SIS Executive Steering Committee will send out a CalMessage to campus informing all UC Berkeley students, faculty, and staff of this outage. It will include a link to the SIS 9.2 Upgrade webpage, where we will post updates as they become available. Please look out for this CalMessage for additional information.

From July 1 to July 4, 2017, SIS Campus Solutions and CalCentral will be unavailable. During this outage, the SIS team will upgrade the systems’ underlying software to Oracle Campus Solutions version 9.2. This upgrade represents the final phase of the SIS Project and the beginning of the new post-SIS Project organization.

Throughout next month, we will continue to work with our campus partners to minimize the disruption to students, instructors, and staff. Additionally, we will communicate directly to affected groups with more information about what to expect during the outage.

**Estimated Outage Times***

Outage will begin: 12:01 a.m. on Saturday, July 1

Outage will end: 11:59 p.m. Tuesday, July 4

Impact: SIS Campus Solutions and CalCentral will be unavailable

Details: Users will not have system access
After the Outage

The Oracle 9.2 upgrade will bring to UC Berkeley the newest and most sustainable version currently available, including

- improved system security,
- ongoing vendor support,
- a more stable system environment that is easier to maintain, and
- a better foundation for an improved user interface.

The SIS Project team has contacted campus partner technical teams and is providing workaround plans as needed. If you are concerned about the impact that the upgrade outage timing might have on a critical process or activity for your department, please email us at sis-project@berkeley.edu, so we can evaluate the impact and possible solutions.

Sincerely,

Student Information Systems

*These times are only estimates. We will communicate specific outage times in mid- to late June, when times are confirmed.*
Dear Advisors,

The May 16 email issue has been resolved. The Academic Plan Card in CalCentral now accurately displays students' unit total calculation and complete enrolled courses. The Academic Plan card is located in CalCentral's Student Overview page. It displays a term-by-term breakdown of a students' enrolled courses, grades, units, and unit total.

Viewing Administrative Transcripts:

In addition, advisors can also see students' total unit calculations and enrolled courses in the Administrative Transcript via the Advisor Dashboard or from the Student Overview page in CalCentral.

Thank you for your patience.

Sincerely,

Student Information Systems
Student Information Systems

Home » Planned Outage: Sunday, May 14, 5 a.m. to 9 a.m.

Planned Outage: Sunday, May 14, 5 a.m. to 9 a.m.

<table>
<thead>
<tr>
<th>From:</th>
<th>Student Information Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Fri, May 5, 2017</td>
</tr>
<tr>
<td>To:</td>
<td>SIS Admin Users and Campus Partners</td>
</tr>
<tr>
<td>Subject:</td>
<td>[SIS] Planned Outage: Sunday, May 14, 5 a.m. to 9 a.m.</td>
</tr>
</tbody>
</table>

May 5, 2017

SIS Oracle Planned Outage: On Sunday, May 14, from 5 a.m. to 9 a.m. SIS and CalCentral will be unavailable

Dear SIS system users and campus partners,

SIS will have a planned outage on Sunday, May 14, from 5 a.m. to 9 a.m. due to Oracle maintenance activities.

We will not send out an email notification when the system is available. For updates on system availability, please check the sis.berkeley.edu website's News section, after the scheduled outage end time.
Thank you.

Scheduled Outage

Estimated Time: Sunday, May 14, from 5 a.m. to 9 a.m.

Impact: The system will be unavailable

System(s): SIS Campus Solutions,* CalCentral, and SIS APIs on API Central

Details: Users will not have system access.

Sincerely,

Student Information Systems

* All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain
Planned Outage: Sunday, May 14, 5 a.m. to 9 a.m. | Student Information Systems

available during this system outage.
Dear Graduate Advisors,

On Tuesday, June 6, from 1:30 p.m. to 3:00 p.m., Graduate Division and Student Information Systems (SIS) will host a session on Academic Progress Report Exceptions for GSAOs at 60 Barrows Hall. At this time, no further APR Exceptions sessions are scheduled. This is an important training session that would be beneficial for all graduate advisors to attend. Exceptions are manual adjustments that can be made in the Academic Progress Report in SIS Campus Solutions. This session will cover three types of these exceptions.

**Requirement Waiver:**

- How to waive an existing requirement.
- Course Directive: How to designate a completed course to meet or exclude from fulfilling a requirement.
- Requirement change: How to require fewer units or courses.

**Additional Topics**

Propose other topics for future sessions by emailing us with the subject line: SessionTopic: [Insert topic here].

Thank you. We hope to see you soon.

Graduate Division
Save The Date: June 6 Academic Progress Report (APR) Exceptions Session for GSAOs

Dear Graduate Advisors,

On Tuesday, June 6, from 1:30 p.m. to 3 p.m., Graduate Division and Student Information Systems (SIS) will host a session on Academic Progress Report Exceptions for GSAOs at 60 Barrows Hall. Exceptions are manual adjustments that can be made in the Academic Progress Report in SIS Campus Solutions.

This session will cover three types of these exceptions.

- Requirement Waiver: How to waive an existing requirement.
- Course Directive: How to identify a course that meets or should be excluded from meeting a requirement.
- Requirement change: How to require less units or fewer courses. This is an important training session that would be beneficial for all graduate advisors to attend.

We will send a follow-up email with a link to RSVP for the event.

Additional Topics

Propose other topics for future sessions by emailing us with the subject line: SessionTopic: [Insert topic here].

Thank you. We hope to see you soon.
Known Issue: Academic Plan Card Inaccuracy

From: Student Information Systems <sis-project@berkeley.edu>

Date: Tue, May 16, 2017

To: Advisors

Subject: Known Issue: Academic Plan Card Inaccuracy

May 16, 2017

Known Issue: CalCentral Academic Plan Card May Display Inaccurate Student Unit Calculations

Dear Advisors,

You are receiving this email to inform you of a known issue with the Academic Plan card in CalCentral.

Issue

- The Academic Plan card is located in CalCentral's Student Overview page. It displays a term-by-term breakdown of a students’ enrolled courses, grades, units, and unit total. The following information may be displayed inaccurately to advisors in the Academic Plan card:
  - A student’s unit total calculation
  - Complete enrolled courses for Spring 2017
    (or for any term that hasn't been fully graded)

What to do

- Until this issue is resolved, advisors should view the student’s Administrative Transcript to confirm a student’s total units and enrolled courses. The Administrative Transcript accurately displays by term all enrolled courses, units, grades, and unit total.
- Advisors can view the Administrative Transcript for a student via the Advisor Dashboard or from the Student Overview page in CalCentral
For more information on administrative transcripts, please view the SIS Job Aid on How to View an Administrative Transcript.

The SIS team is working to resolve this display discrepancy as soon as possible. We will email when we have more information about this functionality issue or its resolution. Meanwhile, please refer to the SIS Project Known Issues webpage for updates.

We apologize for the inconvenience and thank you for your patience.

Sincerely,
Student Information Systems
Upcoming Outage: Sunday, June 4 from 7 a.m. to 9 a.m.

Dear SIS system users and campus partners,

SIS will have a planned outage of CalCentral on Sunday, June 4, from 7 a.m. to 9 a.m. on Sunday, June 4. During the outage, the technical team will implement new SIS Release 9.0 functionality.

Please note that SIS Campus Solutions will continue to be available during the CalCentral outage.

We will not send out an email notification when the system is available. For updates on system availability, please check the sis.berkeley.edu website’s News section, after the scheduled outage end time.

Thank you.

Scheduled Outage

Estimated Time: Sunday, June 4, from 7 a.m. to 9 a.m.

Impact: The system will be unavailable

System(s): CalCentral and SIS APIs*

Details: Users will not have system access.
**Actions**

- Please adjust your work as needed, based on SIS availability.

We will continue to communicate upcoming SIS down times by email to impacted SIS users, and we will post this information on the SIS project website.

- Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: [http://www.bai.berkeley.edu/BFS/systems/clearCache.htm](http://www.bai.berkeley.edu/BFS/systems/clearCache.htm).

**Questions and Support**

- If you have technical questions or need support, please contact SIS Production Support by phone at (510) 664-9000 option 6; by e-mail at sishelp@berkeley.edu; by submitting a Help Desk ticket at [https://berkeley.service-now.com/ess/create_incident](https://berkeley.service-now.com/ess/create_incident) in the “Affected Service” section, please choose “SIS - Student Information Systems.” Thank you for helping us improve Berkeley’s student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems

* Other SIS Campus Solutions and CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.
Planned Outage: On Sunday, May 14, from 5 a.m. to 9 a.m. SIS and CalCentral will be unavailable

Dear SIS system users and campus partners,

SIS will have a planned outage of CalCentral and SIS Campus Solutions on Sunday, May 14, from 5 a.m. to 9 a.m. due to system maintenance activities.

We will not send out an email notification when the system is available. For updates on system availability, please check the sis.berkeley.edu website's News section, after the scheduled outage end time. Thank you.

Scheduled Outage

Estimated Time: Sunday, May 14, from 5 a.m. to 9 a.m.

Impact: The system will be unavailable

System(s): SIS Campus Solutions,* CalCentral, and SIS APIs on API Central

Details: Users will not have system access

Sincerely, Student Information Systems

* All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.
Reminder - Planned Outage: Sunday, May 14, 5 a.m. to 9 a.m. | Student Information Systems
Upcoming Outage: Award Entry Functionality will be Unavailable Friday, May 12, from 6 a.m. to 10 a.m.

Dear Award Entry Users,

Due to a Berkeley Financial System (BFS) scheduled maintenance outage, SIS Award Entry users will not be able to create or use Item Types on Friday, May 12, from 6 a.m. to 10 a.m.

All other SIS and CalCentral functionality will be available during the BFS outage.

**Impact:**

Attempting to use SIS Campus Solutions Award Entry functionality during an BFS outage may produce an error that prevents users from completing Award Entry work.

**Background:**

The SIS Campus Solutions Award Entry process includes a Chart of Accounts (COA) validation when Item Types are being created or used. This activity occurs in real time via a connection to the Berkeley Financial System (BFS). Therefore, the validation process cannot occur during BFS maintenance.

For additional BFS information, please visit the BFS webpage.

Sincerely,

Student Information Systems Team
This email is sent on behalf of the Student Information Systems (SIS) Executive Steering Committee (ESC)

Dear Campus Staff,

SIS Campus Solutions is now UC Berkeley's primary source of student data.

As of May 1, 2017, standard access to the green screens mainframe system (often referred to as DB2) has ended.*

Current and historical DB2 student data access

- All required current and historical student data is now available in Student Information Systems (SIS) Campus Solutions or via CalCentral, depending on the data.**
  - Administrative Transcripts for students admitted in 1975 or later are available in SIS Campus Solutions.

SIS reports with legacy DB2 data

- SIS is working with department staff to develop a set of new SIS reports with legacy DB2 screens and data content. The reports will be released now through July.

Next steps and questions

- Visit the DB2 to SIS transition webpage for additional details and updates.

- Email sishelp@berkeley.edu if you have a critical activity between now and June 30, 2017 that
All student data now in SIS; DB2 access ended | Student Information Systems

- Email sis-project@berkeley.edu if you have non-technical questions or concerns.

The SIS project would not be possible without the support of many dedicated individuals across campus, both past and present. Please join us in thanking the DB2/CICS team, campus partners, and departmental staff who helped make this transition possible. Their hard work and dedication has been integral to our university’s effort to consolidate Berkeley’s legacy student systems through the SIS project. With their – and your – collaboration and support, we will continue to improve the UC Berkeley student experience.

Sincerely,

SIS Project Executive Steering Committee

Larry Conrad, AVC, Information Technology and Chief Information Officer
Fiona Doyle, Dean, Graduate Division
Cathy Koshland, Vice Chancellor, Undergraduate Education
Steve Sutton, Interim Vice Chancellor, Student Affairs

* The Customer Information Control System (CICS) is the legacy system that is being retired. This system is also known as “the green screen” (or gray screen) and is used to access the above-mentioned DB2 systems. You may review the March 16 and April 13 emails for additional background on this DB2 to SIS data transition.

** SIS users can access the SIS Campus Solutions application directly or via a link in CalCentral.

If you are a manager who supervises UC Berkeley employees without email access, please circulate this information to all.

Please do not reply to this message
RSVP Now: Academic Progress Report (APR) Open Lab Sessions for Public Health

Dear Graduate Advisors,

On May 4 and May 10, Graduate Division and Student Information Systems (SIS) will host four Academic Progress Report Open Lab Sessions for GSAOs focusing on Public Health.

Each session will last one hour. The first sessions are from 1:00 p.m. to 2:00 p.m. and the second sessions are from 2:00 p.m. to 3:00 p.m. Graduate Division and SIS representatives will be available to answer your questions.

Please register directly via the UC Learning Center website.

Search for the Class Code that corresponds to the one-hour session you want to attend. Please register for one time slot only. Space is limited to eight people per one-hour session.

Spots are reserved on a first-come, first-served basis.

**Thursday, May 4 1:00 to 2:00 p.m. Session**

Class Code: BESIS306-170504a 28 University Hall - directions

**Thursday, May 4 2:00 to 3:00 p.m. Session**
Upcoming Sessions

- May 10, 1:00 to 2:00 p.m. 28 University Hall. Class Code: BESIS306-170510a
- May 10, 2:00 to 3:00 p.m. 28 University Hall. Class Code: BESIS306-170510b

Additional Topics

Propose other topics for future sessions by emailing us with the subject line: SessionTopic: [Insert topic here].

Thank you. We hope to see you soon.

Graduate Division
Student Information Systems
Committee eForm Demo for GSAOs Video and Survey

Dear Graduate Advisors,

Thank you to those of you who joined us on Thursday, March 30, for the Committees eForm Demo at Barrows Hall.

The demo covered the Committees eForm, which will replace the paper version of the Qualifying Exam applications, Advancement to Candidacy, and Change of Higher Degree Committee (Recon) paper forms.

Important: The Committees eForm is only needed for Plan 1 Masters and Doctoral students.

You can watch the video of the Committees eForm Demo session at [link removed]. (The presentation begins at the two-minute mark of the recording. For best results, please use Firefox or Chrome internet browser.)

Survey

If you attended the demo, please click on the two-minute survey link to provide your feedback. If you did not attend the demo, please watch the video of the demo before completing the survey.

Two-Minute Survey

*Survey Deadline: End of Day Wednesday, April 5*
Upcoming APR Labs

Graduate Division and SIS will host Academic Progress Report Labs on Thursdays throughout the month of April. Space is limited and RSVP is required through UC Learning Center.

- April 5, 1:30 to 2:30 p.m. Evans Hall Lab B3A. Class Code: BESIS306-170405a
- April 5, 2:30 to 3:30 p.m. Evans Hall Lab B3A. Class Code: BESIS306-170405b
- April 12, 1:30 to 2:30 p.m. Evans Hall Lab B3A. Class Code: BESIS306-170412a
- April 12, 2:30 to 3:30 p.m. Evans Hall Lab B3A. Class Code: BESIS306-170412b

Additional Topics

Propose other topics for future sessions by emailing us with the subject line: SessionTopic: [Insert topic here].

Thank you.

Graduate Division
Student Information Systems
April 27, 2017

SIS Release 8.1 Planned Outage: On Sunday, April 30, from 4 a.m. to 9 a.m. SIS and CalCentral will be unavailable

Dear SIS system users and campus partners,

SIS will have a planned outage on Sunday, April 30, from 4 a.m. to 9 a.m. During the outage, the technical team will implement new SIS Release 8.1 functionality.

We will not send out an email notification when the system is available. For updates on system availability, please check the sis.berkeley.edu website’s News section, after the scheduled outage end time. Thank you.

Scheduled Outage

Estimated Time: Sunday, April 30, from 4 a.m. to 9 a.m.

Impact: The system will be unavailable

System(s): SIS Campus Solutions,* CalCentral, and SIS APIs on API Central

Details: Users will not have system access.

We are grateful for your partnership as we continue on the path toward creating an integrated student information system that is supportive of our community.
Thank you for your patience and collaboration.

Sincerely,

Student Information Systems

* All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.
Transfer Credit and AH&I Requirement Updates Completed in SIS

Dear Advisor,

This email includes the latest updates to the Academic Progress Report in SIS Campus Solutions. On Monday, April 25, the APR Exceptions function was reactivated. This function had previously been disabled due to a technical issue. Advisors can now resume entering exceptions to students' APR.

In addition, the SIS team recently performed two additional APR adjustments:

Transfer Credit

- The SIS team has completed the posting of Transfer Credit detail in SIS Campus Solutions for all continuing students.
- Advisors can now make exceptions to students' APRs using transfer coursework.

American History and Institutions (AH&I) Requirement

- Due to a DB2 conversion issue, the “American History and Institutions” (AH&I) requirement in the APR and Degree Progress (UGRD) Card displayed inaccurate information. In some cases, students' APR and Degree Progress (UGRD) CalCentral card data incorrectly showed one or both components of the requirement as satisfied or unsatisfied. This issue has been fixed.
The American History and Institutions requirement should now display the correct information.

If you have any questions or issues related to these topics, please contact sis-help@berkeley.edu with the words “American History and Institutions” or “Transfer Credit” in your email’s subject line.

Thank you for your patience.

Student Information Systems
Reminder: APR Open Lab Sessions for GSAOs Wednesday, April 26

Dear Graduate Advisors,

On Wednesday, April 26, in the afternoon, Graduate Division and Student Information Systems (SIS) will host two Academic Progress Report Open Lab Sessions to offer assistance to GSAOs on how to validate and update academic requirements and add departmental milestones for fall and/or spring graduation checkout. The April 26 sessions are the last scheduled APR labs for spring semester.

Each session will last one hour. The first session is from 1:30 p.m. to 2:30 p.m. and the second session is from 2:30 p.m. to 3:30 p.m. Graduate Division and SIS representatives will be available to answer your questions.

Please register directly via the UC Learning Center website.

Search for the Class Code that corresponds to the one-hour session you want to attend. Please register for one time slot only. Space is limited to eight people per one-hour session.

Spots are reserved on a first-come, first-served basis.

Wednesday, April 26 1:30 to 2:30 p.m. Session

Class Code: BESIS306-170426a 28 University Hall - directions
Wednesday, April 26 2:30 to 3:30 p.m. Session

Class Code: BESIS306-170426b 28 University Hall - directions

What to Bring

Please bring the UIDs of 5 students planning to graduate in spring 2017 to run Academic Progress Reports for your program, plan, subplan, certificate, and/or designed emphasis. Please also bring any documentation you might need to validate the specific student's requirements (e.g., from handbooks, spreadsheets, etc.).

Additional Topics

Propose other topics for future sessions by emailing us with the subject line: SessionTopic: [Insert topic here].

Thank you. We hope to see you soon.

Graduate Division
Student Information Systems
April 25, 2017

Thank You and Survey: Award Entry Functionality Session

Dear Award Entry Users and GSAOs,

Thank you to those of you who attended the April 20 Graduate Award Entry functionality session. At this session we presented a demo with Q&A, and discussed the process for prioritizing improvements and incorporating your feedback. Graduate Division, SIS, and the Financial Awards and Scholarships Office (FASO) are working together to improve Graduate Award Entry functionality. Help us prioritize our work by providing your feedback on the items that most matter to you.

Please fill out our 2-minute Survey on Award Entry Priorities (link deactivated).

Session Video and Slides

- Watch the Graduate Award Entry Demo Video.
- Download the Graduate Award Entry Demo Presentation.

Job Aids

- Job aids on Award entry and other financial matters can be accessed atsis.berkeley.edu/training/financial-aid-resources.
Training

- SIS users with Award Entry Access:

You may sign up for one of our weekly training labs at UC Learning Center. Search for "BESIS440" or "Award Entry." Please bring your actual award entries and questions to the session, so we can assist you.

- SIS users without Award Entry Access:

Access the Award Entry Interactive Learning tool:

1. Select the book icon titled "Financial Aid"
2. Select the book icon labeled "Award Entry"
3. Choose the appropriate topic ("Departmental Award Entry," "Departmental Award Approval," "Find Existing Award," or "Graduate Division Award Entry"
4. Select “Try It” for the training mode.
5. Follow the specific instructions at the end of the training to request access.

Thank you for your feedback!

Graduate Division
Student Information Systems
APR Exceptions now available in SIS Campus Solutions

Dear Advisor,

The SIS team has restored the Academic Progress Report (APR) Exceptions function in SIS Campus Solutions. This function was disabled earlier this month while we diagnosed a technical issue that was reported by some SIS users. The issue is now resolved. Advisors can now resume entering exceptions to students' APRs.

Job Aids

- APR Exceptions are manual adjustments that can be made in the Academic Progress Report. APR function and process job aids can be viewed at sis.berkeley.edu/training/academic-advising-resources.

Help

- If you notice an inaccuracy or experience a technical issue with a student's APR, please email to sishelp@berkeley.edu with the subject line, "APR Inaccuracy" or "APR Technical Issue" respectively.

We apologize for the inconvenience and thank you for your patience.

Student Information Systems
RSVP Now: Academic Progress Report (APR) Open Lab Sessions for GSAOs | April 20, 2017

Dear Graduate Advisors,

On Wednesday, April 26, in the afternoon, Graduate Division and Student Information Systems (SIS) will host two Academic Progress Report Open Lab Sessions to offer assistance to GSAOs on how to validate and update academic requirements and add departmental milestones for fall and/or spring graduation checkout.

The April 26 sessions are the last scheduled APR labs for spring semester.

Each session will last one hour. The first session is from 1:30 p.m. to 2:30 p.m. and the second session is from 2:30 p.m. to 3:30 p.m. Graduate Division and SIS representatives will be available to answer your questions.

Please register directly via the UC Learning Center website.

Search for the Class Code that corresponds to the one-hour session you want to attend. Please register for
RSVP Now: Academic Progress Report (APR) Open Lab Sessions for GSAOs | April 20, 2017 | Student Information Systems

one time slot only. Space is limited to eight people per one-hour session. Spots are reserved on a first-come, first-served basis. For more information, please contact Judy Smithson at jsmithson@berkeley.edu.

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Wednesday, April 26

1:30 to 2:30 p.m. Session
Class Code: BESIS306-170426a
28 University Hall - directions

Wednesday, April 26

2:30 to 3:30 p.m. Session
Class Code: BESIS306-170426b
28 University Hall - directions

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What to Bring

Please bring the UIDs of 5 students planning to graduate in spring 2017 to run Academic Progress Reports for your program, plan, subplan, certificate, and/or designed emphasis. Please also bring any documentation you might need to validate the specific student's requirements (e.g, from handbooks, spreadsheets, etc.).

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Additional Topics

Propose other topics for future sessions by emailing us with the subject line: SessionTopic: [Insert topic here]. Thank you. We hope to see you soon.

Graduate Division
Student Information Systems

TOPICS
Dear SIS system users and campus partners,

SIS will have a planned outage on Sunday, April 30, from 4 a.m. to 9 a.m. During the outage, the technical team will implement new SIS Release 8.1 functionality.

We will not send out an email notification when the system is available. For updates on system availability, please check the sis.berkeley.edu website's News section, after the scheduled outage end time. Thank you.

Scheduled Outage

Estimated Times: Sunday, April 30, from 4 a.m. to 9 a.m.
Impact: The system will be unavailable
System(s): SIS Campus Solutions,* CalCentral , and SIS APIs on API Central
Details: Users will not have system access.
Please adjust your work as needed, based on SIS availability. We will continue to communicate upcoming SIS down times by email to impacted SIS users, and we will post this information on the SIS project website.
Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: [link removed].

Questions and Support

If you have technical questions or need support, please contact SIS Production Support by phone at (510) 664-9000 option 6; by e-mail at sishelp@berkeley.edu by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident in the “Affected Service” section, please choose “SIS - Student Information Systems.”

Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team

* All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.
April 19 APR Labs for GSAOs Cancelled

Dear Graduate Advisors,

We are writing to inform you that the Academic Progress Report (APR) Open Labs for GSAOs scheduled for Wednesday, April 19, have been cancelled.

The next APR Labs are scheduled for 1:30 p.m. and 2:30 p.m. on Wednesday, April 26, in University Hall. These are the last scheduled APR labs for spring semester.

For more information or to RSVP for the April 26 labs, please visit the UC Learning Center website and search for "SIS APR Open Lab."

We apologize for any inconvenience this may cause.

Thank you,

Graduate Division
Student Information Systems
RSVP: Award Entry Functionality Session Thursday, April 20

Dear GSAOs and Award Entry Users,

Graduate Division and Student Information Systems will host a session on Graduate Award Entry functionality on Thursday, April 20, from 9 a.m. to 10:30 a.m. This session will be live-streamed on the Graduate Division website for those who cannot attend in-person.

Topics will include:

- Demonstration of Graduate Award Entry functionality, as a refresher for current users.
- Feedback and Q&A about Award Entry - e.g., functionality updates, enhancement requests, priorities and timing, etc.

Graduate Award Entry Functionality Session
Thursday, April 20
9 a.m. to 10:30 a.m.
Sproul Hall 309 - directions
(Scroll down for remote viewing instructions)

To RSVP
Due to limited seating, please RSVP through the Google document link provided. Feel free to forward the sign-up sheet to colleagues as you see fit.

[Link to Sign-up Sheet]

**To Attend Remotely**

We understand that this is a very busy time of year and it may be difficult to attend, so we are offering the option to attend remotely. Recipients of this email may feel free to forward this invitation to their departmental Award Entry partner (e.g., departmental approver, CAO, or finance staff), if they wish for their Award Entry partners to also attend or to attend in their place.

To attend this session remotely or view previous sessions, please visit: http://graddashboard.berkeley.edu/gsao-meetings/.

We look forward to seeing you. Thank you.

Graduate Division
Student Information Systems
Save the Date: Award Entry Session Functionality Session Thursday, April 20

Dear GSAOs and Award Entry Users,

Graduate Division and Student Information Systems will hold a session on Graduate Award Entry functionality on Thursday, April 20, from 9 a.m. to 10:30 a.m. in Sproul 309.

Topics will include:

Demonstration of Graduate Award Entry functionality, as a refresher for current users.
Feedback and Q&A about Award Entry - e.g., functionality updates, enhancement requests, priorities and timing, etc.

Grad Award Entry Functionality Session

Thursday, April 20
9 a.m. to 10:30 a.m.

Sproul Hall 309 - directions

We are sending this save-the-date to all GSAOs and Graduate Award Entry users. We understand that this
is a very busy time of year and it may be difficult to attend, so we are offering the option to attend remotely. Recipients of this email may feel free to forward this invitation to their departmental Award Entry partner (departmental approver/CAO/finance staff), if they wish for their Award Entry partners to also attend or to attend in their place.

This session will be streamed live.

We will send a follow-up email with a link to RSVP for the event and live stream login information.

Thank you.

Graduate Division
Student Information Systems
Dear Campus Staff,

As a reminder, standard access to the green screens mainframe system* (commonly referred to as DB2) will end on April 30, 2017. This email includes updates to the March 16 email, where we first informed you of the timing of the DB2 to SIS transition.

**Historical Data Reminder**

Please refer to the “What to expect on May 1” section of the March 16 email to review timing and locations for accessing historical student data.

**SIS Reports with legacy DB2 data**

The SIS project is working with department representatives to develop the critical reports that will make the legacy DB2 data available in SIS Campus Solutions.

Please review the list of DB2 screens or data content that will be available via SIS Campus Solutions Reports. The reports will be released to campus in May through July. We will update the DB2 to SIS transition webpage with new information as more details become available.

If you see any gaps or are concerned about any content for SIS reports that might not be included, please
let us know right away, so we can resolve the issue. (See the DB2 to SIS transition webpage for details.)

**Additional access to legacy DB2 data**

- Current student data from the legacy system can already be accessed in SIS Campus Solutions** or in CalCentral, depending on the data.
- Only 1975 to 1995 Administrative Transcripts data is still being updated in DB2. We expect this data to be available in SIS Campus Solutions by April 30, 2017.
- Between May 1 and June 30, 2017, if you require legacy DB2 data for critical activities, and that data is not yet available via a SIS Campus Solutions Administrative Transcripts or Reports, please contact sishelp@berkeley.edu for assistance.

**Next Steps and Questions**

By May 1, we will email you additional details regarding the DB2/CICS transition to SIS. Meanwhile, please visit the DB2 to SIS transition webpage for updates. If you have questions or concerns about this transition, please email SIS at sis-project@berkeley.edu.

These changes are part of the university's effort to consolidate all legacy student systems into one integrated solution through the Student Information Systems (SIS) project. This project is coming to an end, however the SIS work will continue by a new department. The new organization will provide continued SIS application improvements and campus support. The SIS Executive Steering Committee (ESC) and Executive Vice Chancellor and Provost Carol Christ have approved June 30, 2017 as the formal date for transitioning SIS from project to new department.

The SIS project would not be possible without the support of many dedicated individuals across campus, both past and present. We thank the DB2 team, campus partners, students, faculty, and staff who helped make this transition possible. With your collaboration, we will continue to improve UC Berkeley’s student experience.

Sincerely,

SIS Project Executive Steering Committee
Larry Conrad, AVC, Information Technology and Chief Information Officer
Cathy Koshland, Vice Chancellor, Undergraduate Education
Stephen C. Sutton, Interim Vice Chancellor, Student Affairs
Fiona Doyle, Dean, Graduate Division

* The Customer Information Control System (CICS) is the legacy system that is being retired. This system is also known as “the green screen” (or gray screen) and is used to access the above-mentioned DB2 systems

** SIS users can access the SIS Campus Solutions application directly or via a link in CalCentral.

*If you are a manager who supervises UC Berkeley employees without email access, please circulate this information to all.*

**TOPICS**
2:30 p.m. APR Lab for GSAOs Cancelled| April 12, 2017

From: Graduate Division- Student Information Systems
Date: Wed, Apr 12, 2017
To: GSAOs
Subject: 2:30 p.m. APR Lab for GSAOs Cancelled| April 12, 2017

2:30 p.m. APR Lab for GSAOs Cancelled

Dear Graduate Advisors,

We are writing to inform you that the 2:30 p.m. Wednesday, April 12, Academic Progress Report (APR) Open Lab for GSAOs session has been cancelled.

This cancellation only affects the 2:30 p.m. session. The 1:30 p.m. April 12 APR Lab session will be held as scheduled.

For more information, please visit the UC Learning Center website and search for "SIS APR Open Lab."

We apologize for any inconvenience this may cause.

Thank you,

Graduate Division
Student Information Systems

TOPICS
2:30 p.m. APR Lab for GSAOs Cancelled | April 12, 2017 | Student Information Systems
SIS Prepares for Software Upgrade: CalCentral Outage Planned for July | April 12, 2017

Dear Campus Staff,

The Student Information Systems (SIS) team is preparing a software upgrade for the main underlying technology behind the new SIS and CalCentral systems - Oracle Campus Solutions Version 9.2.

The 9.2 Upgrade will impact the campus in two ways:

1. In early July, CalCentral and SIS Campus Solutions will be unavailable for 3-4 days.*
2. There will be a Code Freeze from April 12 through early July 2017.*

Please read through for additional details.

The 9.2 Upgrade represents the final phase of the SIS project and the beginning of the new organization. The upgrade will bring to UC Berkeley the newest and most sustainable version currently available of the Oracle Campus Solutions software platform.

1. CalCentral and SIS Campus Solutions will be unavailable for 3-4 days in early July*. The 9.2 Upgrade requires a 3-4 day system outage in early July. We are working with campus partners to minimize outage disruption to students, instructors, and staff. We will email an update when the outage dates are confirmed.
2. Code Freeze - SIS Enhancements On Hold in April-June. From now until early July 2017, SIS will focus most of its resources and efforts on work related to the 9.2 Upgrade. To help make it a smooth transition and minimize duplicative work, non-critical system fixes and enhancements will be placed on hold until the upgrade is complete.

Requests for exceptions to the Code Freeze will be reviewed on a case-by-case basis and will require approval by SIS leadership and the SIS Steering Council. At a minimum, all exceptions will need to meet a very specific limited set of criteria, in which not implementing the fix or enhancement will:

- create a legal or policy compliance issue for the university and/or
- create significant work stoppage for a large number of campus users with no workaround available.

Some benefits of the Oracle Campus Solutions 9.2 Upgrade include:

- Improved system security
- Ongoing vendor support
- A more stable system environment that is easier to maintain
- A better foundation for an improved user interface

For more information about the 9.2 Upgrade, please visit the SIS 9.2 Upgrade webpage. The SIS team will update this webpage regularly with the latest information about the upgrade. If you are concerned about the impact that the upgrade outage timing might have on a critical process or activity for your department, please email us immediately at sis-project@berkeley.edu, so we can evaluate the impact and possible solutions.

Sincerely,

Student Information Systems team

*We will communicate specific outage dates and times as soon as they are confirmed.
April 11, 2017

Dear Department Schedulers,

We recently learned of an error with the Fall 2017 Class Notes in the schedule of classes that may require your attention.

The Issue

When the Fall 2016 term rolled to create Fall 2017 in SIS Campus Solutions, a glitch occurred that caused the contents of the notes tab to be copied into Fall 2017, which was not intended to happen. We are working with the SIS technical team to identify the cause of this error, but in the meantime some Fall 2017 classes may have incorrect special titles, class descriptions, or class notes (including notes about Early Drop Deadlines or Course Materials Fees).

Action Needed

We have created a report of the notes tab contents for Fall 2017 classes. To ensure your Fall 2017 classes information is correct, please take the following actions:

1. Review the Fall 2017 Class Notes Report* for accuracy.
2. Make any necessary corrections to your Fall 2017 class notes in SIS Campus Solutions.
3. Refer to the SIS job aid on Adding Term-Specific Special Titles, Class Descriptions, and Class Notes for instructions on how to make these changes.
4. If you have a large number of classes whose notes simply need to be deleted, you may choose to either a) delete them yourselves or b) let us know and we will delete them for you. Please do so by marking Column J on the Fall 2017 Class Notes Report.
*We are aware that many of you would like to be able to run this report yourselves, and we are working on making that possible in the future.

Adding class notes and descriptions

- The Office of the Registrar would like to strongly encourage departments to add special titles, class descriptions, or class notes to your Fall 2017 classes and terms thereafter.

- This feature of the Class Schedule is popular with students and advisors, enabling them to find classes of interest using the keyword search.

- Adding class notes and descriptions may help increase enrollment in low enrollment courses and draw students to classes they may otherwise not be aware of.

- If you would like training on how to enter these note fields, or have any questions about the Guide’s Class Schedule, please contact Associate Registrar, Johanna Metzgar, at jmetzgar@berkeley.edu.

We apologize for this inconvenience. If you have any questions, please email scheduling@berkeley.edu.
Dear Graduate Advisors,

Many thanks to our GSAOs who have attended one or more of our recent engagement activities: Graduate Student Hiring small group discussions, SIS design sessions, user acceptance testing, trainings, support sessions, and GSAO monthly meetings. Thank you for all of your continued feedback and suggestions!

Working closely together, Graduate Division, Campus Shared Services Human Resources (CSS HR), and Student Information Systems (SIS) are striving to make continuous improvements in the consistency, accuracy, efficiency, and effectiveness of Graduate Student Hiring tools and processes.

As a result of your active participation and feedback, we have assembled some Frequently Asked Questions (FAQs) that are now available online: GSAO FAQs on Graduate Student Hiring.

Please review the FAQs so we can keep the lines of communication open and as always we welcome your feedback as we continue to strive to improve our systems and processes.

Regards,

Andrea Rex, Graduate Division
Janet Speer, Campus Shared Services Human Resources
Angela Blackstone, Student Information Systems
Known Issue: The APR Exceptions function has been temporarily turned off

April 4, 2017

Dear Advisor,

On the morning of Tuesday, April 4, the SIS team temporarily turned off the Academic Progress Report (APR) Exceptions function in SIS Campus Solutions due to a known technical issue that was reported by some SIS users.

**Issue**

- When an APR exception is added, it causes incorrect reporting of students’ courses and other requirements.
- Some advisors recently entered additional exceptions in an attempt to fix the students’ APRs. Unfortunately, those additional exceptions do not fix the issue and will need to be reversed when the issue is resolved.

**What you should know**

- The basic APR viewing functionality continues to be available in SIS Campus Solutions
- The APR Exceptions functionality in SIS Campus Solutions is temporarily turned off
  - Once a fix is in place, the SIS technical team will work with departmental staff to review and
resolve any APRs with Exception issues.
- No new APRs with Exception may be entered until this issue is resolved.

What to do while the issue is being resolved

- Please keep a record of APR Exceptions off-line, for when the issue is fixed.
  - Make a note of the students who need an exception. We will notify all advisors when the issue is resolved, so you can begin entering those exceptions again.

We understand that you rely on the new SIS tools that we are rolling out to do your work, which is needed to support UC Berkeley's students and faculty. We are deeply sorry when functionality rollouts like this one don't go as planned, because of the impact it has on you and the rest of our campus community. Please know that we are doing all that we can to resolve this issue as soon as possible.

We will email when we have more information about this functionality issue or its resolution. Meanwhile, please refer to the SIS Project Known Issues webpage for updates.

We apologize for the inconvenience and thank you for your patience.

Sincerely,

Angela Blackstone, Associate CIO and Sr. SIS Project Executive on behalf of the Student Information Systems Team
Dear Graduate Advisors,

Graduate Division and Student Information Systems (SIS) will host a demo session on the Committees (HEDC) eForm for GSAOs on Thursday, March 30, from 9 a.m. to 10:30 a.m. at Barrows Hall, Room 60.

This event will demonstrate the new Committees eForm (previously referred to as the "Higher Ed Degree Committee" or "HEDC" eForm), which replaces the paper version of the Qualifying Exam applications, Advancement to Candidacy, and Change of Higher Degree Committee (Recon) paper forms.

Important: This eForm is for Masters Plan 1 and Doctoral program students only.

The goal of this demo is to help you become familiar with this student-initiated eForm so you can advise students on this process. We would also like to learn what you think about this eForm and whether there are any improvements you would like to see implemented in the future.

The demo will also be live-streamed on Blue Jeans and archived on the Graduate Division website. We will send a follow-up email with the link to the archived live-stream and an opportunity for you to provide additional feedback.

Thursday, March 30
9 a.m. to 10:30 a.m.

Barrows Hall, Room 60 - directions

Add this event to your bCal
Remote Viewing

GSAOs can attend the demo remotely at [link removed].
Users can select either phone or computer for audio. We recommend using the phone option.

To join via phone:

1. Dial: 1.888.240.2560
2. Enter Conference ID# 5105551212

Remote participants will be muted to ensure that the sound is clear. Users should use the chat button to ask questions.
A video archive of the demo will be available.

Upcoming APR Labs

Graduate Division and SIS will host Academic Progress Report Labs on Thursdays throughout the month of April. Space is limited and RSVP is required through UC Learning Center.

- April 5, 1:30 to 2:30 p.m. Evans Hall Lab B3A. Class Code: BESIS306-170405a
- April 5, 2:30 to 3:30 p.m. Evans Hall Lab B3A. Class Code: BESIS306-170405b
- April 12, 1:30 to 2:30 p.m. Evans Hall Lab B3A. Class Code: BESIS306-170412a
- April 12, 2:30 to 3:30 p.m. Evans Hall Lab B3A. Class Code: BESIS306-170412b

Additional Topics

Propose other topics for future sessions by emailing us with the subject line: SessionTopic: [Insert topic here].
Thank you. We hope to see you soon.

Graduate Division
Student Information Systems
New Award Entry Features: Summer Awarding and Student Batch Searches

Dear Award Entry Users,

Student Information Systems released Go-Live 8 on Sunday, March 26. With this release, there are new features for Award Entry users.

These tips and updates are intended for award entry users who are familiar with the system. If you are a new award entry user or are not familiar with this process, please reach out to your supervisor for direction on how to proceed.

Entering Summer Awards

Process and Tips

- Summer awards must be entered using separate, summer-specific Item Types. You cannot use an academic year Item Type to make a summer award.
- For Department Awards, new summer Item Types will need to be created. Click on the “Summer” box on the "Create New Item Type" page. Item Types are now auto-approved twice a day.
- For Graduate Division summer awards (block grants and departmentally-restricted awards), summer Item Types are already available. To locate them, check the “Summer Award?” box and uncheck the “Enrollment Required?” box. Then search for department-specific item types as usual (e.g., “BG-___”).
New Summer Disbursement Plans
Below are the new disbursement codes for summer with the corresponding schedule:

- SM (Dept.) and S1 (GD): Mid-May
- S2: July 1
- SE: Early Summer (for fees)
- SU: Monthly (beginning of month, starting June 1)
- SV: Monthly (end of month, from June 25 to July 25)
- SW: Monthly (mid-month)

*Summer stipends are scheduled to begin disbursing in mid-May.*

Policy Matters
Do not create summer awards for students who are graduating in May. Awards for students who have graduated should be created for a term in which they were enrolled. Students who were not enrolled in the Spring (cancelled or withdrawn), and who are not enrolled in Summer, are not eligible for summer funding.

Student Batch Searches
There is now an option to search by student to see what batch(es) they are in. For more information, see the Search by Student job aid.

Thank you.
Student Information Systems
March 1, 2017

Dear campus community,

We have received reports of a new round of disturbing incidents of harassment, intimidation, and vandalism directed at student members of the Berkeley College Republicans. The acts in question include destruction of the organization’s sign, which was captured on video; “doxxing” of certain members; and the posting of threatening posters around campus.

Let there be no mistake: The campus administration condemns all acts of vandalism and attempted intimidation. These matters are now under investigation by UCPD, with the aim of identifying the perpetrators and imposing appropriate consequences. We encourage anyone who has relevant information to bring it to UCPD.

The University is unswervingly committed to supporting and defending all our students' First Amendment rights, and their ability to freely engage in political activities across the ideological spectrum. We will continue to do everything in our power to ensure that every member of our campus community feels safe, welcome, and respected. Staff members in Student Affairs are reaching out to offer support and services to the targeted students and others who may now feel threatened.

Nils Gilman
Associate Chancellor
Reminder: Committees (HEDC) eForm Demo for GSAOs - Thursday, March 30

From: Student Information Systems <sis-project@berkeley.edu>

Date: Mon, Mar 27, 2017

To: SIS Users

Subject: Reminder: Committees (HEDC) eForm Demo for GSAOs - Thursday, March 30

March 27, 2017

Reminder: Committees (HEDC) eForm Demo for GSAOs - Thursday, March 30

Dear Graduate Advisors,

Graduate Division and Student Information Systems (SIS) will host a demo session on the Committees (HEDC) eForm for GSAOs on Thursday, March 30, from 9 a.m. to 10:30 a.m. at Barrows Hall, Room 60.

This event will demonstrate the new Committees eForm (previously referred to as the "Higher Ed Degree Committee" or "HEDC" eForm), which replaces the paper version of the Qualifying Exam applications, Advancement to Candidacy, and Change of Higher Degree Committee (Recon) paper forms.

Important: This eForm is for Masters Plan 1 and Doctoral program students only.

The goal of this demo is to help you become familiar with this student-initiated eForm so you can advise students on this process. We would also like to learn what you think about this eForm and whether there are any improvements you would like to see implemented in the future.

The demo will also be live-streamed on Blue Jeans and archived on the Graduate Division website. We will send a follow-up email with the link to the archived live-stream and an opportunity for you to provide additional feedback.

Thursday, March 30
9 a.m. to 10:30 a.m.
Barrows Hall, Room 60 - directions

Add this event to your bCal

**Remote Viewing**

GSAOs can attend the demo remotely at [https://bluejeans.com/5105551212](https://bluejeans.com/5105551212). Users can select either phone or computer for audio. We recommend using the phone option.

To join via phone:

1. Dial: 1.888.240.2560
2. Enter Conference ID# 5105551212

Remote participants will be muted to ensure that the sound is clear. Users should use the chat button to ask questions.

A video archive of the demo will be available.

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**Upcoming APR Labs**

Graduate Division and SIS will host Academic Progress Report Labs on Thursdays throughout the month of April. Space is limited and RSVP is required through UC Learning Center.

- April 5, 1:30 to 2:30 p.m. Evans Hall Lab B3A. Class Code: BESIS306-170405a
- April 5, 2:30 to 3:30 p.m. Evans Hall Lab B3A. Class Code: BESIS306-170405b
- April 12, 1:30 to 2:30 p.m. Evans Hall Lab B3A. Class Code: BESIS306-170412a
- April 12, 2:30 to 3:30 p.m. Evans Hall Lab B3A. Class Code: BESIS306-170412b

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**Additional Topics**

Propose other topics for future sessions by emailing us with the subject line: SessionTopic: [Insert topic here].

Thank you. We hope to see you soon.

Graduate Division
Student Information Systems

**TOPICS**
The Student Information Systems (SIS) Go-Live 8 is Now Available

Dear SIS users and campus partners,

SIS Go-Live 8 is now available. Here are some highlights of new SIS Campus Solutions and CalCentral functionality from this release.

Please visit the SIS Go-Live 8 webpage for full Go-Live 8 functionality details and navigation.

Advisors

Degree Progress

The Degree Progress card has been enhanced to include more information.

Navigation: My Dashboard > Student Overview > Degree Progress card

Midpoint Deficient Grades

The Academic Plan card has been enhanced to display a student's midpoint (midterm) deficient grade.

Navigation: My Dashboard > Student Overview > Academic Plan card: Grades

Advising Notes Author

Advising Notes have been enhanced to include the author of the note's college and contact information at the time that the note was written.
Academic Summary

The Academic Summary has been updated to more closely align with information available on the Administrative Transcript.

Navigation: My Dashboard > Student Overview > Personal Summary > Advising Resources > Advising Notes

Comprehensive Student Report (Graduate)

In the Reporting Center under the "GR Graduate Data" section, there is now a new Student Records & Status "Comprehensive Student Report" that includes graduate student information similar to the Dynamic Student Report found in GLOW.

Navigation: My Dashboard > Advising Resources > Tools > Reporting Center > GR Graduate Data > Comprehensive Student Report

Students

Withdrawal Request

The Withdrawal form under the "Add a Withdrawal Request" link now allows students to withdraw from classes prior to the start of instruction for a term and have the withdrawal be processed as a Cancellation.

Navigation: My Dashboard > Student Resources > Submit a Form > Add a Withdrawal Request

Academic Summary

The Academic Summary has been updated to more closely align with information available on the Administrative Transcript.

Navigation: My Academics > Semesters card > View Academic Summary

Statement of Legal Residence (SLR) eForm

The SLR eForm issue has been fixed. Students should now be able to complete the SLR eForm in CalCentral.

Navigation: My Dashboard > Tasks > Statement of Legal Residency (It only appears when student action is required.)

Staff

Award Entry

Award Entry users will have the ability to search a student to see which batch(es) the student is in.

Navigation: SIS Campus Solutions: Cal Components > Financial Aid > Award Entry > Search Awards for Student
Award Entry users will be able to add Summer 2017 Awards and create new Summer Item Types.

Navigation: SIS Campus Solutions: Cal Components > Financial Aid > Award Entry

Visit the Go-Live 8 website for more information.

Questions and Support

UC Berkeley's transition to the new SIS is an iterative process. Some features are initially released with only some of the functionality that will exist in the final version. The SIS team then continues to build and improve each feature based on rollout plans and user feedback from students, staff, and instructors.

- Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: [link removed].

  - Please visit the SIS Known Issues to review the status of current known technical issues. If you experience a technical issue that is not listed, please contact SIS Help Desk Support to report the issue:
    - by phone at (510) 664-9000 option 6;
    - by e-mail at sishelp@berkeley.edu, or
    - by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident in the “Affected Service” section, please choose “SIS - Student Information Systems.”
  - Please email sis-training@berkeley.edu if you have any training questions.
  - Visit the SIS weblinks below for additional resources. We are grateful for your partnership as we continue on the path toward creating an integrated student information system that is supportive of our community.

Thank you for your patience and collaboration.

Sincerely,

Student Information Systems Team

TOPICS
Reminder: Planned Outage: Sunday, March 26, 5 a.m. to 2 p.m.

From: Student Information Systems <sis-project@berkeley.edu>
Date: Thu, Mar 23, 2017
To: SIS Users
Subject: Reminder: Planned Outage: Sunday, March 26, 5 a.m. to 2 p.m.

March 23, 2017

SIS Release 8.0 Planned Outage: On Sunday, March 26, from 5 a.m. to 2 p.m. SIS Campus Solutions and CalCentral will have limited or no availability

Dear SIS system users and campus partners,

As a reminder, SIS will have a planned outage on Sunday, March 26. During the outage, the technical team will implement new SIS Release 8.0 functionality.

We will not send out an email notification when the system is available. For updates on system availability, please check the sis.berkeley.edu website's News section, after the scheduled outage end time.

Thank you.

Scheduled Outage

Estimated Times: Sunday, March 26, from 5 a.m. to 7 a.m.
Impact: The system will have delays
System(s): SIS Campus Solutions,* CalCentral, select bCourses tools, and SIS APIs on API Central
Details: SIS users will experience service interruptions. They will be able to perform actions, but will not receive confirmation of their actions. When SIS is back up, they will be able to view confirmation of the actions they took during this period.

Estimated Times: Sunday, March 26, from 7 a.m. to 2 p.m.
Impact: The system will be unavailable
System(s): SIS Campus Solutions,* CalCentral, select bCourses tools, and SIS APIs on API Central
Details: Users will not have system access.

Actions

Please adjust your work as needed, based on SIS availability.
We will continue to communicate upcoming SIS down times by email to impacted SIS users, and we will post this information on the SIS project website.

- Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: http://www.bai.berkeley.edu/BFS/systems/clearCache.htm.

Questions and Support

- If you have technical questions or need support, please contact SIS Production Support by phone at (510) 664-9000 option 6; by e-mail at sishelp@berkeley.edu; by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident in the “Affected Service” section, please choose “SIS - Student Information Systems.” Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS. Sincerely,

Student Information Systems Team

* All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.

TOPICS
Save the Date: Higher Ed Degree Committee (HEDC) eForm Demo for GSAOs

Dear Graduate Advisors,

Graduate Division and Student Information Systems (SIS) will host a demo session on the Higher Education Degree Committee eForm for GSAOs on Thursday, March 30, from 9 a.m. to 10:30 a.m. We will send a follow-up email with an RSVP link and the demo location. The purpose of this event is to demonstrate the new Higher Education Degree Committee eForm, which replaces the paper version of the Qualifying Exam applications, Advancement to Candidacy, and Change of Higher Degree Committee (Recon) paper forms.

Upcoming APR Labs

Graduate Division and SIS will host Academic Progress Report Labs on Thursdays throughout the month of March. All sessions are to be held in Evans Hall Lab-B3A. Space is limited and RSVP is required through UC Learning Center.

- April 5, 1:30 to 2:30 p.m. Evans Hall Lab B3A. Class Code: BESIS306-170405a
- April 5, 2:30 to 3:30 p.m. Evans Hall Lab B3A. Class Code: BESIS306-170405b
- April 12, 1:30 to 2:30 p.m. Evans Hall Lab B3A. Class Code: BESIS306-170412a
- April 12, 2:30 to 3:30 p.m. Evans Hall Lab B3A. Class Code: BESIS306-170412b

Additional Topics
Propose other topics for future sessions by emailing us with the subject line: SessionTopic: [Insert topic here].

Thank you. We hope to see you soon.

Graduate Division
Student Information Systems
RSVP Now: Academic Progress Report (APR) Open Lab Sessions for GSAOs

Dear Graduate Advisors,

On Thursday, March 23, in the afternoon, Graduate Division and Student Information Systems (SIS) will host two Academic Progress Report Open Lab Sessions to offer assistance to GSAOs on how to validate and update academic requirements and add departmental milestones for fall and/or spring graduation checkout. Each session will last one hour. The first session is from 1:30 p.m. to 2:30 p.m. and the second session is from 2:30 p.m. to 3:30 p.m. Graduate Division and SIS representatives will be available to answer your questions.

Please register directly via the UC Learning Center website.

Search for the Class Code that corresponds to the one-hour session you want to attend. Please register for one time slot only. Space is limited to eight people per one-hour session.

Spots are reserved on a first-come, first-served basis.

For more information, please contact Judy Smithson at jsmithson@berkeley.edu.

Sessions

Thursday, March 23 1:30 to 2:30 p.m. Session
Class Code: BESIS306-170323a
Evans Hall Lab-B3A - [directions](#)

Thursday, March 23 2:30 to 3:30 p.m. Session
Class Code: BESIS306-170323b
Evans Hall Lab-B3A - [directions](#)

What to Bring

Please bring the UIDs of 5 students planning to graduate in spring 2017 to run Academic Progress Reports for your program, plan, subplan, certificate, and/or designed emphasis. Please also bring any documentation you might need to validate the specific student's requirements (e.g., from handbooks, spreadsheets, etc.).

Upcoming Sessions Graduate Division and SIS will host Academic Progress Report Labs on Thursdays throughout the month of April. Space is limited and RSVP is required through UC Learning Center [](#). • April 5, 1:30 to 2:30 p.m. Evans Hall Lab B3A. Class Code: BESIS306-170405a
  - April 5, 2:30 to 3:30 p.m. Evans Hall Lab B3A. Class Code: BESIS306-170405b
  - April 12, 1:30 to 2:30 p.m. Evans Hall Lab B3A. Class Code: BESIS306-170412a
  - April 12, 2:30 to 3:30 p.m. Evans Hall Lab B3A. Class Code: BESIS306-170412b

Additional Topics

Propose other topics for future sessions by [emailing us](mailto:...23] with the subject line: SessionTopic: [Insert topic here].

Thank you. We hope to see you soon.

Graduate Division
Student Information Systems

TOPICS
From: Student Information Systems <sis-project@berkeley.edu>

Date: Thurs., Mar 16, 2017

To: SIS Users

Subject: Planned Outage: Sunday, March 26, 5 a.m. to 2 p.m.

March 16, 2017

SIS Release 8.0 Planned Outage: On Sunday, March 26, from 5 a.m. to 2 p.m. SIS Campus Solutions and CalCentral will have limited or no availability

Dear SIS system users and campus partners,

SIS will have a planned outage on Sunday, March 26. During the outage, the technical team will implement new SISRelease 8.0 functionality.

We will not send out an email notification when the system is available. For updates on system availability, please check the sis.berkeley.edu website's News section, after the scheduled outage end time.

Thank you.

Scheduled Outage

Estimated Times: Sunday, March 26, from 5 a.m. to 7 a.m.

Impact: The system will have delays

System(s): SIS Campus Solutions,* CalCentral, select bCourses tools, and SIS APIs on API Central

Details: SIS users will experience service interruptions. They will be able to perform actions, but will not receive confirmation of their actions. When SIS is back up, they will be able to view confirmation of the actions they took during this period.

Estimated Times: Sunday, March 26, from 7 a.m. to 2 p.m.

Impact: The system will be unavailable

System(s): SIS Campus Solutions,* CalCentral, select bCourses tools, and SIS APIs on API Central
Planned Outage: Sunday, March 26, 5 a.m. to 2 p.m. | Student Information Systems

Details: Users will not have system access.

Actions

Please adjust your work as needed, based on SIS availability.

We will continue to communicate upcoming SIS down times by email to impacted SIS users, and we will post this information on the SIS project website.

- Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: [http://www.bai.berkeley.edu/BFS/systems/clearCache.htm](http://www.bai.berkeley.edu/BFS/systems/clearCache.htm).

Questions and Support

- If you have technical questions or need support, please contact SIS Production Support by phone at (510) 664-9000 option 6; by e-mail at [sishelp@berkeley.edu](mailto:sishelp@berkeley.edu); by submitting a Help Desk ticket at [https://berkeley.service-now.com/ess/create_incident](https://berkeley.service-now.com/ess/create_incident) in the “Affected Service” section, please choose “SIS - Student Information Systems.” Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS. Sincerely,

Student Information Systems Team

* All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.
Dear Campus Staff,

On April 30, 2017, the green screens mainframe system (commonly referred to as DB2) will be retired.* This legacy system has been used across UC Berkeley to access a variety of registration, enrollment, and student financial functions and information.

Beginning May 1, 2017, historical data previously available through the green screens will be available through the Student Information Systems (SIS) Campus Solutions application and updates to historical records will only be updated in SIS Campus Solutions. Systems impacted by the green screens’ retirement include:

- DB2 (the mainframe)
- DB2 Berkeley Law School
- DB2 CARS
- DB2 Course Approval
- DB2 Summer
- DB2 OLADS (Online Add/Drop System)
- DB2 Undergraduate Admissions (UGA)
- Other - For a complete list of impacted systems, visit the [DB2 to SIS transition](https://sis.berkeley.edu/access-db2-legacy-mainframe-system-ends-april-30) webpage.

**What to expect on May 1, 2017**

- SIS Campus Solutions will be your primary source of student data
  - All required current and historical data, previously accessed through the DB2 green screens, will

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* ***The following message has been updated with new information, dates, and processes. - SIS Team***

March 16, 2017
be available in SIS Campus Solutions** as of May 1.

- **Historical Data**
  - Historical data (through Summer term 2016) will continue to be available in BearFacts through June 30, 2017.
  - After June 30, 2017, all required historical data from DB2 will be made available through reports in SIS Campus Solutions. The SIS project team is working to identify these required reports. See list on the [DB2 to SIS transition webpage](https://sis.berkeley.edu/db2-to-sis-transition).
  - All DB2 data will be archived for future technical teams’ access, if required.

- **New Administrative Transcript**

  Current students can view relevant information from their Administrative Transcript in CalCentral under, “Academic Summary.” Staff access to Administrative Transcripts varies depending on when the student was admitted to UC Berkeley:

  - For students admitted in 1995 or later, a new Administrative Transcript is now available in SIS Campus Solutions. It includes all information previously available in the BearFacts Unofficial Transcript, plus probation status.
  - For students admitted between 1975 and 1995, a new Administrative Transcript will be available to staff in SIS Campus Solutions on April 30. It will include all information previously available in the BearFacts Unofficial Transcript, plus probation status.
  - For students admitted prior to 1975, data was not available in DB2 and it will not be available in SIS Campus Solutions. This data will continue to be accessed by the Office of the Registrar, as it is now.

  Note: Read more about new transcript terminology in the [DB2 to SIS transition](https://sis.berkeley.edu/db2-to-sis-transition) webpage.

**Spring Semester 2017 Graduation Checkout**

The SIS team is actively working with academic advisors and Office of the Registrar staff on the graduation checkout process. This will ensure that staff have access to the necessary student data for completing this important process. We will provide additional information on the tools, processes and training for Spring 2017 graduation in an upcoming communication.

**DB2 Transition Next Steps and Questions**

By early April, we will email additional details regarding the DB2/CICS transition to SIS. Meanwhile, please visit the [DB2 to SIS transition](https://sis.berkeley.edu/db2-to-sis-transition) webpage for updates. If you have questions or concerns about this transition, please email SIS at sis-project@berkeley.edu.

These changes are part of the university’s effort to consolidate all legacy student systems into one integrated solution through the Student Information Systems (SIS) project. This project is coming to an end, however the SIS work will continue by a new department. The new organization will provide continued SIS application improvements and campus support. The SIS Executive Steering Committee (ESC) and Executive Vice Chancellor and Provost Carol Christ have approved June 30, 2017 as the formal date for transforming SIS from project to new department.

The SIS project would not be possible without the support of many dedicated individuals across campus, both past and present. We thank the DB2 team, campus partners, students, faculty, and staff who helped
make this transition possible. With your collaboration, we will continue to improve UC Berkeley’s student experience.

Sincerely,

SIS Project Executive Steering Committee

Larry Conrad, AVC, Information Technology and Chief Information Officer

Cathy Koshland, Vice Chancellor, Undergraduate Education

Steve Sutton, Interim Vice Chancellor, Student Affairs

Fiona Doyle, Dean, Graduate Division

* The Customer Information Control System (CICS) is the legacy system that is being retired. This system is also known as “the green screen” (or gray screen) and is used to access the above-mentioned DB2 systems.

** SIS users can access the SIS Campus Solutions application directly or via a link in CalCentral.
March 16, 2017

Dear campus community,

I am delighted to inform you that this morning the Regents voted unanimously to confirm our Interim Executive Vice Chancellor and Provost, Carol Christ, as the 11th Chancellor of the University of California, Berkeley. Now that the vote is complete, I am pleased to join the chorus of voices, from across our extended campus community and the country, that is greeting this news with so much enthusiasm.

The President and the Regents have made a superb choice, and as I contemplate stepping down as Chancellor on June 30th, I am confident that Chancellor-Designate Christ will provide exactly the kind of leadership our university needs at the present time.

For the past eleven months, it has been my great pleasure to work closely with Carol on the widest range of issues, opportunities, and challenges facing our university. I have been impressed by her intelligence, her strategic acumen, and most of all her love for Berkeley. Carol knows this institution inside out, and she brings ample experience as well from her time as President of Smith College. She embodies and embraces the ideals and values that are fundamental to Berkeley: shared governance; student welfare; diversity, equity, access, and inclusion; freedom of expression; and public service.

These are difficult times for higher education, and especially for public higher education. We are all aware that as UC Berkeley works to adjust to vastly different funding models, amid growing pressure from different constituencies and persistent financial challenges, we need exceptional leadership. I know that we will have it during Carol’s chancellorship. I look forward to supporting her as a member of the Berkeley faculty in the years ahead.
Now, my attention and energies will turn to working with Carol, as well as with colleagues in the senior administration, faculty, staff, students, alums, and supporters, to ensure a seamless transition. For more about Chancellor-designate Christ, please visit this new webpage dedicated to her appointment: http://news.berkeley.edu/chancellor-christ.

I am pleased to share with you this personal message from Carol.

I am deeply honored that the President and the Regents have chosen me to lead Berkeley at this critical moment in its history, and even more honored to serve the campus that I love. The two weeks between President Napolitano’s very unexpected telephone call, asking if I would take this job, and this past Monday, when the news became public, have been ones, for me, of deep reflection. I’ve been asking myself what Berkeley has meant and continues to mean to me. I arrived here in 1970—a freshly minted Ph.D. who had never been west of Philadelphia, young, naïve, and green. Berkeley transformed me, as it has transformed so many of us, and it transformed my understanding of higher education. I had never been in a place of such intense intellectual vitality, with as great a sense of the consequence of its research. There seemed no field, of knowledge or endeavor, that someone on the faculty did not know profoundly—and indeed was not working to extend its understanding. And I had never been in a place so deeply committed to widening the doors to educational opportunity. Berkeley is as much about the community college transfer student from Modesto or Fremont or Arcata who discovers her intellectual passions here, and discovers she can excel, as it is about its Nobel prize winners. Indeed, it's that combination that defines us. Former Chancellor Chang Lin Tien used to call it excellence and access; it is Berkeley’s DNA.

This is a difficult historical moment for our campus—one more difficult, I believe, than any since the 1960’s. Because of our budget deficit, we must reimagine our financial model while always staying true to our public mission. This is currently the challenge of public higher education. Although some of Berkeley’s choices have exacerbated this situation, I believe it is structural, and not unique. Berkeley can be a pioneer here in meeting this challenge, as it has been in so much else. I will need your wisdom and imagination as we do this together; I hope I can rely on your advice, your candor, and your trust. I am honored to serve the campus and its mission.

Carol Christ
Interim Executive Vice Chancellor and Provost
Chancellor-Designate

Sincerely,

Nicholas Dirks
Dear Campus Community,

President Napolitano has announced the nomination of interim executive vice chancellor and provost Carol Christ as the next Chancellor for UC Berkeley, pending approval by the Regents later this week.

I am very pleased to share this announcement with you.

Sincerely,

Nicholas Dirks
Chancellor

The press release is below for your reference.

To view online: [https://www.universityofcalifornia.edu/press-room/uc-president-announces-pick-uc-berkeley-chancellor](https://www.universityofcalifornia.edu/press-room/uc-president-announces-pick-uc-berkeley-chancellor)
University of California President Janet Napolitano today (March 13) announced that she has selected Carol T. Christ, UC Berkeley’s interim executive vice chancellor and provost and the former president of Smith College, as her choice to become the campus’s next chancellor, the first woman to serve in the role.

The UC Board of Regents will vote on the nomination Thursday during a special session held concurrently with the regular board meeting at UC San Francisco’s Mission Bay campus. If approved by the regents, Christ, 72, will become UC Berkeley’s 11th chancellor, effective July 1. The current chancellor, Nicholas B. Dirks, announced in August that he would step down to return to teaching and research once a successor is in place.

“I am delighted that Carol Christ has agreed to lead Berkeley at this pivotal time in the campus’s storied history,” Napolitano said. “From among the many highly qualified candidates for the position, Carol’s exceptional leadership and strategic planning skills, her deep commitment to the university’s core values, her many academic and professional accomplishments, as well as her deep knowledge of, and affection for, UC Berkeley stood out.”

“I feel honored and privileged to lead the campus at this challenging time,” Christ said. “It is a small way to give back for everything the university has given me. My experience at Berkeley has been transformational; it formed my ideas of higher education, and it formed my ideals of higher education. I look forward to working with Berkeley’s many communities in the months and years ahead in a way true to UC’s motto, ‘Fiat lux’ — ‘Let there be light.’”

The wide-ranging search for a new UC Berkeley chancellor directly involved the broad spectrum of campus and community stakeholders.

UC Berkeley Vice Provost and Taiwan Semiconductor Manufacturing Company Distinguished Professor in Microelectronics Tsu-Jae King Liu, who led the search team’s faculty subcommittee, praised Christ as “a renowned scholar and seasoned administrative leader who has the respect and trust of the Berkeley faculty.”

“She is readily accessible, profoundly thoughtful and open to new ideas, and transparently decisive,” Liu said. “Her deep knowledge and appreciation for our university’s traditions of access, excellence, and shared governance, her championship of diversity and inclusion, her genuine concern for student welfare and outreach to alumni and the local community will serve as the bedrock of her leadership. I look forward to working under her historic chancellorship to lead UC Berkeley into a new era of preeminence in research, teaching and public service.”

Christ, a Victorian literature scholar, came to UC Berkeley as an assistant professor in 1970 — at a time when only 3 percent of the faculty were women — and became chair of the English department in 1985. Three years later she was appointed dean of humanities, and in 1989, she became provost and dean of the College of Letters and Science.

In 1994, Christ was named vice chancellor and provost, and later became executive vice chancellor, making her the highest ranking female administrator on campus. During her years at UC Berkeley she earned a
reputation as a tireless champion of gender equality and diversity; her first administrative position was as an assistant to the chancellor on issues involving the status of women, and Title IX compliance coordinator.

Christ returned to full-time teaching in 2000 before leaving UC Berkeley in 2002 to become the 10th president of Smith College, one of the nation’s most distinguished liberal arts colleges, where she led a wide-ranging strategic planning process that positioned the college for continued academic excellence and financial stability. Christ retired from Smith in June of 2013, a hiatus from academia that did not last long.

In January of 2015 she returned to UC Berkeley as director of the campus’s Center for Studies in Higher Education, and in May of the following year she agreed to take up her former role of executive vice chancellor and provost on an interim basis.

As executive vice chancellor, Christ serves as UC Berkeley’s leading senior executive responsible for the campus’s day-to-day operations and finances. As provost, she is the chief academic officer on campus, charged with the planning, development, implementation, assessment and enhancement of all academic programs, policies and supporting infrastructure. She is responsible for ensuring UC Berkeley’s academic preeminence by overseeing faculty recruitment, retention, and renewal as well as through review of appointments, tenure and promotion for UC Berkeley's 1,500 full-time faculty.

Christ also oversees the planning, quality and delivery of education provided to UC Berkeley's 27,000 undergraduate students and 10,000 graduate students. These duties are in partnership with the Academic Senate under UC’s principles of shared governance.

Throughout most of her administrative career, Christ has continued to teach and pursue her academic research. She has published two books: "The Finer Optic: The Aesthetic of Particularity in Victorian Poetry" and "Victorian and Modern Poetics." She also edited a Norton Critical Edition of George Eliot’s "The Mill on the Floss" and co-edited the "Norton Anthology of English Literature and Victorian Literature" and "The Victorian Visual Imagination."

She graduated with high honors from Douglass College, the women's college at Rutgers University, and received her Ph.D. in English from Yale University.

Christ is a member of the American Academy of Arts and Sciences and the American Philosophical Society.

TOPICS
To departmental schedulers, enrollment managers, and advisers,

Attached are PDF copies of the Fall 2017 Enrollment Calendar & Deadlines, Appointment Schedule, and Availability Calendar.

Please distribute to your colleagues and, as always, please let me know if you have any questions or comments.

New undergraduate students are expected to be matriculated mid May. Once new undergraduate students are matriculated, their fall 2017 appointments will be available in CalCentral prior to their July 10th enrollment date.

Please note, any advising service indicators (if needed) should be placed prior to students' first enrollment start date.

If a student would like to cancel for fall 17, please advise the student to drop all of their fall 17 classes. A resource will be available for students to cancel a future eligible term in CalCentral in the upcoming months.

Best Regards,

Ricky To
Registration, Enrollment, and Fees Analyst
University of California, Berkeley
Office of the Registrar
Thank you to GSAOs and CSS-HR for Feb 23 GSAO Monthly Meeting

From: Andrea Rex- Graduate Division
Date: Wed, Mar 1, 2017
To: Advisors
Subject: Thank you to GSAOs and CSS-HR for Feb 23 GSAO Monthly Meeting | March 1, 2017

Thank you to GSAOs and CSS-HR for Feb 23 GSAO Monthly Meeting

Dear Colleagues,

Apologies to those who did not receive this, and apologies to those receiving it for the second time!

Thank you to those who participated in last Thursday's GSAO Monthly Meeting on the topic of Graduate Student Hiring. For those who weren’t able to attend, here is a link to the video archive: [link removed].

I’d like to express many thanks to our special guests: Peggy Huston, Chief Operating Officer of Campus Campus Shared Services, for joining us along with Janet Speer, Kristin Rissanen Ikuta, and Valerie Ventre-Hutton from Human Resources. It was highly gratifying to hear directly of their interest in and commitment to serving the needs of the graduate community at Berkeley. Some of the efforts that Janet described such as increased training and empowerment of CSS-HR staff to streamline certain functions was very welcome news, and we look forward to roll-out of some of the planned initiatives in service and communications.

I’d also like to thank all of YOU for your active participation in this and other events. Your questions and suggestions are critical to the process of designing the best processes for hiring. Graduate Division will be working closely with both Student Information Systems (SIS) and Campus Shared Services - Human Resources (CSS-HR) to address your questions and priorities.

Here is a link to the Frequently Asked Questions (FAQs) [link removed] document that was shared at the event. This information will continue to be updated, as we continue to collect your questions and priorities, and do our best to address them.
After collecting concerns about the graduate student hiring process at our monthly meeting on January 23, we held a small group discussion on February 13th with GSAOs interested in a deeper conversation about their pain points and common concerns. This was very helpful as it provided the groups a chance to review needs and determine priorities. If you are interested in joining another one of these small group discussions as we continue planning and developing tools to conduct graduate hiring and other business, please send an email to me. (If you signed up for the above small group discussion (even if you didn’t attend), you do not need to sign up again.)

Finally, thanks to Dean Fiona Doyle for her support, and to our partners from the SIS team including Angela Blackstone, Judy Smithson, Jane Valentine, Ben Hubbard, Kristin Rose, and many others toiling behind the scenes. We look forward to cultivating effective relationships with both CSS-HR and SIS so that we can better equip and support you in serving our graduate students.

All best wishes,

Andrea Rex, Assistant Dean for Graduate Student Services
Dear Colleagues,

Student Information Systems will host a Midpoint Deficient Grading and Reports Demo with Q&A session on Thursday, March 2, from 3:00 p.m. to 4:30 p.m., in 166 Barrows Hall. At this session, led by Nathan Clark and Wood Foster-Smith, we will review the process for submitting midpoint deficient grades. In addition, in the session, we will demonstrate the reports available to undergraduate advisors to help identify students who have deficient midterm grades.

This session is intended for undergraduate advisors.

Please register via the UC Learning Center website Thursday, March 2
3 p.m. to 4:30 p.m.
166 Barrows Hall - directions

Materials

To view or download a quick guide for instructors about the grade submission process, please visit sis.berkeley.edu/sites/default/files/midpoint_grading_quick_guide.pdf.

For more information on deficient midterm grades, please refer to the Office of the Registrar's website: registrar.berkeley.edu/faculty-staff/grading/midterm-deficient-grades.
Upcoming Session for GSAOs

Academic Progress Report Exceptions Session for GSAO - 9 a.m. to 10:30 a.m. Thursday, March 2.

This session will cover the manual adjustments that can be made in the Academic Progress Report (APR) in SIS Campus Solutions. For more information or to RSVP, please view our February 21 email titled, "[SIS] RSVP: March 2 APR Exceptions Session for GSAOs."

We hope to see you soon.

Student Information Systems
Reminder: Advising Reports Review Session - March 1

February 28, 2017

Reminder: Wednesday, March 1 Advising Reports Review Session

Dear Colleagues,

As a reminder, on Wednesday, March 1, from noon to 1:30 p.m., the Student Information Systems (SIS) Project Training Team will offer an Advising Reports Review Session led by Wood Foster-Smith of the SIS Project Records Team and Jake Tracy of the SIS Project Advising Team.

The session is designed for undergraduate and graduate advisors to give you a review of the reports available to help you get your job done.

Please RSVP via the UC Learning Center website

Use the Class Code below to search and RSVP for the session.

Class Code: BESIS305-170301

Advising Reports Review

Wednesday, March 1
Noon to 1:30 p.m.
Barrows Hall, Room 60 - directions
Upcoming Sessions

- "Midpoint Deficient Grading and Reports Demo with Q&A" - 3 p.m. to 4:30 p.m. Thursday, March 2. This session, intended for undergraduate advisors, will review the midpoint deficient grade process and the related reports available to advisors. For more information, view the February 23 email titled, "[SIS] RSVP: Midpoint Deficient Grade Submission and Reports Demo."

- "Academic Progress Report Exceptions Session for GSAOs" - 9 a.m. to 10:30 a.m. Thursday, March 2. This session will cover the manual adjustments that can be made in the Academic Progress Report in SIS Campus Solutions. For more information, view the February 21 email titled, "[SIS] RSVP: March 2 APR Exceptions Session for GSAOs."

If you have other topics you would like us to address, please contact us at sis-training@berkeley.edu.

We hope to see you soon.

SIS Project Training Team
From: Student Information Systems <sis-project@berkeley.edu>

Date: Tue Feb 28, 2017

To: Campus Solutions Users

Subject: Campus Solutions Banner Navigation Email

February 28, 2017

CalCentral and SIS Campus Solutions Log in, Links, and "My Favorites"

Dear Colleagues,

In order to standardize the CalCentral experience, the SIS Campus Solutions menu navigation links at the top of the page were recently removed. For those of you who work in CalCentral as well as directly in SIS Campus Solutions, we now understand that you were relying on these links for navigation within SIS Campus Solutions.

The navigation links, including My Favorites and other pages, are still available when you log directly into SIS Campus Solutions.

To ensure that your navigation in SIS Campus Solutions is not hidden, please do the following:

1. Open two different browsers to view CalCentral and SIS Campus Solutions (e.g., Chrome and Safari) and
2. Log into SIS Campus Solutions using this url: [link removed]

After you have logged in, please check the url address. It should begin with “bcsint.” Urls beginning with “bcsweb” will hide your navigation. In the future, you can always find the correct url for SIS Campus Solutions at [link removed].

We apologize for any confusion caused by the unexpected impact of this change. We are working to find a better long-term solution.

If you have any questions, please email sis-project@berkeley.edu.

Sincerely,
Reminder: Degrees Functionality Recap Session for GSAOs | February 1, 2017

Dear Graduate Advisors,

As a reminder, this Thursday, February 2, from 9 a.m. to 10:30 a.m., Student Information Systems (SIS) and Graduate Division will host a Degrees Functionality Recap session for GSAOs.

This session is intended for GSAOs who might have missed previous sessions, would like a refresher, or need extra help with some of the new SIS functionality. This session will cover CPP (for "Career, Program, or Plan" - previously Change of Major) eForm, SEP eForm, and Graduate Milestones.

If you are interested in attending, please RSVP via our January 29 email titled, "[SIS] RSVP: Feb. 2 GSAO Session on Degrees Functionality Recap."

Additional Topics

Propose other topics for future sessions by emailing us with the subject line: SessionTopic: [Insert topic here].
Thank you. We hope to see you soon.

Student Information Systems
Graduate Division
RSVP: Midpoint Deficient Grade Submission and Reports Demo

From: Student Information Systems <sis-project@berkeley.edu>

Date: Thu Feb 23, 2017

To: Undergraduate Advisors

Subject: RSVP: Midpoint Deficient Grade Submission and Reports Demo

February 23, 2017

Dear Colleagues,

Student Information Systems will host a Midpoint Deficient Grading and Reports Demo with Q&A session on Thursday, March 2, from 3:00 p.m. to 4:30 p.m., in 166 Barrows Hall.

The session, led by Wood Foster-Smith, will review the process for submitting midpoint deficient grades. In addition, the session will demonstrate the reports available to advisors to help identify students who have deficient midpoint grades.

Important Dates

- The window for instructors to submit midpoint deficient grades is March 6 to March 10.

Please register via the UC Learning Center website

Search by Class Code: BESIS207-170302

Thursday, March 2
3p.m. to 4:30 p.m.

166 Barrows Hall - directions
Click here to add this event to your bCal

Materials

To view or download a quick guide for instructors about the grade submission process, please visit [link removed]. For more information, please refer to the Office of the Registrar's website: [link removed].

We hope to see you soon.
Student Information Systems

TOPICS
Reminder: Friday, February 24 Enrollment and Scheduling Reports Review Session

Dear Colleagues,

As a reminder, the Student Information Systems (SIS) Project Training Team will offer an Enrollment and Scheduling Reports Review Session for enrollment managers on Friday, February 24, from 1:30 p.m. to 2:30 p.m. in Barrows Hall, Room 20.

This session, led by SIS Project Records Team member Wood Foster-Smith, is designed for class enrollment managers to help you understand which reports are best to use in the various situations you encounter every day.

Enrollment and Scheduling Reports Review

Please register via the UC Learning Center website
Class Code: BESIS206-170224
Friday, February 24
1:30 p.m. to 2:30 p.m.
Barrows Hall, Room 20 - directions
Upcoming Review Session

- "Reports: Review for Advising" - Noon to 1:30 p.m. Wednesday, March 1. This session, led by Wood Foster-Smith of the SIS Records Team and Jake Tracy of the SIS Advising Team, will focus on reports for undergraduate and graduate advisors. Class code: BESIS305-170301

If you have other topics you would like us to address, please contact us at sis-training@berkeley.edu.

We hope to see you soon.

SIS Project Training Team
RSVP Now: Academic Progress Report Exceptions Session for GSAOs

Dear Graduate Advisors,

On Thursday, March 2, from 9 a.m. to 10:30 a.m., Graduate Division and Student Information Systems (SIS) will host a session on Academic Progress Report Exceptions for GSAOs at 309 Sproul Hall.

Exceptions are manual adjustments that can be made in the Academic Progress Report in SIS Campus Solutions. This session will cover three types of these exceptions.

- Requirement Waiver: How to waive an existing requirement.
- Course Directive: How to designate a completed course to meet or exclude from fulfilling a requirement.
- Requirement change: How to require fewer units or courses.

This is an important training session that would be beneficial for all graduate advisors to attend.

RSVP: APR Exceptions Session for GSAOs

DATE AND TIME:

03/02/17 9:00am-03/02/17 10:30am
Please RSVP to help us better plan our event. Thank you.

Thursday, March 2

9 a.m. to 10:30 a.m.

309 Sproul Hall - directions

Additional Topics

Propose other topics for future sessions by emailing us with the subject line: SessionTopic: [Insert topic here].

Thank you. We hope to see you soon.

Graduate Division

Student Information Systems

TOPICS
The Student Information Systems (SIS) 7.5 Release is Now Available

Dear SIS users and campus partners,

The SIS 7.5 Release is now available. Here are some key highlights of new functionality. Please visit the SIS 7.5 Release webpage for full 7.5 Release details.

Here are some examples of new SIS Campus Solutions and CalCentral functionality:

**Students**

Summer (Undergrad and Grad)
Enrollments and enrollment appointments for Summer Sessions are available in the Enrollment card on the My Academics tab in CalCentral. Summer Sessions’ classes descriptions are displayed on the Semesters card.

Midterm Deficient Grades - *My Academic* - Semesters
Beginning March 6, students who receive a deficient midterm grade will see this information on the Semesters card of the My Academics tab in CalCentral.

My Academics - Committee Card (Graduate Students)
The Committee card allows graduate students to view members of their active qualifying examination, thesis, and/or dissertation committees.
Advisors

Summer - (Undergrad and Grad)
Enrollments for Summer Sessions began on February 1. Students can now view their Summer appointments and enrollments via the Enrollment card in CalCentral.

Midterm Deficient Grades - *My Academics* - Semesters
Beginning March 6, students who receive a deficient midterm grade will be able to access this information on the Semesters card of the *My Academics* tab in CalCentral.

Student Overview - Academic Plan
The Academic Plan card allows advisors to compare the courses listed on a student’s Multi-Year Planner with a student’s actual enrolled classes by semester.

Student Overview - Degree Progress Card (Graduate)
The Degree Progress card highlights Graduate Division milestones for masters and doctoral students (e.g., qualifying examination, advancement, filing dates, etc.).

Faculty and Instructors

*My Academics* - Committee Card
The Faculty Committee card allows faculty to track the progress and status of the graduate students they are currently advising on qualifying examination, thesis, and/or dissertation committees.

Midterm Deficient Grading - *My Academics* - Teaching Card
Beginning March 6, instructors will access the Midterm Grading Functionality with the Teaching card in the *My Academics* tab in CalCentral.

Reporting

Cal Answers

- The new Cal Answers Student Fees & Payments subject area and dashboard report now use SIS as their source for student financials data.
- The updated Cal Answers Student Applicants subject area and dashboard reports now contain undergraduate admissions historical data.

Visit the SIS 7.5 Release webpage for more information.

Questions and Support

UC Berkeley's transition to the new SIS is an iterative process. Some features are initially released with only some of the functionality that will exist in the final version. The SIS team then continues to build and improve each feature based on rollout plans and user feedback from students, staff, and instructors.

- Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: [link removed].
7.5 Announcement | Student Information Systems

- Please visit the SIS Known Issues to review the status of current known technical issues. If you experience a technical issue that is not listed, please contact SIS Help Desk Support to report the issue:
  - by phone at (510) 664-9000 option 6;
  - by e-mail at sishelp@berkeley.edu; or
  - by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident in the “Affected Service” section, please choose “SIS - Student Information Systems.”

- Please email sis-training@berkeley.edu if you have any training questions.
- Visit the SIS weblinks below for additional resources.

We are grateful for your partnership as we continue on the path toward creating an integrated student information system that is supportive of our community. Thank you for your patience and collaboration.

Sincerely,
Student Information Systems Team

TOPICS
Upcoming Reports Review Sessions:

Enrollment and Scheduling - February 24

Dear Colleagues,

The Student Information Systems Project Training Team will offer two reports review sessions for advisors and enrollment managers. The first will cover Enrollment and Scheduling Reports and the second will cover Advising Reports.

Please register via the UC Learning Center website

Use the corresponding Class Code to RSVP for the session(s) you want to attend.

Enrollment and Scheduling Reports

Class Code: BESIS206-170224

Friday, February 24 - 1:30 p.m. to 2:30 p.m.

Barrows Hall, Room 20 - directions

This session, led by Wood Foster-Smith, is designed for class enrollment managers to help you understand
which reports are best to use in the various situations you encounter every day.

**Advising Reports**

Class Code: BESIS305-170301

Wednesday, March 1- Noon to 1:30 p.m.

Barrows Hall, Room 20 - directions

This session, led by Liz Hall, is designed for undergraduate and graduate advisors to give you a review of the reports available to help you get your job done.

If you have other topics you would like us to address, please contact us at sis-training@berkeley.edu. We hope to see you soon.

SIS Project Training Team
Dear SIS system users and campus partners,

SIS will have a planned outage on Saturday, February 18. During the outage, the technical team will implement new SIS Release 7.5 functionality.

We will not send out an email notification when the system is available. For updates on system availability, please check the sis.berkeley.edu website's News section, after the scheduled outage end time. Thank you.

Scheduled Outage

Estimated Times: Saturday, February 18, from 5 a.m. to 2 p.m.

Impact: The system will be unavailable

System(s): SIS Campus Solutions,* CalCentral SIS Campus Solutions functionality, and SIS APIs on API Central

Details: Users will not have system access.

Actions

- Please adjust your work as needed, based on SIS availability.
We will continue to communicate upcoming SIS down times by email to impacted SIS users, and we will post this information on the SIS project website.

- Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: [link removed].

Questions and Support

- If you have technical questions or need support, please contact SIS Production Support by phone at (510) 664-9000 option 6; by e-mail at sishelp@berkeley.edu; by submitting a Help Desk ticket in the “Affected Service” section, please choose “SIS - Student Information Systems."

Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team

* All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.
RSVP Now Academic Progress Report Lab Sessions for GSAOs # 2

Dear Graduate Advisors,

On Wednesday, February 22, in the afternoon, Graduate Division and Student Information Systems (SIS) will host two Academic Progress Report Lab Sessions to offer assistance to GSAOs on how to validate and update academic requirements and add departmental milestones for fall and/or spring graduation checkout.

Each session will last one hour. The first session is from 1:30 p.m. to 2:30pm and the second session is from 2:30 p.m. to 3:30 p.m. Graduate Division and SIS representatives will be available to answer your questions.

Registration is required via the UC Learning Center

Search for the Class Code that corresponds to the one-hour session you want to attend. Space is limited to eight people per one-hour session. Please register for one time slot only.

Please register directly via the UC Learning Center website.

1:30 p.m. Session

Class Code: BESIS306-170222a

2:30 p.m. Session
Class Code: BESIS306-170222b

Spots are reserved on a first-come, first-served basis.

For more information, please contact Judy Smithson at jsmithson@berkeley.edu.

Wednesday, February 22

1:30 to 2:30 p.m.

and

2:30 to 3:30 p.m.

University Hall Computer Lab 28

What to Bring

Please bring the UIDs of 5 students planning to graduate in spring 2017 to run Academic Progress Reports for your program, plan, subplan, certificate, and/or designed emphasis. Please also bring any documentation you might need to validate the specific student's requirements (e.g., from handbooks, spreadsheets, etc.).

Additional Topics

Propose other topics for future sessions by emailing us with the subject line: SessionTopic: [Insert topic here].

Thank you. We hope to see you soon.

Graduate Division

Student Information Systems

TOPICS
Reminder: 1:30 p.m. Feb. 15 Lab Session for GSAOs

From: Student Information Systems <sis-project@berkeley.edu>
Date: Tue Feb 14, 2017
To: GSAOs
Subject: Reminder: 1:30 p.m. Feb. 15 Lab Session for GSAOs

February 14, 2017

Reminder: Academic Progress Report Lab Sessions for GSAOs

Dear Graduate Advisor,

Our records indicate that you have signed up for the 1:30 p.m. session of our Academic Progress Reports Lab for GSAOs on Wednesday, February 15.

We are sending this email as a reminder of your reservation. If you are unable to attend this session, please contact Judy Smithson at jsmithson@berkeley.edu.

At the time of the sending of this email, we have one seat available for the 2:30 p.m. session. Feel free to forward our February 8 email titled, "RSVP: Feb. 15 APR Lab Sessions for GSAOs" to any GSAOs you feel may be interested in attending this session. RSVP is required and space is limited and granted on a firstcome, first-served basis.

You are reserved for: Wednesday, February 15 1:30 to 2:30 p.m.
University Hall Computer Lab 28 -directions

What to Bring
Please bring the UIDs of 5 students planning to graduate in spring 2017 to run Academic Progress Reports for your program, plan, subplan, certificate, and/or designed emphasis. Please also bring any documentation you might need to validate the specific student's requirements (e.g., from handbooks, spreadsheets, etc.).

**Save the Date**

SIS and Graduate Division will hold a second APR Lab this month:

- Wednesday, February 22, 1:30 p.m. to 3:30 p.m. at University Hall

**Additional Topics**

Propose other topics for future sessions by emailing us with the subject line: SessionTopic: [Insert topic here].

Thank you. We hope to see you soon.

Graduate Division

Student Information Systems
Save the Date: Friday, February 24 SIS Review Session on Reports for Enrollment Managers

Dear Enrollment Managers,

On Friday, February 24, from 1:30 p.m. to 2:30 p.m., the SIS Training team will offer a session for enrollment managers titled, “Reports: Review for Enrollment and Scheduling,” led by Wood Foster-Smith of the SIS Project Records Team.

This session is designed for class enrollment managers to help them understand which reports are best to use in the various situations they encounter every day.

An RSVP email invitation with more information will be sent separately.

Reports: Review for Enrollment and Scheduling

Friday, February 24

1:30 p.m. to 2:30 p.m.

Barrows Hall, Room 20 - directions
Additional Sessions

We are planning an additional SIS reports session in March on the following topic:

- "Reports: Review for Advising" - Noon to 1:30 p.m. Wednesday, March 1. This session will focus on reports for undergraduate and graduate advisors.

If you have other topics you would like us to address, please contact us at sis-training@berkeley.edu.

We hope that you can join us.

Sincerely,

SIS Training Team
Reminder: Academic Progress Report Lab Sessions for GSAOs

Dear Graduate Advisor,

Our records indicate that you have signed up for the 2:30 p.m. session of our Academic Progress Reports Lab for GSAOs on Wednesday, February 15.

We are sending this email as a reminder of your reservation. If you are unable to attend this session, please contact Judy Smithson at jsmithson@berkeley.edu.

At the time of the sending of this email, we have one seat available for the 2:30 p.m. session. Feel free to forward our February 8 email titled, "RSVP: Feb. 15 APR Lab Sessions for GSAOs" to any GSAOs you feel may be interested in attending this session. RSVP is required and space is limited and granted on a firstcome, first-served basis.

You are reserved for: Wednesday, February 15 1:30 to 2:30 p.m.
University Hall Computer Lab 28

What to Bring
Please bring the UIDs of 5 students planning to graduate in spring 2017 to run Academic Progress Reports for your program, plan, subplan, certificate, and/or designed emphasis. Please also bring any documentation you might need to validate the specific student's requirements (e.g., from handbooks, spreadsheets, etc.).

Save the Date

SIS and Graduate Division will hold a second APR Lab this month:

- Wednesday, February 22, 1:30 p.m. to 3:30 p.m. at University Hall

Additional Topics

Propose other topics for future sessions by emailing us with the subject line: SessionTopic: [Insert topic here].

Thank you. We hope to see you soon.

Graduate Division
Student Information Systems
February 9, 2016

Planned Outage: Sunday, February 12 SIS Campus Solutions and CalCentral will be unavailable

Dear SIS system users and campus partners,

SIS will have a planned outage on Sunday, February 12. During the outage, the technical team will conduct system maintenance and updates.

We will not send out an email notification when the system is available. For updates on system availability, please check the sis.berkeley.edu website's News section, after the scheduled outage end time. Thank you.

Scheduled Outage

Estimated Times: Sunday, February 12, from 6 a.m. to 10 a.m.

Impact: The system will be unavailable

System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality

Details: Users will not have system access.

Actions

- Please adjust your work as needed, based on SIS availability.

  We will continue to communicate upcoming SIS down times by email to impacted SIS users, and we will post this information on the SIS project website.
• Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: [link removed].

Questions and Support

• If you have technical questions or need support, please contact SIS Production Support by phone at (510) 664-9000 option 6; by e-mail at sishelp@berkeley.edu; by submitting a Help Desk ticket.

Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team

* All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.
CANCELLED

Academic Progress Report Exceptions for GSAOs Session

Dear Graduate Advisors,

Due to unforeseen circumstances, this morning's APR Exceptions Session for GSAOs is cancelled. We apologize for the short notice and any inconvenience this may cause. We appreciate your understanding in this matter.

Thank you for your time and consideration.

Student Information Systems

Graduate Division

TOPICS
RSVP: Feb. 15 APR Lab Sessions for GSAOs

Dear Graduate Advisors,

On Wednesday, February 15, in the afternoon, Graduate Division and Student Information Systems (SIS) will host two Academic Progress Report Lab Sessions to offer assistance to GSAOs on how to validate and update academic requirements and add departmental milestones for fall and/or spring graduation checkout.

Each session will last for one hour. The first session is from 1:30 p.m. to 2:30p.m and the second session is from 2:30 p.m. to 3:30 p.m. Graduate Division and SIS representatives will be available to answer your questions.

Registration required via the UC Learning Center

Please register directly via the UC Learning Center. (See links below.)

Search for the Class Code that corresponds to the one-hour session you want to attend.

Space is limited to eight people per one-hour session. Please register for one time slot only.

Search for Class Code: BESIS306-170215a (1:30-2:30 p.m.)
Search for Class Code: BESIS306-170215b  (2:30-3:30 p.m.)

(Spots will be assigned on a first-come, first-served basis. We will offer additional APR Lab sessions in the future.)
What to Bring

Please bring the UIDs of 5 students planning to graduate in spring 2017 to run Academic Progress Reports for your program, plan, subplan, certificate, and/or designed emphasis. Please also bring any documentation you might need to validate the specific student's requirements (e.g., from handbooks, spreadsheets, etc.).

Save the Date

SIS and Graduate Division will hold a second APR Lab this month:

- Wednesday, February 22, 1:30 p.m. to 3:30 p.m. at University Hall

Invitations to this session will be sent separately. For more information, contact Judy Smithson at jsmithson@berkeley.edu.

Additional Topics

Propose other topics for future sessions by emailing us with the subject line: SessionTopic: [Insert topic here].

Thank you. We hope to see you soon.

Graduate Division

Student Information Systems
Reminder: "Administrative Transcript vs. APR" Demo & Discussion for Advisors

Dear Advisors,

As a reminder, on Tuesday, February 7, from 10 a.m. to 11:30 a.m., the SIS Training team will have a demonstration and discussion titled, “Administrative Transcript vs. Academic Progress Report: Where do I go for information?” This session will be held at Unit 1 All-Purpose Room at 2650 Durant Ave.

In this session, we will demonstrate how to use the new Student Information Systems (SIS) tools and reports to access information previously available through BearFacts and DARS. For your reference, here is a list of information [link removed] you may be seeking and where you can find it now. We will be discussing this further in the session, and we hope that it will be valuable to advisors who are looking for the most effective way to understand how to find specific information about a student.

Additional Sessions

If you have other topics you would like us to address, please contact us at sis-training@berkeley.edu.

We look forward to seeing you soon.

Sincerely,
SIS Release 7.5 Planned Outage: On Saturday, February 18, from 5 a.m. to 2 p.m. SIS Campus Solutions and CalCentral will have limited or no availability

Dear SIS system users and campus partners,

SIS will have a planned outage on Saturday, February 18. During the outage, the technical team will implement new SIS Release 7.5 functionality.

We will not send out an email notification when the system is available. For updates on system availability, please check the sis-project.berkeley.edu website's News section, after the scheduled outage end time.

Thank you.

Scheduled Outage

Estimated Times: Saturday, February 18, from 5 a.m. to 7 a.m.
Impact: The system will have delays
System(s): SIS Campus Solutions*, CalCentral SIS Campus Solutions functionality, and SIS APIs on API Central
Details: SIS users will experience service interruptions. They will be able to perform actions, but will not receive confirmation of their actions. When SIS is back up, they will be able to view confirmation of the
actions they took during this period.

Estimated Times: Saturday, February 18, from 7 a.m. to 2 p.m.

Impact: The system will be unavailable

System(s): SIS Campus Solutions*, CalCentral SIS Campus Solutions functionality, and SIS APIs on API Central

Details: Users will not have system access.

**Actions**

Please adjust your work as needed, based on SIS availability.

We will continue to communicate upcoming SIS down times by email to impacted SIS users, and we will post this information on the SIS project website.

Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: [link removed].

**Questions and Support**

If you have technical questions or need support, please contact SIS Production Support by phone at (510) 664-9000 option 6; by e-mail at sishelp@berkeley.edu; by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident in the “Affected Service” section, please choose “SIS - Student Information Systems.”

Thank you for helping us improve Berkeley’s student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team

*All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.
RSVP Now: Academic Progress Report Exceptions Session for GSAOs

Dear Graduate Advisors,

On Thursday, February 9, from 9 a.m. to 10:30 a.m., Student Information Systems (SIS) and Graduate Division will host a session on Academic Progress Report Exceptions for GSAOs at 309 Sproul Hall.

Exceptions are manual adjustments that can be made in the Academic Progress Report in SIS Campus Solutions. This session will cover three types of these exceptions.

Requirement Waiver: How to waive an existing requirement.
Course Directive: How to identify a course that meets or should be excluded from meeting a requirement.
Requirement change: How to require less units or fewer courses.

This is an important training session that would be beneficial for all graduate advisors to attend.

APR Exceptions Session for GSAOs
DATE AND TIME
02/09/17 9:00am - 02/09/17 10:30am

Please RSVP to help us better plan our event. Thank you.
Thursday, February 9
9 a.m. to 10:30 a.m.
309 Sproul Hall - directions

Save the Dates

SIS and Graduate Division will hold two APR Labs this month:
Wednesday, February 15, 1:30 p.m. to 3:30 p.m. at University Hall
Wednesday, February 22, 1:30 p.m. to 3:30 p.m. at University Hall
Invitations to these sessions will be sent separately. Space for these events is limited and RSVPs are required. For more information, contact Judy Smithson at jsmithson@berkeley.edu.

Additional Topics

Propose other topics for future sessions by emailing us with the subject line: SessionTopic: [Insert topic here].

Thank you. We hope to see you soon.

Student Information Systems
Graduate Division

TOPICS
RSVP: Feb. 7 Advising Demo and Q&A session | January 30, 2017

RSVP now for the February 7: "Administrative Transcript vs. APR" Demo & Discussion for Advisors

Dear Advisors,

On Tuesday, February 7, from 10 a.m. to 11:30 a.m., the SIS Training team will have a demonstration and discussion titled, “Administrative Transcript vs. Academic Progress Report: Where do I go for information?”

In this session, we will demonstrate how to use the new Student Information Systems (SIS) tools and reports to access information previously available through BearFacts and DARS. We hope that this session will be valuable to advisors who are looking for the most effective way to understand a student’s status in relationship to their progress toward a degree.

Administrative Transcript vs. APR Demonstration
Date and Time:
02/07/17 10:00am - 02/07/17 11:30am

Thursday, February 7
10 a.m. to 11:30 a.m.
Unit 1 All-Purpose Room
**Additional Sessions**

In response to your feedback, we are also planning two additional SIS demonstration and discussion sessions in February on the following topics:

**Advising reports**

Change of major (referred to "CPP" in SIS Campus Solutions for Career, Program, or Plan)

In these sessions, we will review how to use these tools, answer your questions, and collect your feedback.

If you have other topics you would like us to address, please contact us at sis-training@berkeley.edu.

We hope that you can join us.

Sincerely,

SIS Training Team
February 2 Session for GSAOs: Degrees Functionality Recap

Dear Graduate Advisors,

On Thursday, February 2, from 9 a.m. to 10:30 a.m., Student Information Systems (SIS) and Graduate Division will host a Degrees Functionality Recap session for GSAOs. This session is intended for GSAOs who might have missed previous sessions, would like a refresher, or need extra help with some of the new SIS functionality. This session will cover CPP (for "Career, Program, or Plan" - previously Change of Major) eForm, SEP eForm, and Graduate Milestones.

Thursday, February 2 9 a.m. to 10:30 a.m.

309 Sproul Hall

Degrees Functionality Recap for GSAOs

DATE AND TIME

02/02/17 9:00am - 02/02/17 10:30am

Please RSVP to help us better plan our event. Thank you.

Save the Date
On Thursday, February 9, SIS and Graduate Division will hold an additional session on APR exceptions for GSAOs. An RSVP invite will be sent separately.

**Additional Topics**

Propose other topics for future sessions by emailing us with the subject line: SessionTopic: [Insert topic here].

Thank you. We hope to see you soon.

Student Information Systems

Graduate Division
Save the Date: Tuesday, February 7 Administrative Transcript vs. APR Session for Advisors

Dear Advisors,

On Tuesday, February 7, from 10 a.m. to 11:30 a.m., the SIS Training team will have a demonstration and discussion titled, “Administrative Transcript vs. Academic Progress Report: Where do I go for information?” In this session, we will demonstrate how to use the new Student Information Systems (SIS) tools and reports to access information previously available through BearFacts and DARS. We hope that this session will be valuable to advisors who are looking for the most effective way to understand a student’s status in relationship to their progress toward a degree. We will send out an RSVP email invitation with more information in the next few days.

Additional Sessions

In response to your feedback, we are also planning two additional SIS demonstration sessions in February on the following topics: • Advising reports

• Change of major (referred to "CPP" in SIS Campus Solutions for Career, Program, or Plan)

In these sessions, we will review how to use these tools, answer your questions, and collect your feedback.

If you have other topics you would like us to address, please contact us at sis-training@berkeley.edu.

We hope that you can join us.

January 21, 2017
Save the Date: Feb. 7 Advising Demo and Q&A session | Student Information Systems

Sincerely, SIS Training Team
Dear Colleagues,

Thank you to those of you who attended Wednesday's Student Information Systems (SIS) APR Lab Session for GSAOs!

At this session, we answered questions regarding validating and updating academic requirements and adding departmental milestones for fall and/or spring graduate checkout. As we move forward, we want to improve our sessions to meet your needs. Please provide your feedback.

If you attended Wednesday's SIS event, please take one minute to fill out this brief survey.

5-Question Survey: SIS APR Lab for GSAOs (link removed)

Lab Session Materials

The Graduate Academic Progress Report Validation Checklist has been posted to the SIS website for download.

Thank you for your response. Your feedback is essential as we work to improve UC Berkeley's student information systems.

Sincerely, Student Information Systems
## New Training Materials Available

**From:** Student Information Systems <sis-project@berkeley.edu>

**Date:** Wed, Jan 18, 2017

**To:** Advisors & GSAOs

**Subject:** New Training Materials Available

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### New Training Materials Available

**Dear Colleagues,**

The SIS Training Team has released additional materials to help you in your day-to-day work. Our latest job aids, as well as other training information and materials, are always available at sis.berkeley.edu/training. If you have other needs for supporting materials, please let us know by emailing us at sis-training@berkeley.edu.

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### How to View an Administrative Transcript

- The Administrative Transcript provides a snapshot of the student's record. While it is not all inclusive, it gives an overall picture of a student's record that can be useful to advisors.

### Accessing Students’ External Documents

- Advisors can review outside documents for a student, such as transcripts from other schools, through the Advising Resources “External Student Docs” link in CalCentral. (The link directs staff to the UC Berkeley vendor site, Perceptive Content, formerly ImageNow.)

### Permission Numbers

- In SIS, the term “Permission Number” replaces the term “Class Entry Code” (CECs) from DB2. Permission numbers in SIS Campus Solutions do not have the former functionality for holding a seat per code created.
We will continue to update you as new training materials become available. For more job aids or further information, please visit sis.berkeley.edu/training.

Sincerely,

SIS Training Team
No Seats Available: Jan. 18 APR Lab for GSAOs

<table>
<thead>
<tr>
<th>From:</th>
<th>Student Information Systems <a href="mailto:sis-project@berkeley.edu">sis-project@berkeley.edu</a></th>
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<tr>
<td>Date:</td>
<td>Tue, Jan 17, 2017</td>
</tr>
<tr>
<td>To:</td>
<td>GSAOs</td>
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<tr>
<td>Subject:</td>
<td>No Seats Available: Jan. 18 APR Lab for GSAOs</td>
</tr>
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January 17, 2017

No Seats Available - January 18
Academic Progress Report (APR) Lab Session for GSAOs

Dear Graduate Advisor,

Thank you for your interest in tomorrow's session. Unfortunately, due to high demand, we were unable to reserve a seat for you at tomorrow's APR Lab Session for GSAOs.

We will offer additional APR Lab sessions in the near future. However, if you need urgent assistance with APR, please email SIS Graduate Team Lead, Judy Smithson at jsmithson@berkeley.edu as soon as possible.

We apologize for the inconvenience. Thank you again for your continued feedback and participation.

Student Information Systems

TOPICS
No Seats Available: Jan. 18 APR Lab for GSAOs | Student Information Systems
Special Enrollment Petition eForm Encore Session for GSAOs

Dear Graduate Advisors,

On Thursday, January 19, Student Information Systems (SIS) and Graduate Division will host their second information session for GSAOs on the Special Enrollment Petition (SEP) eForm. The SEP eForm covers requests for Filing Fee, in Absentia, and Parental Leave.

The session will cover much of the same material as the January 12 session, but will go into greater detail on the eForm and answer many of the questions raised at the January 12 event.

All GSAOs are welcome to attend, regardless of whether they already attended the January 12 session.

Thursday, January 19
9 a.m. to 10:30 a.m.
309 Sproul Hall - directions

SEP eForm Session for GSAOs
DATE AND TIME
01/19/17 9:00am-01/19/17 10:30am

Please RSVP to help us better plan our event. Thank you.

Save the Date - Thursday, February 2

SIS and Graduate Division are planning another event for the morning of Thursday, February 2. The topic will be confirmed based on January 19 event feedback.

Additional Topics

Propose other topics for future sessions by emailing us with the subject line: SessionTopic: [Insert topic here].

Thank you. We hope to see you soon.

Student Information Systems
Graduate Division
From: Student Information Systems, Graduate Division

Date: Fri, Jan 13, 2017

To: GSAOs

Subject: Survey and Save the Date: SEP eForm Session for GSAOs

Dear Colleagues,

Thank you to those of you who attended Thursday's Student Information Systems (SIS) Special Enrollment Petition (SEP) eForm Session for GSAOs!

As we move forward, we want to improve our sessions to meet your needs. We welcome your feedback.

If you attended Thursday's SIS event, please take one minute to fill out this brief survey

5-Question Survey: SEP eForm Session for GSAOs

SEP eForm for GSAOs Session #2 - January 19

SIS will hold the second session on the Special Enrollment Petition (SEP) eForm for GSAOs from 9 a.m. to 10:30 a.m. on Thursday, January 19. This session will review some of the topics discussed at the January 12 session, answer questions, and expand on SEP eForm processes. You should receive an email invitation for this session soon.

Thank you for your response. Your feedback is essential as we work to improve UC Berkeley's student information systems.

Sincerely,

Student Information Systems
Graduate Division
Dear Colleagues,

Thank you to those of you who attended Thursday's Student Information Systems (SIS) Special Enrollment Petition (SEP) eForm Session for GSAOs!

As we move forward, we want to improve our sessions to meet your needs. We welcome your feedback.

If you attended Thursday's SIS event, please take one minute to fill out this brief survey.

5-Question Survey: SEP eForm Session for GSAOs

SEP eForm for GSAOs Session #2 - January 19

SIS will hold the second session on the Special Enrollment Petition (SEP) eForm for GSAOs from 9 a.m. to 10:30 a.m. on Thursday, January 19. This session will review some of the topics discussed at the January 12 session, answer questions, and expand on SEP eForm processes. You should receive an email invitation for this session soon.

Thank you for your response. Your feedback is essential as we work to improve UC Berkeley's student information systems.

Sincerely,

Student Information Systems

Graduate Division
Warning: When entering a Spring 2017 Award Entry batch for a student using the same Item Type used for a Fall 2016, the new batch will replace previously posted student awards.

Avoid Award Deletions or Duplications:

- To avoid replacing or duplicating previously posted Fall 2016 awards for students, enter new student Spring 2017 awards as a "Revision," using the same Item Type used for a Fall 2016 Award Entry batch, but make sure to include the student's Fall 2016 awards along with the added Spring 2017 awards.

Important:

- Using the same Item Type (combination of chartstring and Charge Priority) to process a Spring 2017 payment for a student who received a disbursement in Fall 2016 (FS, FL or a monthly Split code) requires entering it as a "Revision" of the original award.
- Fall 2016 award information must also be included with the "Revised" batch, otherwise the system will replace the fall disbursement with a zero amount (and reverse the original disbursement). As long as the same Item Type is used, the new Spring 2017 entry will not result in a duplicate payment for fall, as the system will recognize that it has already occurred.
Resources

Before starting Spring 2017 entries, make sure to review the Tips for Spring 2017 entry job aid as well as the Revising a Posted Award job aid.

Lab sessions for individual questions and assistance will be posted on the UC Learning Center. Please search BESIS440 to see the available sessions.

Sincerely,

SIS Training team

Financial Aid & Scholarships Office

TOPICS
RSVP: Jan. 18 APR Lab for GSAOs | January 12, 2017

RSVP: Jan. 18 APR Lab for GSAOs | January 12, 2017

From: Student Information Systems <sis-project@berkeley.edu>

Date: Thu, Jan 12, 2017

To: GSAOs

Subject: RSVP: Jan. 18 APR Lab for GSAOs

Jan 12, 2017

RSVP required - January 18 Academic Progress Report (APR) Lab Session for GSAOs

Dear Graduate Advisors,

On Wednesday, January 18, the Student Information Systems (SIS) team will host an interactive Academic Progress Report (APR) Lab Session to offer assistance to GSAOs on how to validate and update academic requirements and add departmental milestones for fall and/or spring graduate checkout. SIS system developers and Graduate Division representatives will be available to answer your questions.

Wednesday, January 18
9 a.m. to noon

at the 28 University Hall Computer Lab - directions

Please RSVP "Yes" for one of the one-hour blocks below to help secure your spot and help us better plan and staff the event.

Space is limited to eight per one-hour block.

Please RSVP for one time slot only.

(Spots will be assigned on a first-come, first-served basis. We will offer additional APR Lab sessions in the future.)
I will attend Wed., 1/18, between 9 and 10 a.m.
DATE AND TIME
01/18/17 9:00am - 01/18/17 10:00am

Yes
No
Maybe

I will attend Wed., 1/18, between 10 and 11 a.m.
DATE AND TIME
01/18/17 10:00am - 01/18/17 11:00am

Yes
No
Maybe

I will attend Wed., 1/18, between 11 a.m. and noon
DATE AND TIME
01/18/17 11:00am - 01/18/17 12:00pm

Yes
No
Maybe

What to bring

Please bring student IDs to run Academic Progress Reports for your program, Plan, Subplan, Certificate and/or Designed Emphasis. Please also bring any documentation you might need to validate the specific student's requirements (e.g, from handbooks, spreadsheets, etc.).

Keep us posted!

Please email Judy Smithson at jsmithson@berkeley.edu if you RSVP "yes" or "maybe," but later realize that you are unable to attend, in case others are waiting for a spot. Thank you.

Throughout Spring 2017, SIS and Graduate Division are planning to hold a different training or informative session for GSAOs nearly every week, often on Thursday mornings. We will send additional invitations as events are scheduled.

Propose other topics for future sessions by emailing us with the subject line: SessionTopic: [Insert topic here].

Thank you again for your feedback and participation.
Reminder: Special Enrollment Petition eForm Session for GSAOs | January 12, 2017

From: Student Information Systems, Graduate Division

Date: Thu, Jan 12, 2017

To: Event Attendees

Subject: Reminder: Special Enrollment Petition eForm Session for GSAOs

January 12, 2017

Reminder: Special Enrollment Petition eForm Session for GSAOs

Dear Graduate Advisors,

This is a friendly reminder that SIS and Graduate Division will hold a Special Enrollment Petition (SEP) eForm information session for GSAOs from 9 a.m. to 10:30 a.m. on Thursday, January 12. The SEP eForm covers requests for Filing Fee, in Absentia, and Parental Leave.

For more information or to RSVP for the session, please refer to our Jan. 6 email invite titled "RSVP: Jan. 12 Special Enrollment Petition eForm Session for GSAOs."

The session will be held in 103 Sproul Hall (Room 103) - directions.

Please note the new location on the FIRST floor of Sproul Hall.

Save the Date - Thursday, January 19

SIS and Graduate Division are planning another event for the morning of Thursday, January 19.

Additional Topics

Propose other topics for future sessions by emailing us with the subject line: SessionTopic: [Insert topic]
Thank you. We hope to see you soon.

Student Information Systems
Graduate Division
Dear Colleagues,

Thank you to those of you who attended Monday's Student Information Systems (SIS) APR Drop-in Session for GSAOs!

At this session, we answered questions regarding validating and updating academic requirements and adding departmental milestones for fall and/or spring graduate checkout. As we move forward, we want to improve our sessions to meet your needs. Please provide your feedback.

If you attended Monday's SIS event, please take one minute to fill out this brief survey [link removed].

5-Question Survey: SIS APR Drop-in for GSAOs

January 18 APR Lab

SIS will hold an APR Lab for GSAOs from 9 a.m. to noon on Wednesday, January 18. The lab is broken into three one-hour sessions (9-10 a.m., 10-11 a.m., and 11 a.m. to noon). We will send out a separate email invitation today.

Thank you for your response. Your feedback is essential as we work to improve UC Berkeley's student information systems.

Sincerely,
Student Information Systems
Dear Staff and Faculty,

We are looking forward to the upcoming start of the spring semester, and we are in the process of reminding our undergraduate students of important upcoming financial deadlines that will help them plan ahead.

As a result, you may get questions from students about what is expected of them, and how policies such as the Cancel for Non-Payment (CNP) policy may impact them. We realize many staff and faculty members may have questions as well.

This spring, payment of spring 2017 tuition and fees for undergraduates is due January 13, 2017. Due to the unique nature of their programs, graduate students are not subject to this policy. The Graduate Division will communicate directly to graduate students their own deadlines and requirements.

We are encouraging undergraduate students to ensure payment is made prior to January 13 to avoid being dropped from classes. We are also encouraging them to communicate this to their delegates (for example, parents or family members) if someone else is making payments on their behalf. You can also learn more about CNP here.

Today, January 10, 2017, financial aid has begun to disburse. Importantly, undergraduate students are being informed that if they receive sufficient spring financial aid to pay at least 20 percent of their spring tuition and fees, then they will likely not be dropped from their classes - but they'll want to confirm by reviewing the holds section in CalCentral (calcentral.berkeley.edu).

If an undergraduate student you know is concerned that these unpaid charges could impact their spring
2017 classes and registration, please direct them to first use this helpful self-assessment tool (registrar.berkeley.edu/cnptool) to see how Cancel for Non-Payment may impact them if they are at risk, and how to seek assistance. If a student has additional questions regarding their payments options or need assistance, please direct them to contact Cal Student Central (studentcentral.berkeley.edu).

Note that any undergraduate students dropped due to non-payment can re-enroll the following day after being dropped. However, the classes they were initially enrolled in may no longer be available. Also, if they receive outside scholarships, we recommend that they check with their donor to verify that the funds will be sent to UC Berkeley. Please review the outside scholarship award information online for answers to common questions.

Quick list: Spring 2017 Undergraduate key dates

- January 10, 2017 - Financial aid and scholarships begin to disburse.
- January 10, 2017 - Spring 2017 emergency loan application available.
- January 13, 2017 - Official Fee Payment Due Date. Undergraduate students may be subject to cancellation and dropping of all classes, if at least 20 percent of spring 2017 tuition and fees is not paid by this date. See Office of the Registrar website for additional information.
- January 16, 2017 - Last day to withdraw without obligation to pay some or all of tuition and fees.
- January 17, 2017 - Instruction begins.

We want to make every effort to support our students for spring 2017, and we appreciate your support and commitment to help our students have a great semester.

Sincerely,

SIS Project Executive Steering Committee

Stephen C. Sutton, Interim Vice Chancellor, Student Affairs
Larry Conrad, AVC, Information Technology and Chief Information Officer
Cathy Koshland, Vice Chancellor, Undergraduate Education
Fiona Doyle, Dean, Graduate Division

TOPICS
Dear Undergraduate Student,

We hope you are having a wonderful winter break. We are looking forward to the upcoming start of the spring semester, and we want to remind you of important upcoming financial deadlines that will help you plan ahead.

Today, January 10, 2017, financial aid has begun to disburse. As a reminder, payment of spring 2017 tuition and fees is due January 13, 2017. Please ensure payment of at least 20 percent of tuition and fees is made prior to this date to avoid being dropped from classes. Please also communicate this date to delegates if someone else is making payment on your behalf.

If you are concerned that unpaid charges could impact your spring 2017 classes and registration status, please use this helpful self-assessment tool (registrar.berkeley.edu/cnptool) to see how Cancel for Non-Payment may impact you if you are at risk, and how to seek assistance.

Importantly, if you receive sufficient spring financial aid to pay at least 20 percent of your spring tuition and fees, then you will likely not be dropped from your classes - but you'll want to confirm by reviewing the holds section in CalCentral (calcentral.berkeley.edu). You can also learn more here. If you have additional questions regarding your payments options or need assistance, please contact Cal Student Central (studentcentral.berkeley.edu) located in 120 Sproul Hall.

Note that any students dropped due to non-payment of the 20 percent minimum can re-enroll the following day after being dropped. However, the classes you were initially enrolled in may no longer be available. Also, if you receive outside scholarships, we recommend that you check with your donor to verify that the funds will be sent to UC Berkeley. Please review the outside scholarship award information online for answers to
common questions.

Quick list: Spring 2017 key dates

- January 10, 2017 - Financial aid and scholarships begin to disburse.
- January 10, 2017 - Spring 2017 emergency loan application available.
- January 13, 2017 - Official Fee Payment Due Date. Undergraduate students may be subject to cancellation and dropping of all classes, if at least 20 percent of spring 2017 tuition and fees is not paid by this date. See Office of the Registrar website for additional information.
- January 16, 2017 - Last day to withdraw without obligation to pay some or all of tuition and fees.
- January 17, 2017 - Instruction begins.

We want to make every effort to support our students for spring 2017. We look forward to seeing you on campus.

Sincerely,

SIS Project Executive Steering Committee
Stephen C. Sutton, Interim Vice Chancellor, Student Affairs
Larry Conrad, AVC, Information Technology and Chief Information Officer
Cathy Koshland, Vice Chancellor, Undergraduate Education
Fiona Doyle, Dean, Graduate Division

TOPICS
The Student Information Systems (SIS) 7.4 Release is Now Available

Dear SIS users and campus partners,

The SIS 7.4 Release is now available. Please visit the SIS 7.4 Release webpage for details.

Here are some examples of new SIS Campus Solutions and CalCentral functionality:

Staff

Reporting Center - eForms Search Query Report

Beginning on February 12, a new query will be added to the Reporting Center. This SIS Campus Solutions eForms search report will make it easier for staff to view the status of their and their students’ eForms (e.g., Academic Plan, Enrollment, Withdrawal, etc.).

Award Entry Item Type Requests

The approval process for Award Entry Item Type Requests is now automated.

Students (Graduate)

My Dashboard - Special Enrollment Petition (SEP) eForm

The Special Enrollment Petition eForm, located in the Student Resources Card under My Dashboard, is
used to apply for Filing Fee, In Absentia, and Parental Leave of Absence status. This eForm will streamline the petition process by providing automated eligibility checks (e.g., GPA, residency, program, plan, etc.) for each student.

Advisors

Student Overview - Personal Summary Card (Undergraduate)
The Schedule Planner link on the Personal Summary card now takes advisors directly to the student's Schedule Planner.

Advisor Dashboard - Advising Resources Card / Student Overview - Personal Summary Card
Advisors can now view the administrative transcript in CalCentral via the new “Administrative Transcript” link on the Advisor Dashboard Advising Resources card and on the Student Overview Personal Summary card.

My Academics - Academic Records - Request Transcript Update
Students may now request official transcripts directly from UC Berkeley’s transcript vendor, Credentials Solutions, via the updated Request Transcript link in CalCentral under the Academic Records section of My Academics.

Visit the SIS 7.4 Release webpage for more information.

Notes to Advisors:

Official Transcript Processing

- Due to initial setup work required for this transition, students who order official transcripts between now and Wednesday, January 11 will experience a delay in receiving their transcripts. We expect this issue to be resolved by the end of this week. Please visit the SIS Known Issues webpage for updates.

Cumulative GPA

- Due to a software configuration setting issue, the cumulative GPA did not include fall semester 2016 grades for students in their CalCentral display, and for advisors in CalCentral's Advising Summary and "View As" mode. Advisors could go directly to SIS Campus Solutions to see a student's correct GPA. Fixing this issue as soon as possible was a high priority for SIS. We sent an email by the end of this week with an update.

Upcoming eForms

- The "Higher Education Degree Committee" eForm is still under development and its release date is pending. We will update you via email when more information is available. The Higher Education Degree Committee eForm is a three-in-one form that covers Qualifying Exam Committee request,
Questions and Support

UC Berkeley’s transition to the new SIS is an iterative process. Some features are initially released with only some of the functionality that will exist in the final version. The SIS team then continues to build and improve each feature based on rollout plans and user feedback from students, staff, and instructors.

Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: [link removed].

Please visit the SIS Known Issues to review the status of current known technical issues. If you experience a technical issue that is not listed, please contact SIS Help Desk Support to report the issue:

- by phone at (510) 664-9000 option 6;
- by e-mail at sishelp@berkeley.edu or
- by submitting a Help Desk ticket in the “Affected Service” section, please choose “SIS - Student Information Systems.”

Please email sis-training@berkeley.edu if you have any training questions.

Visit the SIS weblinks below for additional resources.

We are grateful for your partnership as we continue on the path toward creating an integrated student information system that is supportive of our community. Thank you for your patience and collaboration.

Sincerely,

Student Information Systems Team
Dear Graduate Advisors,

On Thursday, January 12, Student Information Systems (SIS) and Graduate Division will host an information session for GSAOs on the Special Enrollment Petition (SEP) eForm. The SEP eForm covers requests for Filing Fee, in Absentia, and Parental Leave.

This eForm will streamline the petition process by providing automated eligibility checks (e.g., GPA, residency, program, plan, etc.) for each student. Because of the transition from paper to electronic routing, we anticipate the processing time for this eForm to be significantly reduced.

**Thursday, January 12**

9 a.m. to 10:30 a.m.

103 Sproul Hall (first floor) - directions

**SEP eForm Session for GSAOs**

**DATE AND TIME**

01/12/17 9:00am - 01/12/17 10:30am
Please RSVP to help us better plan our event. Thank you.

Save the Date - Thursday, January 19

SIS and Graduate Division are planning another event for the morning of Thursday, January 19. The topic will be confirmed based on January 12 event feedback.

Additional Topics

Propose other topics for future sessions by emailing us with the subject line: SessionTopic: [Insert topic here].

Thank you. We hope to see you soon.

Student Information Systems
Graduate Division
Student Information Systems

Event Change: Jan. 9 GSAO Drop-in APR Session | January 6, 2016

From: Student Information Systems <sis-project@berkeley.edu>
Date: Thu, Jan 6, 2017
To: GSAOs and Advisors
Subject: Event Change: Jan. 9 GSAO Drop-in APR Session

January 6, 2017

Academic Progress Report (APR) Drop-in Session for GSAOs now excludes "exceptions"

Update: Due to technical issues, we will longer include "exceptions" functionality as part of these sessions. We will include this topic in a future GSAO interactive session.

Dear Graduate Advisors,

At this Monday's Academic Progress Report (APR) Drop-In session, the Student Information Systems (SIS) team will offer assistance to GSAOs on how to validate and update academic requirements and add departmental milestones for fall and/or spring graduate checkout.

SIS system developers and Graduate Division representatives will be available to answer your questions.

Monday, January 9, 9 a.m. to noon
at the 28 University Hall Computer Lab - directions

This is a drop-in session, please join us for as much or as little time as you would like.

Save the Date: January 18 APR Drop-In Session

As a reminder, we will have another APR Drop-in Session for GSAOs on Wednesday, January 18, from 9 a.m. to noon. We will send a separate RSVP invitation for that session.

Thank you again for your feedback and participation.
New location! Please RSVP.

Dear Enrollment Managers,

The location for the January 6 and 9 SIS Refresher Sessions for enrollment managers has changed. We apologize for any inconvenience this may cause.

If you haven't yet, please RSVP now, so we can plan accordingly. Thank you.

SIS Refresher Sessions for Enrollment Managers

The new location is Evans Hall, Room 60 - directions

Friday, January 6 Session

LOCATION
Evans Hall, Room 60

DATE AND TIME
01/06/17 10:00am - 01/06/17 11:30am

Yes
No
Maybe

Monday, January 9 Session

LOCATION
Evans Hall, Room 60

DATE AND TIME
01/09/17 1:30pm - 01/09/17 3:00pm

Yes
No
Maybe

Event Details

Jocelyn Newman from the Student Information Systems (SIS) training team will provide two demos with Q&A sessions to review processes and answer questions about SIS Campus Solutions before the beginning of spring semester. These refresher sessions as designed to help prepare you for the start of the new semester.

We will focus on how to set up and use reserve capacities and permission numbers to limit spring enrollment. If you are interested in attending, please RSVP for one or both of the following sessions.

Note: This is not an enrollment training to gain SIS Campus Solutions access. This is an informational refresher session for those who have already attended previous SIS Enrollment and Waitlists training sessions and currently have access to these functions in SIS Campus Solutions.

We hope to see you soon.
Student Information Systems team

TOPICS
Please RSVP now for the January 9 Academic Progress Report (APR) Drop-in Session for GSAOs

Dear Graduate Advisors,

On Monday, January 9, the Student Information Systems (SIS) team will host an interactive Academic Progress Report (APR) Drop-In Session to offer assistance to GSAOs on how to validate and update academic requirements, add departmental milestones, and log exceptions for fall and/or spring graduate checkout. SIS system developers and Graduate Division representatives will be available to answer your questions.

**Monday, January 9, 9 a.m. to noon**

at the 28 University Hall Computer Lab - directions

This event is a drop-in session, so you may join us for as much or as little time as you would like. To help us better plan and staff the event, please let us know during which one-hour block or blocks you plan to attend.

Note: If you wish to RSVP for more than one one-hour block, you will need to return to the email invitation to submit your RSVP for additional times.

I plan to attend between 9 a.m. and 10 a.m.

DATE AND TIME
01/09/17 9:00am - 01/09/17 10:00am

Yes
No
Maybe

I plan to attend between 10 a.m. and 11 a.m.

DATE AND TIME
01/09/17 10:00am - 01/09/17 11:00am

Yes
No
Maybe

01/09/17 11:00am - 01/09/17 12:00pm

Yes
No
Maybe

What to bring

Please plan on bringing student IDs to run Academic Progress Reports for your program, Plan, Subplan, Certificate and/or Designed Emphasis. Please also bring any documentation you may need (e.g., from handbooks, spreadsheets, etc.) to validate the specific student's requirements.

January 18 APR Drop-In Session

If you are unable to attend the January 9 session, or want additional assistance, please note that a second APR Drop-in Session for GSAOs will be held on Wednesday, January 18, from 9 a.m. to noon. We will send a separate RSVP invitation for that session.

Throughout Spring 2017, SIS and Graduate Division are planning to hold a different training or informative session for GSAOs nearly every week, often on Thursday mornings. We will send additional invitations as events are scheduled.

Additional Topics

Propose other topics for future sessions by emailing us with the subject line: SessionTopic: [Insert topic here].

Thank you again for your feedback and participation.

Student Information Systems
Reminder: This Sunday, January 8, from 5 a.m. to 2 p.m. SIS and CalCentral functionality will be limited or unavailable

Dear SIS system users and campus partners,

As a reminder, SIS will have a planned outage on Sunday, January 8. During the outage, the technical team will implement new SIS Release 7.4 functionality and import additional legacy data.

We will not send out an email notification when the system is available. For updates on system availability, please check the sis-project.berkeley.edu website's News section, after the scheduled outage end time.

Thank you.

Scheduled Outage

Estimated Times: Sunday, January 8, from 5 a.m. to 7 a.m.

Impact: The system will have delays

System(s): SIS Campus Solutions,* CalCentral SIS functionality, and SIS APIs on API Central

Details: SIS users will experience service interruptions. They will be able to perform actions, but will not receive confirmation of their actions. When SIS is back up, they will be able to view confirmation of the actions they took during this period.
Reminder: Sunday, January 8, 5 a.m. to 2 p.m. Planned Outage | January 4, 2017 | Student Information Systems

Estimated Times: Sunday, January 8, from 7 a.m. to 2 p.m.

Impact: The system will be unavailable

System(s): SIS Campus Solutions,* CalCentral, and SIS APIs on API Central

Details: Users will not have system access.

Actions

- Please adjust your work as needed, based on SIS availability. We will continue to communicate upcoming SIS down times by email to impacted SIS users, and we will post this information on the SIS project website.

- Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: [link removed].

Questions and Support

If you have technical questions or need support, please contact SIS Production Support by phone at (510) 664-9000 option 6; by e-mail at sishelp@berkeley.edu; or by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident in the “Affected Service” section, please choose “SIS - Student Information Systems.”

Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team

*All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.

TOPICS
Dear DB2 and SIS system users,

On Friday, December 2, all data in DB2 will become read-only as part of the campus legacy systems transition to the new Student Information Systems (SIS).

You will no longer be able to add or edit data in DB2. Attempting to do so will produce this error:

**Key changes**

- All DB2 users, with the exception of select Office of the Registrar (OR) staff, will no longer be able to make edits or additions in DB2 to student academic information (including, grades, classes taken, incompletes, etc.).
- OR staff will continue to update the DB2 transcript for records prior to fall semester 2016 for you until we finish the conversion of all DB2 records to SIS Campus Solutions. If you see errors on the DB2 transcript that need to be corrected, please report them to OR Records Manager Jené Madison at jmadison@berkeley.edu.
- Once all data is transferred to SIS, DB2 read-only access will also be discontinued and all updates to student records formerly maintained in DB2 will be processed through CalCentral.
- DB2 will only hold student records through summer term 2016. Records for fall 2016 and future terms are managed in SIS Campus Solutions.
Resources

- For more information about the new grade submission process in CalCentral, please visit the Office of the Registrar grading webpage at http://registrar.berkeley.edu/faculty-staff/grading.
- For information about upcoming CalCentral training sessions, please visit http://sis.berkeley.edu/training. We will email you additional updates when more information is available. Thank you for your patience, collaboration, and support while we transition our legacy systems to the new SIS.

Jennifer S. Hopkins
Director, Student Application Management, Student Affairs IT

Karen Kato
Implementation Director, Student Information Systems (SIS)
**Planned Outage: Sunday, January 8, 5 a.m. to 2 p.m. | December 23, 2016**

<table>
<thead>
<tr>
<th>From</th>
<th>Student Information Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Friday, December 23, 2016</td>
</tr>
<tr>
<td>To:</td>
<td>All SIS Users</td>
</tr>
<tr>
<td>Subject:</td>
<td>Planned Outage: Sunday, January 8, 5 a.m. to 2 p.m.</td>
</tr>
</tbody>
</table>

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**SIS Release 7.4 Planned Outage: On Sunday, January 8, from 5 a.m. to 2 p.m. SIS Campus Solutions and CalCentral will have limited or no availability**

Dear SIS system users and campus partners,

SIS will have a planned outage on Sunday, January 8. During the outage, the technical team will implement new SIS Release 7.4 functionality.

We will not send out an email notification when the system is available. For updates on system availability, please check the sis-project.berkeley.edu website's News section, after the scheduled outage end time.

Thank you.

**Scheduled Outage**

Estimated Times: Sunday, January 8, from 5 a.m. to 7 a.m.

Impact: The system will have delays

System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality

Details: SIS users will experience service interruptions. They will be able to perform actions, but will not receive confirmation of their actions. When SIS is back up, they will be able to view confirmation of the actions they took during this period.

[1/10/19, 9:44:47 AM]
Planned Outage: Sunday, January 8, 5 a.m. to 2 p.m. | December 23, 2016 | Student Information Systems

Estimated Times: Sunday, January 8, from 7 a.m. to 2 p.m.

Impact: The system will be unavailable

System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality

Details: Users will not have system access.

Actions

- Please adjust your work as needed, based on SIS availability.

We will continue to communicate upcoming SIS down times by email to impacted SIS users, and we will post this information on the SIS project website.

- Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: [link removed].

Questions and Support

- If you have technical questions or need support, please contact SIS Production Support by phone at (510) 664-9000 option 6; by e-mail at sishelp@berkeley.edu; by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident in the “Affected Service” section, please choose “SIS - Student Information Systems.” Thank you for helping us improve Berkeley’s student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team

* All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.
Planned Outage: Sunday, January 8, 5 a.m. to 2 p.m. | December 23, 2016 | Student Information Systems
External Student Documents Available via CalCentral

Dear Advisors,

Advisor Role SIS users can now access non-UC Berkeley student transcripts and other documents through CalCentral.

What Changed

Previously, advisors could only access these documents via the ImageNow desktop document imaging system application (via the "WebNow Documents" link), which was only compatible with the Firefox browser. Now, advisors can access non-UC Berkeley student transcripts and other documents via CalCentral using any internet browser (e.g., Google Chrome, Internet Explorer, Firefox, etc.).

Viewing External Documents

Follow these steps to access non-UC Berkeley student transcripts and other documents:

1. Go to the CalCentral Student Lookup section and search for the student. Under the Student Overview page's Advising Resources section.
2. Click on the link titled, "External Student Docs-ImageNow." All available documents for the student will display.
3. Double-click on any document to view it and its properties.

**Help**

If you are having difficulties accessing non-UC Berkeley student documents using the new link, please contact SIS Support at [sishelp@berkeley.edu](mailto:sishelp@berkeley.edu).

Thank you.

Student Information Systems
Overdue Grade Messages for Zero-Enrollment Classes

The following email includes the correct address for SIS Help as sishelp@berkeley.edu. We apologize for this error.

Dear Instructors,

Our records indicate that you are listed as an instructor for one or more fall semester 2016 classes with zero student enrollments. As such, you may receive one or more overdue grade messages in CalCentral. If you do, please:

Ignore "Overdue" grade messages for fall 2016 classes with zero enrolled students.

Student Missing from Roster

- If one or more of your fall 2016 students are not listed on your class roster, please refer undergraduate students to their school or college advisor and graduate students to their departmental graduate advisor for assistance.

"Overdue" Notice Background

- CalCentral is displaying an “Enter Grades” link in the grading section of all fall semester 2016 classes,
including classes with no enrolled students. When the grade submission deadline passes, CalCentral will display a red "Overdue" icon for all fall classes for which grades have not been submitted yet, including zero enrollment classes. Instructors of fall 2016 classes with zero enrolled students should ignore any overdue grade messages.

The SIS technical team is working to resolve this issue for future terms.

Help

If you experience technical problems or are having difficulties accessing CalCentral or SIS Campus Solutions, please contact SIS Support at sishelp@berkeley.edu.

Thank you.

Student Information Systems
Dear Enrollment Managers,

Jocelyn Newman from the Student Information Systems (SIS) training team will provide two demos with Q&A sessions to review processes and answer questions about SIS Campus Solutions before the beginning of spring semester 2017. These sessions as designed to be a refresher to help prepare you for the start of the new semester.

The sessions will focus on how to set up to use reserve capacities and permission numbers to limit spring enrollment. If you are interested in attending, please RSVP for one or both of the following sessions.

Note: This is not an enrollment training to gain SIS Campus Solutions access. This is an informational refresher session for those who have already attended previous SIS Enrollment and Waitlists training sessions and currently have access to these functions in SIS Campus Solutions.

Friday, January 6
10:00am - 11:30am
Barrows Hall, Room 20 - directions

Monday, January 9
1:30pm - 3:00pm
Tan Hall, Room 180 - directions

We look forward to seeing you next year. Happy curtailment!

Student Information Systems
Save the Dates: APR Drop-in Sessions for GSAOs

Dear Graduate Advisors,

The Student Information Systems (SIS) team will host three Academic Progress Report (APR) Drop-In sessions to offer assistance to GSAOs on how to validate and update academic requirements, add departmental milestones, and log exceptions for fall and/or spring graduate checkout.

Please join us for this an interactive session with SIS system developers and Graduate Division representatives who will be available to answer your questions.

Monday, January 9 - 9 a.m. to 12 p.m.
Thursday, January 12 - Morning time TBD
Wednesday, January 18 - 9 a.m. to 12 p.m.

University Hall Computer Lab - directions

Note: Due to the limited space, we ask those interested in attending to RSVP when they receive the formal invitation. We will email you the invitation in early January, with times, locations, and RSVP links.

What to bring

Please plan on bringing student IDs to run Academic Progress Reports for your program, Plan, Subplan, Certificate and/or Designed Emphasis. Please also bring any documentation you may need (e.g, from
handbooks, spreadsheets, etc.) to validate the specific student's requirements.

Additional Topics

Propose other topics for future sessions by emailing us with the subject line: Session Topic: [Insert topic here].

Thank you again for your feedback and participation.

Student Information Systems
Dear Colleagues,

Thank you to those of you who attended Thursday's SIS Milestones Demo for GSAOs Session!

At this session, we demonstrated functionality and answered questions about how to enter Milestones into the system for your students. We captured your questions and concerns and we will use your feedback to help guide future SIS improvements.

If you attended Thursday's SIS event, please take one minute to fill out this brief survey [link removed].

Link to 5-Question Survey: SIS Milestones Demo for GSAOs

Thank you for your response. Your feedback is essential as we work to improve UC Berkeley's student information systems.

Sincerely,

Student Information Systems

Graduate Division
Reminder: Unpaid Charges and Spring 2017 Fee Payment Deadline

Please note, this message is for selected undergraduate students.

Dear <<First Name>>,

Our records indicate that you have unpaid charges for fall 2016 or prior semesters. If you are concerned that these unpaid charges will result in you being dropped from your spring 2017 classes, you may learn more here [link removed].

In general, if you have both a prior term balance and spring 2017 charges and you are paying your bills with personal funds (i.e., not financial aid), you must pay both the prior term charges and at least 20 percent of spring tuition and fees to avoid being dropped from spring 2017 classes and to be considered registered.

If you receive sufficient spring financial aid to pay at least 20 percent of your spring tuition and fees, then you will likely not be dropped from your classes, but you’ll want to confirm by reviewing the holds section in CalCentral. Be sure to monitor the status of your financial aid and your billing account in CalCentral to ensure charges for spring 2017 and prior terms are paid.

As a reminder, payment of spring 2017 tuition and fees is due January 13, 2017. Ensure payment is made
prior to this date to avoid being dropped from classes. Please communicate this date to delegates if someone else is making payment on your behalf. To review all unpaid charges and their due dates on your student account, visit the My Finances section of CalCentral (calcentral.berkeley.edu). If have questions regarding your balance or you need assistance with making a payment, please contact Cal Student Central: studentcentral.berkeley.edu.

Quick list: Spring 2017 key dates
January 9, 2017 - Financial aid and scholarships begin to disburse.
January 10, 2017 - Spring 2017 emergency loan application available.
January 13, 2017 - Official Fee Payment Due Date. Undergraduate students may be subject to cancellation and dropping of all classes, if at least 20 percent of spring 2017 tuition and fees is not paid by this date. See Office of the Registrar website for additional information.
January 16, 2017 - Last day to withdraw without obligation to pay some or all of tuition and fees.
January 17, 2017 - Instruction begins.

We want to ensure you are set up for a successful spring 2017. Be well and have a great winter break.

Sincerely,
Harry Le Grande, Vice Chancellor, Student Affairs
Thursday, December 15: End of Term Feedback Session with SIS leadership | December 13, 2016

From: Student Information Systems
Date: Tuesday, Dec 13, 2016
To: Instructors, advisors, and staff
Subject: Thursday, December 15: End of Term Feedback Session with SIS leadership | December 13, 2016

Thursday, December 15: End of Term Feedback Session with SIS leadership

Dear Fall Semester 2016 Instructors and Departmental Staff:

As announced by the Office of the Registrar on November 28 email to staff supporting instructors, fall semester 2016 final grades started in CalCentral this Monday, December 12. As we wrap up the first week of grade submission, we would like to invite you to provide us in-person feedback about how this and other new SIS tools are working for you and what the SIS team can do to better support you.

Event Details
This session will be facilitated by Associate CIO and SIS Senior Project Executive, Angela Blackstone. SIS project team members will also be available to provide informal demonstrations of the new tool, hear your questions, and gather feedback.

Thursday, December 15
9:00 a.m. to 10:30 a.m.
Unit 1 - All Purpose Room
Office of the Registrar Support

As a reminder, your primary source of information and support for the new final grade submission process is the Office of the Registrar staff. If you haven't yet, please visit the Office of the Registrar's website for Final Grade Submission information and support. The Office of the Registrar is providing extra assistance throughout the grading period to help with this transition. Details, including in-person support, SIS/CalCentral training, regular updates, and more are available in the Office of the Registrar's (OR) Grading Webpage. Please bookmark this webpage: Office of the Registrar Grading Webpage

We hope to see you this Thursday, December 15.

Sincerely,

Angela Blackstone, Associate CIO and Senior Project Executive, SIS
IT Colleagues and Campus Partners

The beginning of the semester is a peak period of activity for the campus, which results in increased demand of our services and impacts our IT systems and infrastructure. To provide optimal IT service and systems performance for our campus and minimize potential disruptions, we are implementing our customary IT systems freeze on production changes for UC Berkeley student systems to prepare for the start of fall semester 2017.

A code freeze is a period of pause for UC Berkeley IT system development. Our technical teams hold system improvements and fixes, and no data is changed or updated during this time.

Code Freeze Dates

The Fall 2017 code freeze begins on Monday, Aug. 14, at 8 p.m. and ends on Friday, Aug. 25, at 5 p.m.

Affected Systems*

The following systems or applications are included in the Fall 2017 freeze because they support students directly, integrate with student systems, or are used by staff who support students:

<table>
<thead>
<tr>
<th>SIS Systems</th>
<th>SAIT Systems</th>
<th>ETS Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>CalCentral</td>
<td>Course Approval</td>
<td>bCourses</td>
</tr>
<tr>
<td>HigherOne</td>
<td>Career Center</td>
<td>Course Capture</td>
</tr>
<tr>
<td>ImageNow</td>
<td>Housing / Dining</td>
<td>SuiteC</td>
</tr>
</tbody>
</table>
Join us for this Thursday's SIS "Milestones" Demo for Graduate Advisors Encore Session

Dear Graduate Advisors,

Due to a number of requests, we will hold a repeat session of last Thursday's SIS "Milestones" functionality demonstration for GSAOs this Thursday, December 15, from 9:00 a.m. to 10:30 a.m.

This week's SIS "Milestones" demo for GSAOs will cover much of the same material as the December 8 session, but it will include more in-depth demonstrations of this functionality, as requested by December 8 participants via survey and in-person feedback.

All GSAOs are welcome to attend, regardless of whether they already attended the December 8 demo.

Please note the new location on the FIRST floor of Sproul Hall.

Event RSVP

LOCATION

103 Sproul Hall (First Floor)

DATE AND TIME

12/15/16 9:00am - 12/15/16 10:30am

Help us better plan the session by letting us know if you are planning to attend.

Advisor Dashboard - Milestones

Advisors can now create, view, and update departmental milestones. Milestones are non-course related (e.g., prospectus, lab rotation, etc.), but a vital requirement to track student progress. Advisors can assign milestones as well as record a student's attempts and completions. Advisors can also review Graduate Division milestones (e.g., Qualifying Examination, Advancement, etc.).

Agenda

- Demonstration on how to enter departmental milestones, with a focus on degree checkout
- Q&A session
- Optional: Attendees who have a laptop are welcome to bring it and stay after the Q&A session to practice entering milestones

Post-Event Follow-Up
More demos and hands-on practice sessions will be scheduled for January. Invitations will be sent when dates and locations are confirmed.

Additional Topics

Propose other topics for future sessions by emailing us with the subject line: Demo Topic: [Insert topic here].

Thank you again for your feedback and participation.

Student Information Systems

Graduate Division
Dear Colleagues,

Thank you to the more than 35 of you who attended Thursday's SIS Milestones Demo for GSAOs Session!

At this session, we discussed Academic Progress Reports, Milestones, degree checkout, and other SIS tools for GSAOs. We captured your questions and concerns and we will use your feedback to help guide future SIS improvements.

If you attended Thursday's SIS event, please take one minute to fill out this brief survey [link removed].

Link to 5-Question Survey: SIS Milestones Demo for GSAOs

Thank you for your response. Your feedback is essential as we work to improve UC Berkeley's student information systems.

Sincerely,

Student Information Systems
Join us for this Thursday's SIS "Milestones" Demo for Graduate Advisor

Dear Graduate Advisors,

Please join us for this week's SIS "Milestones" functionality demonstration for GSAOs on Thursday, December 8, from 9:00 a.m. to 10:30 a.m.

Event RSVP
LOCATION
309 Sproul Hall
DATE AND TIME
12/08/16 9:00am - 12/08/16 10:30am

Help us better plan the session by letting us know if you are planning to attend.
Advisor Dashboard - Milestones

Advisors can now create, view, and update departmental milestones. Milestones are non-course related (e.g., prospectus, lab rotation, etc.), but a vital requirement to track student progress. Advisors can assign milestones as well as record a student's attempts and completions. Advisors can also review Graduate Division milestones (e.g., Qualifying Examination, Advancement, etc.).

Agenda

- Demonstration on how to enter departmental milestones, with a focus on degree checkout
- Q&A session
- Optional: Attendees who have a laptop are welcome to bring it and stay after the Q&A session to practice entering milestones

Post-Event Follow-Up

Hands-on practice sessions will be scheduled for January.

Additional Topics

Propose other topics for future sessions by emailing us with the subject line: Demo Topic: [Insert topic here].

Thank you again for your feedback and participation.

Student Information Systems
Graduate Division
The Student Information Systems (SIS) 7.3 Release is Now Available.

Dear SIS users and campus partners,

The SIS 7.3 Release is now available. Please visit the SIS 7.3 Release webpage for details.

Here are some examples of new SIS Campus Solutions and CalCentral functionality:

Instructors

CalCentral - Final Grade Submission Grading opens on December 12.* Instructors will access their Fall 2016 grade rosters and submit final grades for fall semester 2016 via the My Academics tab in CalCentral.

- Detailed instructions and resources including how to set up a delegate can be found on the Office of the Registrar’s Grading website at registrar.berkeley.edu/faculty-staff/grading.

- Final grades can be entered manually or uploaded using a specific .CSV format with students’ SIDs, grades, and optional comments in columns A, C, and E respectively.

- Prior to December 12, we suggest that instructors: 1) go to CalCentral to confirm that they can see their courses and 2) preview the Uploading Final Grades via Spreadsheet job aid to prepare for the changes. (If an instructor's course is not visible in their CalCentral dashboard, they should contact their unit's enrollment manager for assistance.)
*Final Grade Submission for the Berkeley Law school starts December 5. Details will be communicated directly to impacted instructors and staff by the Law school.

**Students**

**My Academics - Transfer Credit card and Transfer Credit Report**
- Students can view their Transfer Credit summary data and can access their Transfer Credit Report on the My Academics page.

**My Academics - Academic Records card - Request Transcript**
- All undergraduate and graduate students (including Law) can now access links to request official transcripts and enrollment verification via the Academic Records card on their My Academics page.

**My Academics - Class Enrollment card - Berkeley Academic Guide link**
- Students can now access the Berkeley Academic Guide via a new link in the Schedule of Classes section of their Class Enrollment card.

**My Finances - Billing Summary**
- Billing Summary no longer displays the “Prior to Fall 2016” card or “Fall 2016” label. Students can access this information via the “View Transactions Prior to Fall 2016” link on their Billing Summary Details page.

**Advisors**

**Advisor Dashboard - My Appointments**
- Under the Advisor Dashboard’s Advising Resources card, advisors can now access a new My Appointments link under the Tools section. Here, advisors can now link their bCal to the appointments tool and set up their appointment settings.

**Student Overview - Transfer Credit card and Transfer Credit Report**
- Advisors can now access a student’s Transfer Credit summary data and Transfer Credit Report from the Student Overview page.

**Student Overview - Semesters and Class Enrollment**
- Advisors can no longer view the Semesters and Class Enrollment cards directly in the Advisor Dashboard. Advisors may continue to access this information for students via the View As function.

**Important:**

Please note that the Academic Plan card will replace Semesters and Class Enrollment cards. However, the Academic Plan card is still under development and is expected to be released in January. This card will allow advisors to compare a student’s Multi-Year Planner courses to the actual courses they enrolled in by
semester. (It enables advisors to identify when a student has altered their planned course toward graduation.)

Advisor Dashboard - Academic Progress Report and What-If Reports

- In addition to being able to access the Academic Progress Report and What-If Reports links from a student's Student Overview page, advisors will now also be able to access them via the Advisor Dashboard’s Advising Resources card.

Upcoming eForms

- The "Special Enrollment Petitions" eForm is expected to be released in mid-December. The Special Enrollment Petitions eForm covers requests for Filing Fee, in Absentia, and Parental Leave.

- The "Higher Education Degree Committee" eForm is still under development, and its release date is pending. We will update you via email when more information is available. The Higher Education Degree Committee eForm is a three-in-one form that covers Qualifying Exam Committee request, Advance to Candidacy Committee request and Reconstitution of a committee.

Visit the SIS 7.3 Release webpage for more information.

Questions and Support

UC Berkeley's transition to the new SIS is an iterative process. Some features are initially released with only some of the functionality that will exist in the final version. The SIS team then continues to build and improve each feature based on rollout plans and user feedback from students, staff, and instructors.

- Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: [link removed].

- Please visit the SIS Known Issues to review the status of current known technical issues. If you experience a technical issue that is not listed, please contact SIS Help Desk Support to report the issue:
  - by phone at (510) 664-9000 option 6;
  - by e-mail at sishelp@berkeley.edu or
  - by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident in the “Affected Service” section, please choose “SIS - Student Information Systems.”

- Please email sis-training@berkeley.edu if you have any training questions.

- Visit the SIS weblinks below for additional resources.

We are grateful for your partnership as we continue on the path toward creating an integrated student information system that is supportive of our community. Thank you for your patience and collaboration.

Sincerely,

Student Information Systems Team
December 7 and 8 Demos: "Entering and Submitting Final Grades in CalCentral"

Dear Fall Semester 2016 Instructors:

Per the Office of the Registrar's November 28 email to staff supporting instructors, fall semester 2016 final grades will open in CalCentral on December 12. This is part of the BearFacts transition to the new SIS.

Join a Grading Demo

The Entering and Submitting Final Grades in CalCentral Demo and Q&A is for Instructors. However, we suggest that instructors invite GSIs involved in entering their class grades to also attend the demo.

This demo will be offered on two different dates and locations. Please choose the one that is most convenient for you:

Wednesday, December 7
11:00 a.m. to 12:00 p.m.
102 Wurster Hall - directions
Room Capacity: 60

**Thursday, December 8**
10:00 a.m. to 11:00 a.m.
3110 Etcheverry Hall - directions
Room capacity: 65
No RSVP required.

We suggest arriving early to secure your spot. Additional sessions may be added, based on demand.

**Office of the Registrar Support**

The Office of the Registrar will provide extra assistance throughout the grading period to help with this transition. Details on this help (including in-person support), SIS/CalCentral training, regular updates, and more can be found on the Office of the Registrar's (OR) Grading Webpage.

Please bookmark this webpage: OR Grading Webpage [link removed]

Get ready to submit final grades! Prior to December 12, we suggest that you: 1) go to CalCentral to confirm that you can see your courses and 2) preview the Uploading Final Grades via Spreadsheet job aid to prepare for the changes. (If your courses are not visible in your CalCentral dashboard, please contact your unit's enrollment manager for assistance.)

We hope to see you on December 7 or 8.

Sincerely,

Angela Blackstone, Associate CIO and Senior Project Executive, SIS Academic Senate Advisory Committee (ASAC) to SIS

**TOPICS**
This Sunday, December 4, from 5 a.m. to 11 a.m. SIS and CalCentral functionality will be limited or unavailable

Dear SIS system users and campus partners,

As a reminder, SIS will have a planned outage on Sunday, December 4. During the outage, the technical team will implement new SIS Release 7.3 functionality and import additional legacy data.

We will not send out an email notification when the system is available. For updates on system availability, please check the sis-project.berkeley.edu website's News section, after the scheduled outage end time.

Thank you.

Scheduled Outage

Estimated Times: Sunday, December 4, from 5 a.m. to 7 a.m.

Impact: The system will have delays

System(s): SIS Campus Solutions,* CalCentral SIS functionality, and SIS APIs on API Central

Details: SIS users will experience service interruptions. They will be able to perform actions, but will not receive confirmation of their actions. When SIS is back up, they will be able to view confirmation of the actions they took during this period.
Estimated Times: Sunday, December 4, from 7 a.m. to 11 a.m.

Impact: The system will be unavailable

System(s): SIS Campus Solutions,* CalCentral, and SIS APIs on API Central

Details: Users will not have system access.

**Actions**

- Please adjust your work as needed, based on SIS availability. We will continue to communicate upcoming SIS down times by email to impacted SIS users, and we will post this information on the SIS project website.

- Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: [link removed].

**Questions and Support**

- If you have technical questions or need support, please contact SIS Production Support by phone at (510) 664-9000 option 6; by e-mail at sishelp@berkeley.edu; or by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident in the “Affected Service” section, please choose “SIS - Student Information Systems.”

Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team

*All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.
Grading Bookmark | December 1, 2016

From: SIS, Office of the Registrar
Date: December 1, 2016
To: Instructors
Subject: Grading Bookmark

December 1, 2016

Fall 2016 Final Grade Rosters
available Dec. 12 in CALCENTRAL.berkeley.edu

Go to registrar.berkeley.edu/faculty-staff/grading
for step-by-step instructions and support on submitting final grades

*Financial aid, honors, probation, and clearance for graduation may be adversely affected for students whose grades are still missing grades after Jan. 6.
Dear Colleagues,

Starting this week, the SIS Training team will host a series of demonstrations to introduce you to new and updated SIS functionality. Hands-on support for select topics and a series of graduate focused demos will be announced at a later date.

Register Online

Space is limited. Please enroll online at the UC Learning Center:

- Go to Blu and login using your CalNet ID
- Select “UC Learning Center” from the “Self Service” section
- Search for the appropriate class code number below

**Wednesday, November 30, 1:00 p.m. to 2:30 p.m.**

- SIS: Undergraduate Academic Progress Report and Exceptions
Audience: Undergraduate advisors
- Demo: How to use the new Academic Progress Report (APR) and create exceptions within it.
- Class Code: BESIS303-161130

Thursday, December 1, 8:30 a.m. to 10:00 a.m.
- SIS: Undergraduate Academic Progress Report and Exceptions
- Audience: Undergraduate advisors
- Demo: How to use the new Academic Progress Report (APR) and create exceptions within it.
- Class Code: BESIS303-161201

Thursday, December 1, 3:00 p.m. to 4:00 p.m.
- SIS: Overview of Final Grade Submission
- Audience: Any staff needing to answer instructor questions about the new final grade submission process.
- Demo: How the new faculty grade submission process works in CalCentral.
- Class Code: BESIS301-161201

Tuesday, December 6, 3:00 p.m. to 4:00 p.m.
- SIS: Notes & Appointments Training
- Audience: Advisors
- Demo: How the updated Advisor Dashboard Notes & Appointments functionality works in CalCentral.
- Class Code: BESIS304-161206

Thursday, December 8, 9:00 a.m. to 10:30 a.m.
- SIS: Undergraduate Academic Progress Report and Exceptions
- Audience: Undergraduate advisors
- Demo: How to use the new Academic Progress Report (APR) and create exceptions within it.
- Class Code: BESIS303-161208

Additional Topics
Propose other topics for future sessions by emailing us with the subject line: Demo Topic: [Insert topic here].

Thank you for your continued participation and feedback.

Sincerely,
The SIS Training Team
SIS Release 7.3 Planned Outage: On Sunday, December 4, from 5 a.m. to 2 p.m. SIS Campus Solutions and CalCentral will have limited or no availability

Dear SIS system users and campus partners,

SIS will have a planned outage on Sunday, December 4. During the outage, the technical team will implement new SIS Release 7.3 functionality and import additional legacy data.

We will not send out an email notification when the system is available. For updates on system availability, please check the sis-project.berkeley.edu website's News section, after the scheduled outage end time.

Thank you.

Scheduled Outage

Estimated Times: Sunday, December 4, from 5 a.m. to 7 a.m.

Impact: The system will have delays

System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality

Details: SIS users will experience service interruptions. They will be able to perform actions, but will not receive confirmation of their actions. When SIS is back up, they will be able to view confirmation of the
actions they took during this period.

Estimated Times: Sunday, December 4, from 7 a.m. to 2 p.m.

Impact: The system will be unavailable

System(s): SIS Campus Solutions* and CalCentral

Details: Users will not have system access.

**Actions**

- Please adjust your work as needed, based on SIS availability. We will continue to communicate upcoming SIS down times by email to impacted SIS users, and we will post this information on the SIS project website.

- Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: [link removed].

**Questions and Support**

- If you have technical questions or need support, please contact SIS Production Support by phone at (510) 664-9000 option 6; by e-mail at sishelp@berkeley.edu or by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident in the “Affected Service” section, please choose “SIS - Student Information Systems.” Thank you for helping us improve Berkeley’s student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team

* All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.

**TOPICS**
Planned Outage: Sunday, December 4, 5 a.m. to 2 p.m. | November 24, 2016 | Student Information Systems
From: Student Information Systems Executive Steering Committee  
Date: Mon, Nov. 21, 2016  
To: All undergraduate students  
Subject: Spring 2017 Fee Payment and CNP Deadline

Please note, this message is for undergraduate students. Graduate students will receive a separate message from the Dean of the Graduate Division with information about graduate student enrollment deadlines and processes.

Dear Undergraduate Students,

We hope you are having a wonderful semester. As we look forward to the spring semester, we want to be sure to provide you with important information about upcoming financial deadlines that will help you plan ahead.

**Quick list: Spring 2017 key dates**

- **January 9, 2017** - Financial aid and scholarships begin to disburse.
- **January 10, 2017** - Spring 2017 emergency loan application available.
- **January 13, 2017** - Official Fee Payment Due Date. Students may be subject to cancellation and dropping of all classes, if tuition and fees (current and prior terms) are not paid by this date. See Office of the Registrar website for additional information.
- **January 16, 2017** - Last day to withdraw without obligation to pay some or all of tuition and fees.
- **January 17, 2017** - Instruction begins.

The Cancel for Non-Payment policy (CNP) policy was designed to open up seats in classes that were being held for individuals who were not planning to attend. We understand that the policy was new in the fall and, as a result of feedback we received, we want to ensure you receive information about this policy in a timely
manner.

Note that any students dropped can re-enroll the following day after being dropped. However, the classes you were initially enrolled in may no longer be available. Importantly, the majority of our students who receive financial aid, and are current in their payments, will have a sufficient portion (20 percent) of spring fees covered. Financial aid will already be available to eligible undergraduates by January 13. If you receive outside scholarships, we recommend that you check with your donor to verify that the funds will be sent to UC Berkeley. Please review the outside scholarship award information online for answers to common questions.

You can learn more here. If students have any concerns about making the payment deadline, they are encouraged to contact Cal Student Central. Students with extenuating circumstances may have an exception placed on their status. Cal Student Central is located at 120 Sproul Hall. Hours of operation are Monday through Friday 9:00 a.m. - 4:00 p.m. CSC can also be reached via phone at 510-664-9181 or you can open a case by following the “Open a Case” link on the CSC website; studentcentral.berkeley.edu. When opening a case, please begin your inquiry with the letters “CNP.”

We want to make every effort to support our students in a timely manner for spring 2017. Be well and have a great rest of your fall semester.

Sincerely,

SIS Project Executive Steering Committee

Harry Le Grande, Vice Chancellor, Student Affairs

Larry Conrad, AVC, Information Technology and Chief Information Officer

Cathy Koshland, Vice Chancellor, Undergraduate Education

Fiona Doyle, Dean, Graduate Division

If you are a manager who supervises UC Berkeley employees without email access, please circulate this information to all.

TOPICS
Dear Colleagues,

Thank you, to the more than 50 of you who attended Thursday's SIS Tools for GSAOs Session! At Thursday's session, we discussed Academic Progress Reports, Milestones, and other tools for GSAOs. We captured your questions and concerns and we will use your feedback to help guide future SIS improvements.

If you attended Thursday's SIS event, please fill out the 5-Question Survey: Tools for GSAOs Session.

Upcoming Training Sessions

- Wednesday, November 16 Graduate Academic Progress Reports and Milestones 10 a.m. to 11:30 a.m. at 309 Sproul Hall (No RSVP Required)
- Overview of Final Grade Submission 1 p.m. to 2 p.m. at Unit 1 Freeborn Main Lounge, 2650 Durant Ave. - Class Code BESIS301-161116a
- Viewing a Student's Account 2:30 p.m. to 3:30 p.m. at Unit 1 Freeborn Main Lounge, 2650 Durant Ave. - Class Code BESIS302-161116b

To Sign Up

Because space is limited, please enroll online at the UC Learning Center. To sign up for these sessions:

- Go to Blu and sign in using your Calnet ID
- Select “UC Learning Center” in the “Self Service” section
Search for the appropriate class code number. We will also be providing hands-on support for certain topics at a later date. For more information and job aids on these processes, go to sis.berkeley.edu/training.

Please continue to stay engaged! Your feedback is essential as we work to improve UC Berkeley's student information systems.

Sincerely,

Angela Blackstone, Associate CIO and SIS Senior Project Executive
A new process for final grade submissions has been implemented for fall semester 2016 and will now be done in Campus Solutions instead of Bear Facts. We want to let you know that the Office of the Registrar has communicated with department staff about the new process.

Please visit the new Office of the Registrar Grade Submission Webpage for additional information and regular updates. If your staff needs help navigating this change, advise them to contact the Registrar directly.

Thank you for your continued support,

Sincerely,

The Student Information Systems Team
Sign up for: Upcoming SIS Training Sessions

Colleagues,

As the SIS project rolls out new functionality, we are providing training demos to help you get up to speed. Feel free to forward this to others who may be interested in these topics.

Sign Up

Because space is limited, please enroll online at the UC Learning Center. To sign up for these sessions:

- Go to BLU and sign in using your Calnet ID
- Select “UC Learning Center” in the “Self Service” section
- Search for the appropriate class number
  
  We will also be providing hands-on support for certain topics at a later date.

Wednesday, November 16
Upcoming Training Demos on Student Financials, Grade Submission, and Academic Progress Report | November 10, 2016 | Student Information Systems

Graduate Academic Progress Reports and Milestones - 10 a.m. to 11:30 a.m. at 309 Sproul Hall (No RSVP Required)

- Overview of Final Grade Submission - 1 p.m. to 2 p.m. at Unit 1 Freeborn Main Lounge, 2650 Durant Ave. - Class Code BESIS301-161116a
- Viewing a Student's Account - 2:30 p.m. to 3:30 p.m. at Unit 1 Freeborn Main Lounge, 2650 Durant Ave. - Class Code BESIS302-161116b

Wednesday, November 30

- Undergraduate Academic Progress Report and Exceptions - 1 p.m. to 2:30 p.m. at Unit 1 All Purpose Room, 2650 Durant Ave. - Class Code BESIS303-161130

Thursday, December 1

- Overview of Final Grade Submission - 3 p.m. to 4 p.m. at Unit 1 All Purpose Room, 2650 Durant Ave. - Class Code BESIS301-161201

Upcoming (date and time pending)

- Overview of Final Grade Submission for Instructors and GSIs
- Undergraduate Academic Progress Report and Exceptions
- Graduate eForms
- Notes and Appointments Features in CalCentral

Sincerely,
The SIS Training Team

TOPICS
Reminder: This Sunday, November 13, from 6:30 a.m. to 10 a.m. SIS Campus Solutions and CalCentral will be unavailable

Dear SIS system users and campus partners,

As a reminder, SIS will have a planned outage on Sunday, November 13. During the outage, the technical team will perform system maintenance activities.

We will not send out an email notification when the system is available. For updates on system availability, please check the sis-project.berkeley.edu website's News section, after the scheduled outage end time.

Thank you.

Scheduled Outage

Estimated Times: Sunday, November 13, from 6:30 a.m. to 10 a.m.

Impact: The system will be unavailable

System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality

Details: Users will not have system access.

Actions
Please adjust your work as needed, based on SIS availability. We will continue to communicate upcoming SIS down times by email to impacted SIS users, and we will post this information on the SIS project website.

Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: [link removed].

Questions and Support

If you have technical questions or need support, please contact SIS Production Support by phone at (510) 664-9000 option 6; by e-mail at sishelp@berkeley.edu; or by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident. Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team

* All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.
Reminder: Join us for this Thursday's SIS Tools for GSAOs for Graduate Advisors

9:30 am - 11 am
Thursday, Nov. 10
309 Sproul Hall

Bagels & coffee will be served at 9:15 am

RSVP
Help us better plan. If you haven't yet, please RSVP using the buttons on our Tuesday, November 9 email invitations:

- SIS Tools for Graduate Advisors Invitation: November 10, 9:30 am - 11 am

Agenda
Kick off by Andrea Rex, from Graduate Division

Overview of key new functionality, including:

- Academic Progress Report (APR)
• APR exceptions and timeline
• Student Milestones
• Q&A
• Note: For the duration of this event, there will be a table for SIS Help Desk ticket updates and SIS access.

Pre-Event Resources

We encourage attendees to become familiar with the new advising tools before the Thursday meeting. We will have SIS team members on hand to answer your questions, help with troubleshooting, and provide further information.

To use the new CalCentral tools, visit My Dashboard and then Student Overview. In the Advising Resources card, you will have access to the new features: Academic Progress Report, What-If Report, and Manage Milestones.

Additional Topics

Propose other topics for future sessions by emailing us with the subject line: Triage Topic: [Insert topic here].

Thank you again for your feedback and participation.

Angela Blackstone, Associate CIO and SIS Senior Project Executive
Andrea Rex, Assistant Dean, Graduate Student Services
Join us for this Thursday's SIS Tools for GSAOs for Graduate Advisors

Event RSVP

Help us better plan the session by letting us know if you are planning to attend.

Thursday, November 10, from 9:30 a.m. to 11 a.m. at 309 Sproul Hall (Coffee and Bagels will be available at 9:15 a.m. The event starts at 9:30 a.m.)

Agenda

- Kick off by Andrea Rex, from Graduate Division
- Overview of key new functionality, including Academic Progress Report (APR)
- APR exceptions and timeline
- Student Milestones
- Q&A
- Note: For the duration of this event, there will be a table for SIS Help Desk ticket updates and SIS access.
Pre-Event Resources

We encourage attendees to become familiar with the new advising tools before the Thursday meeting. We will have SIS team members on hand to answer your questions, help with troubleshooting, and provide further information.

To use the new CalCentral tools, visit My Dashboard and then Student Overview. In the Advising Resources card, you will have access to the new features: Academic Progress Report, What-If Report, and Manage Milestones.

Additional Topics

Propose other topics for future sessions by emailing us with the subject line: Triage Topic: [Insert topic here].

Thank you again for your feedback and participation.

Angela Blackstone, Associate CIO and SIS Senior Project Executive
Andrea Rex, Assistant Dean, Graduate Student Services
Dear Colleagues,

This message is for staff who process funding awards for graduate students.

Thank you for your ongoing efforts to serve graduate students and to ensure that they receive their financial awards on time. Please review this information to help you prepare for the Spring 2017 semester award entry cycle. It includes updates and business processes that will be used going forward. The below actions will help ensure your start-of-academic-term graduate student award payments are disbursed accurately and in a timely way.

Here are important details for staff who process student awards for Spring 2017 and beyond.

**When not to create a new item type:**

- Users do not have to create new item types for most Spring awards. If a student is to be paid from a fund that was used in Fall 2016, the Item Type exists in SIS Campus Solutions and can be used to pay Spring 2017 awards.
- Users should search for an existing Item Type to determine whether they need to request creating a new one. Instructions on how to search for existing item types are included in the job aid for Creating a new Financial Aid Item type.
- Users adding an additional award for Spring 2017 on the same Item Type (same chartstring, same charge priority) to a student who already received a Fall 2016 disbursement (on either a Fall and Spring or Fall-only (FL or MF) Split code) will need to revise the original batch to add the Spring 2017 information. For more information, please review the job aid for Revising posted award entries.
When to create a new item type:

Users do need to create new Item Types for Spring awards (or Summer term) when:

- Summer awards will need new Item Type, even if the Item Types are already set up for Spring/Fall. This is due to different registration rules in Summer Session. We will provide information about that process in early Spring 2017.

- Please review the Tips for Spring Award Entry webpage to ensure there is no impact on Fall disbursements that have already occurred.

Resources and Support

Please remember these resources that are available, if you seek more information or have questions:

- Job aids in the Award Entry section of this page: [link removed]
- Award Entry lab sessions are scheduled weekly. These can be found in the UC Learning Center under “BESIS440” or “Award Entry.”
- If you need SIS technical support, please email sishelp@berkeley.edu or call (510) 664-9000, option 6.

Thank you for your engagement, patience, and collaboration as we transition to the new SIS.

Angela Blackstone, Associate CIO and SIS Senior Project Executive

Andrea Rex, Assistant Dean, Graduate Student Services

TOPICS
Database Maintenance Planned Outage: On Sunday, November 13, from 6:30 a.m. to 10 a.m. SIS Campus Solutions and CalCentral will be unavailable

Dear SIS system users and campus partners,

SIS will have a planned outage on Sunday, November 13. During this Sunday's outage, the technical team will perform system maintenance activities.

We will not send out an email notification when the system is available. For updates on system availability, please check the SIS website's News section, after the scheduled outage end time. Thank you.

Scheduled Outage

Estimated Times: Sunday, November 13, from 6:30 a.m. to 10 a.m.

Impact: The system will be unavailable

System(s): SIS Campus Solutions and CalCentral

Details: Users will not have system access.

Actions

- Please adjust your work as needed, based on SIS availability.
We will continue to communicate upcoming SIS down times by email to impacted SIS users, and we will post this information on the SIS project website.

- Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: [link removed].

Questions and Support

- If you have technical questions or need support, please contact SIS Production Support by phone at (510) 664-9000 option 6; by e-mail at sishelp@berkeley.edu; or by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident. Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team

TOPICS
The Student Information Systems (SIS) 7.2 Release is Now Available

Dear SIS users and campus partners,

The SIS 7.2 Release is now available! Please visit the SIS 7.2 Release webpage for details.

The Student Information Systems (SIS) team is continuing to launch and update functionality as part of the last of seven scheduled project Go-Lives. SIS will continue to roll-out a series of Go-Live 7 functionality releases over the next several months, until all required legacy functionality is transitioned.

As a reminder, as announced on August 29 by UC Berkeley’s Associate Vice Chancellor for IT and Chief Information Officer, Larry Conrad, we have received approval to create a new SIS department that will support the new system going forward. Current Associate CIO, Angela Blackstone has accepted the request of the SIS Executive Steering Committee (ESC) to lead the new department and will continue to serve as SIS Senior Project Executive for the remainder of the SIS project. Once all Go-Live 7 functionality is completed and released, and the project comes to an end, the new department will move into ongoing operations and will continue to make regular and continuous system and process decisions and improvements to support the needs of Berkeley’s students, instructors, and staff.

Aided by your feedback, today’s release takes the project one step further toward our long-term goal of integrating Berkeley’s multiple student information systems to enhance the student, instructors, and staff experience.
Here are some examples of new SIS Campus Solutions and CalCentral functionality:

**Students (and Delegates)**

My Academics - Academic Summary

- The new Academic Summary page allows students to print their enrollment history and profile information from CalCentral. Students can link to the Academic Summary page via a button on the My Academics dashboard.

**Staff**

Official Transcripts Update

- Berkeley Law staff with SIS access can now create and print Official Transcripts for Law students in SIS Campus Solutions. Official Transcripts for all other departments will be available in December.

**Advisors**

*Student Overview (Advisor) - Advising Notes Enhancements*

- At the end of August 2016, we released Advising Notes and, based on your input, quickly removed it to make critical enhancements to improve the overall experience for advisors. Advising Notes is now available again, with enhancements.

*Dashboard (Advisor) - Advising Resources Card*

- Milestones: Advisors can now create, assign, view, update, and track progress of non-course related student departmental and Graduate Division milestones.
- Transfer Credit Summary: Advisors will be able to obtain summary data on student Transfer Credit information on the Student Overview page.
- Newly Modified Transfer Credit Report: Advisors can now review detailed transfer credit data as part of this newly modified report. Important: Students will not have access to this data, or the report, until early December.

*Student Overview (Advisor) - Personal Summary Card*

- Academic Progress Report (APR): Advisors can now generate a student's APR, which tracks degree completion, and What-If APRs, which explore different course and area of study choice scenarios.
- Important Information for Graduate Advisors: The new APR is currently only available to advisors. Students will have access to the APR in early 2017. Please help us improve the APR to better meet your needs by emailing Judy Smithson with your feedback. Visit the 7.2 Release webpage for additional information.
- Milestones: Advisors can now create, assign, view, update, and track progress of non-course related student departmental and Graduate Division milestones. For training materials, visit [http://sis.berkeley.edu/training/academic-advising-resources](http://sis.berkeley.edu/training/academic-advising-resources).

*Student Overview (Advisor) - Undergraduate Degree Progress*

- The Degree Progress card displays the University requirements and the student's completion of those
requirements (e.g., Entry-Level Writing, American History, etc.).

Student Overview (Advisor) - Transfer Credit Summary

- Advisors can obtain summary data on student Transfer Credit information on the Student Overview page.

Visit the SIS 7.2 Release webpage for more information.

Questions and Support

UC Berkeley's transition to the new SIS is an iterative process. Some features are initially released with only some of the functionality that will exist in the final version. The SIS team then continues to build and improve each feature based on rollout plans and user feedback from students, staff, and instructors.

Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: [link removed].

Please visit the SIS Known Issues to review the status of current known technical issues. If you experience a technical issue that is not listed, please contact SIS Help Desk Support to report the issue:

- by phone at (510) 664-9000 option 6;
- by e-mail at sishelp@berkeley.edu or
- by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident.

Please email sis-training@berkeley.edu if you have any training questions.

Visit the SIS weblinks below for additional resources.

We are grateful for your partnership as we continue on the path toward creating an integrated student information system that is supportive of our community. Thank you for your patience and collaboration.

Sincerely,

Student Information Systems Team

TOPICS
November 6, 2016

Dear Faculty,

As mentioned during our previous faculty input sessions, we would like to invite you to our upcoming User Acceptance Testing (UAT) sessions. These sessions will focus on the new grading functionality in SIS which is scheduled to be released on December 12, 2016. The purpose of these sessions is to test the functionality under ‘real world’ conditions by faculty to confirm that it meets their needs. The UAT is preceded by other project-internal testing and is an important final step in identifying and resolving any remaining problems or gaps from the user perspective before the software is released into production.

Available test dates:

Nov. 15 - 3:00-5:00pm

Nov. 16 - 3:00-5:00pm

*Note: We estimate that participants will need 30-60 minutes for the actual testing, and welcome you to attend as your schedule allows during those two-hour time windows.*

Please let us know your availability, or if you would like one of your GSIs to participate:

Form to sign up for testing [link removed]

Test location:

Academic Innovation Studio, 117 Dwinelle Hall

Features that will be tested:
• Final grade downloads and uploads from different sources
• Validation of uploaded grade data
• Resolution of any potential error messages
• Correction of incorrect data that was uploaded
• Entering individual grades

We greatly appreciate your time and willingness in helping us assure that the quality of the grading functionality will meet faculty’s expectations. If you have any questions or would like to discuss further details feel free to call me at (510) 684-9864.

Sincerely,

Andreas Pinterits

TOPICS
Reminder: This Sunday, November 6, from 5 a.m. to 11 a.m. SIS Campus Solutions and CalCentral will have limited or no availability

Dear SIS system users and campus partners,

As a reminder, SIS will have a planned outage on Sunday, November 6. During the outage, the technical team will implement new SIS Release 7.2 functionality and load data.

We will not send out an email notification when the system is available. For updates on system availability, please check the sis-project.berkeley.edu website's News section, after the scheduled outage end time.

Thank you.

Scheduled Outage

Estimated Times: Sunday, November 6, from 5 a.m. to 7 a.m.

Impact: The system will have delays

System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality

Details: SIS users will experience service interruptions. They will be able to perform actions, but will not receive confirmation of their actions. When SIS is back up, they will be able to view confirmation of the actions they took during this period.

* CalCentral

From: Student Information Systems
Date: Fri, Nov. 4, 2016
To: All SIS users
Subject: Reminder: Sunday, November 6, 5 a.m. to 11 a.m. Planned Outage | November 4, 2016

November 4, 2016
Estimated Times: Sunday, November 6, from 7 a.m. to 11 a.m.

Impact: The system will be unavailable

System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality

Details: Users will not have system access.

**Actions**

- Please adjust your work as needed, based on SIS availability. We will continue to communicate upcoming SIS down times by email to impacted SIS users, and we will post this information on the SIS project website.

- Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: [link removed].

**Questions and Support**

- If you have technical questions or need support, please contact SIS Production Support by phone at (510) 664-9000 option 6; by e-mail at sishelp@berkeley.edu; or by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident. Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team

* All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.

**TOPICS**
Dear Colleagues,

Thank you, to the 80 advisors, enrollment managers, and schedulers who attended yesterday's SIS Triage Session for Enrollment Managers and Schedulers! We will host an event for Graduate Advisors on November 10. Please look out for the invitation in the next few days.

If you attended yesterday's 10:30 a.m. SIS event, please fill out the 5-Question Enrollment Managers & Schedulers Triage Survey (We will email a separate survey for yesterday's 8:30 a.m. "Undergraduate Advisors Triage Sessions." Please fill out the survey for one or both sessions, based on your attendance. Thank you in advance for your feedback!)

At yesterday's session, we provided demos and updates and answered questions related to final grade submission (process, dates, corrections, and GSI delegation) and enrollment (time conflicts, class swaps, and waitlist processing). We captured your questions and concerns and we will use your feedback to help guide future CalCentral improvements.

**Triage Session Handouts**

- Visit the SIS Staff Events webpage for Triage Session materials

**Upcoming SIS Event**

The next SIS engagement session will focus on graduate advising. We will email you a separate invitation
with additional details and an RSVP or registration in the next few days. Meanwhile, please save the date:

- Thursday, November 10, from 9:30 a.m. to 11 a.m. SIS Event with Graduate Advising focus

Please continue to stay engaged! Your feedback is essential as we work to improve UC Berkeley's student information systems.

Sincerely,

Angela Blackstone, Associate CIO and SIS Senior Project Executive
Dear Colleagues,

Thank you, to the 80 advisors who attended yesterday's SIS Triage Session for Undergraduate Advisors! We will host an event for Graduate Advisors on November 10. Please look out for the invitation in the next few days.

If you attended yesterday's 8:30 a.m. SIS event, please fill out the 5-Question Undergraduate Advisors Triage Session Survey (We will email a separate survey for yesterday's 10:30 a.m. "Enrollment Managers & Schedulers Triage Session." Please fill out the survey for one or both sessions, based on attendance. Thank you in advance for your feedback!)

At yesterday's session, we provided demos and updates and answered questions related to transfer credit, a new graduation report, advising notes and appointments, and the Academic Progress Report (APR). We captured your questions and concerns and we will use your feedback to help guide future CalCentral improvements.

Triage Session Handouts

- Visit the SIS Staff Events webpage for Triage Session materials

Upcoming SIS Event

The next SIS engagement session will focus on graduate advising. We will email you a separate invitation with additional details and an RSVP or registration in the next few days. Meanwhile, please save the date:
Thursday, November 10, from 9:30 a.m. to 11 a.m. SIS Event with Graduate Advising focus

Please continue to stay engaged! Your feedback is essential as we work to improve UC Berkeley's student information systems.

Sincerely,

Angela Blackstone, Associate CIO and SIS Senior Project Executive
RSVP Reminder: Thu., Oct. 27 Triage Sessions at 8:30 a.m. and 10:30 a.m. Audience: Advisors, enrollment managers, and schedulers | October 26, 2016

Reminder: Join us for this Thursday's SIS Triage Sessions - 8:30 a.m. Undergraduate Advisors - 10:30 a.m. Enrollment Managers & Schedulers

RSVP

Help us better plan. If you haven't yet, please RSVP using the buttons on our Monday, October 24 email invitations:

- [SIS] RSVP: Thu., Oct. 27, 8:30 a.m. Triage Session for Undergraduate Advisors
- [SIS] RSVP: Thu., Oct. 27, 10:30 a.m. Triage Session for Enrollment Managers & Schedulers

8:30 a.m. Triage Topics
RSVP Reminder: Thu., Oct. 27 Triage Sessions at 8:30 a.m. and 10:30 a.m. Audience: Advisors, enrollment managers, and schedulers | October 26, 2016 | Student I...

- Transfer Credit
- Graduation Report
- Advising Notes and Appointments
- Academic Progress Report (APR)
- SIS Help Desk Tickets and General Questions

**10:30 a.m. Triage Topics**

- Final Grade Submission (Process, dates, GSI Delegation)
- Enrollment Demos (Time Conflict, Class Swap, Waitlist processing)
- SIS Help Desk Tickets and General Questions

**Refreshments**

Coffee and bagels will be served immediately before the start of each session at 8:15 a.m. and at 10:15 a.m.

Note: At these events, the SIS team will be available for SIS Help Desk ticket updates and general questions.

**Note to GSAOs**

- Due to the 10:30 a.m. session's adjacency to the GSAO Monthly meeting, Andrea Rex from Graduate Advising will be present and available at the SIS Triage through 9:45 a.m. for GSAO feedback, concerns, or questions.

- On Thursday, November 10, from 9:30 a.m. to 11 a.m., we will hold an SIS event that will focus on topics related to Graduate Advising.

**Additional Topics**

Propose other topics for future sessions by emailing us with the subject line: Triage Topic: [Insert topic here].

Thank you again for your feedback and participation.

Angela Blackstone, Associate CIO and SIS Senior Project Executive

**TOPICS**
RSVP Reminder: Thu., Oct. 27 Triage Sessions at 8:30 a.m. and 10:30 a.m. Audience: Advisors, enrollment managers, and schedulers | October 26, 2016 | Student I...
SIS Release 7.2 Planned Outage: On Sunday, November 6, from 5 a.m. to 11 a.m. SIS Campus Solutions and CalCentral will have limited or no availability

Dear SIS system users and campus partners,

SIS will have a planned outage on Sunday, November 6. During the outage, the technical team will implement new SIS Release 7.2 functionality and load data.

We will not send out an email notification when the system is available. For updates on system availability, please check the sis-project.berkeley.edu website's News section, after the scheduled outage end time.

Thank you.

Scheduled Outage

Estimated Times: Sunday, November 6, from 5 a.m. to 7 a.m.

Impact: The system will have delays

System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality

Details: SIS users will experience service interruptions. They will be able to perform actions, but will not receive confirmation of their actions. When SIS is back up, they will be able to view confirmation of the
actions they took during this period.

Estimated Times: Sunday, November 6, from 7 a.m. to 11 a.m.

Impact: The system will be unavailable

System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality

Details: Users will not have system access.

**Actions**

- Please adjust your work as needed, based on SIS availability. We will continue to communicate upcoming SIS down times by email to impacted SIS users, and we will post this information on the SIS project website.

- Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: [link removed]

**Questions and Support**

- If you have technical questions or need support, please contact SIS Production Support by phone at (510) 664-9000 option 6; by e-mail at sishelp@berkeley.edu; or by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident.

Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team

* All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.
Join us for this Thursday's SIS Triage Session for Enrollment Managers & Schedulers

Event RSVP

Help us better plan the session by letting us know if you are planning to attend.

Thursday, October 27, from 10:30 a.m. to 12 p.m. - Refreshments at 10:15 a.m.

at Unit 2 Residence Hall All Purpose Room (APR), at 2650 Haste Street.

Scheduling Note: Also this Thursday, but starting at 8:30 a.m., there is a separate SIS Triage Session that will focus on topics of concern to Undergraduate Advisors.

Session Overview

This interactive session will include updates, demos, and Q&A on final grade submission and enrollment topics. Office of the Registrar and SIS subject matter experts will be on hand to answer questions.

Agenda
Coffee and Bagels will be available at 10:15 a.m. The session will start at 10:30 a.m.

Note: For the duration of this event, there will be a table for SIS Help Desk ticket updates and general questions.

**Triage Topics**

- Final Grade Submission (Process, dates, GSI Delegation)
- Enrollment Demos (Time Conflict, Class Swap, Waitlist processing)
- Q&A
- SIS Help Desk Tickets and General Questions

**Additional Topics**

Propose other topics for future sessions by emailing us with the subject line: Triage Topic: [Insert topic here].

Thank you again for your feedback and participation.

Angela Blackstone, Associate CIO and SIS Senior Project Executive
You're invited to this Wednesday's SIS UMA Focus Group

Dear UMA Focus Group Volunteers,

During last Friday’s Student Information Systems (SIS) presentation at the L&S Undergraduate Major Advisor Reception, I heard your concerns about UMAs not having received information and support needed to successfully transition from UC Berkeley’s current legacy systems and processes to SIS. I am following up on my invitation to meet.

Please help us understand what we can do to serve you, so you can better support UC Berkeley’s undergraduate students with their major advising needs.

Join us for a deeper UMA needs discussion this Wednesday, October 19.

Event RSVP

Help us better plan the session by letting us know if you are planning to attend.

Wednesday, October 19, from 9:30 a.m. to 11:00 a.m. at the Bowker Room in the Faculty Club - Directions

Focus Group Topics

Help us identify what we can do to assist you:
through the rest of this semester,
as you prepare for spring semester 2016, and
with the 2017-18 admissions cycle.

Share your knowledge and ideas about the tools and processes required to meet your needs as it relates to major advising, transfer credit, admissions, enrollment, reporting, and more:

- What system and process gaps are standing in the way of your work?
- Which tools and processes do you have now that help you serve your students?
- What creative short- and long-term solutions can we develop, so you can more efficiently serve your students? We hope you can join us and look forward to a productive discussion.

Angela Blackstone, Associate CIO and SIS Senior Project Executive
The Student Information Systems (SIS) 7.1 Release is Now Available

Dear SIS users and campus partners,

The SIS 7.1 Release is now available! Please visit the SIS 7.1 Release webpage for details. The Student Information Systems (SIS) team has initiated the last of its seven scheduled project Go-Lives, which includes a series of functionality releases over the next several months, until all required legacy functionality is transitioned. As announced on August 29 by UC Berkeley’s Associate Vice Chancellor for IT and Chief Information Officer, Larry Conrad, we have received approval to create a new SIS department that will support the new system going forward. Once all Go-Live 7 releases are completed, the new department will move into ongoing operations and we will continue to make system and process decisions and improvements to support the academic cycle.

Aided by your feedback, today’s release takes the project one step further toward our long-term goal of integrating UC Berkeley’s multiple legacy systems to enhance the student, faculty, and staff experience.

Here are some examples of new SIS Campus Solutions and CalCentral functionality:

Students (and Delegates)

- Unpaid CARS balances transferred to CalCentral:
  - Any unpaid CARS student balances have been transferred from the CalCentral “Prior to Fall
2016 Billing Summary” card to the “Fall 2016 Billing Summary” card. Continuing students and their delegates may now submit online payments to pay for the student's Fall 2016 account by clicking the "Make Payment for Fall 2016" button.

Staff

- CARS available for historical data viewing:
  - CARS will be available for viewing historical data only. All unpaid student balances will display zero dollars.

- Unpaid CARS balances now only in CalCentral:
  - Continuing students' unpaid CARS balances have been transferred from the CalCentral “Prior to Fall 2016 Billing Summary” card to the “Fall 2016 Billing Summary” card. (See "Students" section above for more details.)

- New Report: Withdrawn for Term
  - This Reporting Center report lists students who have withdrawn. It includes the student's name, academic program and withdrawal reason, and date by term selected.

- New Report: New Student Admit
  - This Reporting Center report lists students who have been newly admitted UC Berkeley for a given term. It includes the student's SIR date, transfer units, and test units.

Staff with Advisor Role Access

- Student Success section shows academic status:
  - The Student Success card provides SIS users with Advisor Role access with a consolidated snapshot of a student's current academic status. This card includes the student's Cumulative GPA calculation, a GPA trendline, a Term by Term GPA calculation, a Cumulative Units calculation, and outstanding monies owed.

Instructors

- My Academics Enrollment Section Overview
  - A new overview of all sections for a given course is now available on the Class Enrollment tab. It provides a quick way of finding out which sections have open seats and how many seats are open. Visit the SIS 7.1 Release webpage for more information.

Questions and Support

UC Berkeley's transition to the new SIS is an iterative process. Some features are initially released with only some of the functionality that will exist in the final version. The SIS team then continues to build and improve each feature based on rollout plans and user feedback from students, staff, and instructors.
• Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions:

• Please visit the SIS Known Issues to review the status of current known technical issues. If you experience a technical issue that is not listed, please contact SIS Help Desk Support to report the issue:
  o by phone at (510) 664-9000 option 6;
  o by e-mail at sishelp@berkeley.edu or
  o by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident.

• Please email sis-training@berkeley.edu if you have any training questions.

• Visit the SIS weblinks below for additional resources.

We are grateful for your partnership as we continue on the path toward creating an integrated student information system that is supportive of our community. Thank you for your patience and collaboration.

Sincerely,

Student Information Systems Team

TOPICS
Reminder: This Sunday, October 16, from 5 a.m. to 11 a.m. SIS Campus Solutions and CalCentral will have limited or no availability

Dear SIS system users and campus partners,

As a reminder, SIS will have a planned outage this Sunday, October 16. During the outage, the technical team will implement new SIS Release 7.1 functionality and load data.

We will not send out an email notification when the system is available. For updates on system availability, please check the sis-project.berkeley.edu website’s News section, after the scheduled outage end time.

Thank you.

Scheduled Outage

Estimated Times: Sunday, October 16, from 5 a.m. to 7 a.m.

Impact: The system will have delays

System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality

Details: SIS users will experience service interruptions. They will be able to perform actions, but will not receive confirmation of their actions. When SIS is back up, they will be able to view confirmation of the actions they took during this period.
Estimated Times: Sunday, October 16, from 7 a.m. to 11 a.m.

Impact: The system will be unavailable

System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality

Details: Users will not have system access.

Actions

- Please adjust your work as needed, based on SIS availability.
- We will continue to communicate upcoming SIS down times by email to impacted SIS users, and we will post this information on the SIS project website.
- Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions:

Questions and Support

- If you have technical questions or need support, please contact SIS Production Support by phone at (510) 664-9000 option 6; by e-mail at sishelp@berkeley.edu; or by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident.

Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,
Student Information Systems Team

* All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.
Save-the-date - SIS Triage Sessions - Thursday, October 27, in the morning

Please save-the-date for the next two SIS Triage events to take place on Thursday, October 27 in the morning:

- Thursday, October 27, from 8:30 a.m. to 10 a.m. - Focused on topics of concern to Advisors
- Thursday, October 27, from 10:30 a.m. to 12 p.m. - Focused on topics of concern to Enrollment Managers and Schedulers

We will email you next week with more information, including event topics, location, and RSVP request.

Alternate Meeting Room Suggestions

Based on your feedback, we are seeking an alternative venue with better acoustics, so we can hold a combination of short presentations followed by focused Q&A breakout sessions.

If you have any centrally located meeting room recommendations, please email Katie Dustin with the subject line: Alternate Meeting Room for SIS Events.

Additional Topics

Propose other topics for future sessions by emailing us with the subject line: Triage Topic: [Insert topic here].

We hope to see you on October 27! Thank you for your feedback and participation.
SIS October 13 Event Canceled

Dear Colleagues,

In prior SIS communications, we asked you to save-the-date for a possible SIS event this Thursday, October 13, from 9 a.m. to 10:30 a.m. However, we decided not to hold that event.

Please remove the October 13, 9-10:30 a.m. SIS event hold from your calendars.

We value your time. When planning a SIS meeting or event, we understand that it is an investment on your part to attend and we want the time you spend with us to be worthwhile for you. We are currently reviewing and analyzing for trends the feedback you have been providing to us since our first engagement event on September 1 via exit polls, surveys, and email. We are comparing this feedback to the SIS project implementation and academic calendars to help determine the best topic, format, and location for our next event.

Our next SIS engagement event will take place either at the end of October or beginning of November. We will email you as soon as we have more information on the event's topic, format, and date.

You may propose topics for future sessions by emailing us with the subject line: Triage Topic: [Insert topic here].

Please continue to stay engaged! Your feedback is essential as we work to improve UC Berkeley's student
information systems.

Sincerely,

Angela Blackstone, Associate CIO and SIS Senior Project Executive
Planned Outage: Sunday, October 16, 5 a.m. to 11 a.m. | October 6, 2016

Dear SIS system users and campus partners,

SIS will have a planned outage on Sunday, October 16. During the outage, the technical team will implement new SIS Release 7.1 functionality and load data.

We will not send out an email notification when the system is available. For updates on system availability, please check the [sis-project.berkeley.edu](http://sis-project.berkeley.edu) website's News section, after the scheduled outage end time.

Thank you.

**Scheduled Outage**

Estimated Times: Sunday, October 16, from 5 a.m. to 7 a.m.

Impact: The system will have delays

System(s): SIS Campus Solutions and CalCentral SIS Campus Solutions functionality

Details: SIS users will experience service interruptions. They will be able to perform actions, but will not receive confirmation of their actions. When SIS is back up, they will be able to view confirmation of the actions they took during this period.
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**Actions**

- Please adjust your work as needed, based on SIS availability. We will continue to communicate upcoming SIS down times by email to impacted SIS users, and we will post this information on the SIS project website.

- Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: [link removed].

**Questions and Support**

- If you have technical questions or need support, please contact SIS Production Support by phone at (510) 664-9000 option 6; by e-mail at sishelp@berkeley.edu; or by submitting a Help Desk ticket. Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team

* All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.

**TOPICS**
Planned Outage: Sunday, October 16, 5 a.m. to 11 a.m. | October 6, 2016 | Student Information Systems

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Back to Top
Dear Colleagues,

Thank you, to the 80 advisors who attended today's SIS Undergraduate Advising Interactive Session! We will host a similar session on the graduate student experience. Please look for that invitation soon.

If you attended today's event, please fill out the 5-Question Undergraduate Advising Interactive Session Survey (Your answers will help us improve future events.)

At today's session, we reviewed sample undergraduate student advising scenarios, in small groups, and you provided insights on tools, processes, information, and other resources you, as an advisor, need to better serve each student. We captured your wishes and recommendations and we will use your feedback to help guide future CalCentral improvements.

Upcoming SIS Event

We will schedule additional SIS engagement sessions based on your feedback. When details are available, we will email you a separate invitation with an RSVP or registration request:

- October 13, 9-10:30 a.m. - SIS Event TBD (possible graduate focus)

SIS User Acceptance Testing (UAT)

In the next few days, we will send out a separate email for you to raise your hand as someone who may be
interested in participating in a future UAT event. Your participation in testing events will help SIS identify issues before system upgrades or updates are launched, so we can deliver better quality tools for you and the rest of the community.

Please continue to stay engaged! Your feedback is essential as we work to improve UC Berkeley's student information systems.

Sincerely,

Angela Blackstone, Associate CIO and SIS Senior Project Executive
Reminder: Thursday, Oct. 6 Undergraduate Advising Interactive Session - Registration Required | October 5, 2016

From: Student Information Systems
Date: Tue, Oct. 5, 2016
To: Undergraduate Advising Interactive Session attendees
Subject: Reminder: Thursday, Oct. 6 Undergraduate Advising Interactive Session - Registration Required

We still have a few spots left!

- Space for this event is limited to 100 people. If you haven't registered yet, please register now. If you registered, but will no longer be able to participate, please remove yourself from the list. Thank you.

Click HERE to Register!

NEW! Event Agenda

We will begin with brief remarks by Angela Blackstone, Susan Hagstrom, and Andrea Rex, followed by Interactive Discussions in which participants will be given sample advising scenarios and be asked to identify what you, as an advisor, need to serve each student (e.g., tools, processes, collaboration, shared information, etc.). At the end of the event, each group will provide a brief report to all participants. We will end the session by discussing next steps.
Undergraduate Advising Interactive Session

At this session, the SIS team will draw on the advising community’s expertise and insights to develop a shared mental model for how undergraduate advisors serve the whole undergraduate student through their UC Berkeley life cycle. This interactive session will help the SIS team identify the undergraduate advising community’s short- and long-term SIS tool, process, and information needs, so we can focus on the issues that are most important to undergraduate advisors and their students.

Note to Graduate Advisors

We recognize that the needs of the graduate community are significantly different from those of their undergraduate counterparts. Therefore, we have decided to focus this event on the undergraduate experience and we will hold a separate graduate student experience event in the near future.

Graduate advisors who attend the October 6 event are welcome to provide feedback and ideas for the upcoming graduate event to Andrea Rex, from Graduate Student Services (GSS), who will be available on site. The GSAO feedback provided to GSS during this event, plus concerns heard at the September 29 GSAO Monthly Meeting, will help shape an upcoming Graduate-specific event.

Additional Topics

Propose future session topics by emailing us with the subject line: Triage Topic: [Insert topic here].

Thank you again for your feedback and participation.

Angela Blackstone, Associate CIO and SIS Senior Project Executive
Special process for the fall semester 2016 term only

Dear Instructor,

The Office of the Registrar collects deficient grades each fall and spring term on behalf of the advising offices of our undergraduate Schools and Colleges. For fall 2016, we will be collecting deficient grades for students who are performing at the D, F, or NP level as of October 14, the end of the eighth week of the term.

We are working diligently with the SIS Project to configure the grading features in our new student information system to be able to deliver a smooth end-of-term grading experience to faculty and instructors. By the spring 2017 term, we will also be able to collect midterm deficient grades within the student information system. However, the tools and programming needed to submit midterm deficient grades will not be available by the October 14 deadline.

Therefore, for the fall 2016 term only, we request that you submit the deficient grades via a spreadsheet or word document. Below is a sample of what is required.

<table>
<thead>
<tr>
<th>Course</th>
<th>Student Name</th>
<th>Student ID</th>
<th>Deficient Grade</th>
<th>Instructor Name</th>
<th>Best Contact for Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 3A,</td>
<td>Example: Johnston,</td>
<td>Example: 12345678</td>
<td>Example: D, F or NP</td>
<td>Example: Maria</td>
<td>Example: <a href="mailto:mgarcia@gmail.edu">mgarcia@gmail.edu</a></td>
</tr>
</tbody>
</table>

October 5, 2016
There are two ways to submit:

1. Via encrypted email to egrades@berkeley.edu, or
2. Leave it with your department in an envelope addressed to the Office of the Registrar and send us an email letting us know that we need to pick it up.

The Registrar's Office is available to assist you with any questions about this process. Please feel free to contact Maggie Jacobs, brydolf6@berkeley.edu or Karen Denton, kjed@berkeley.edu.

Sincerely,

Cathy Koshland, Vice Chancellor for Undergraduate Education
Walter Wong, University Registrar
<<First Name>>, let us know if Berkeley's online services support your academic goals.

Hi, there. We recently sent an email about a survey for UC Berkeley's online services and wanted to follow up with you. If you didn't fill out the survey - that's totally okay - we'd greatly appreciate if you could. The survey is quite short, only taking 2 minutes of your time. Your response will shape and improve online services for all students.

Tell Us Now
Sincerely,
UC Berkeley Student Information System Project Usability Team
Instructions for Departmental Approvers: Processing Fall 2016 Concurrent Enrollment Requests

Dear Concurrent Enrollment Departmental Approvers,

As a follow-up to our August 15 email, here are the instructions for Departmental Approvers on How to Approve or Deny a Concurrent Enrollment Application [link removed].

We understand that you may have received many email notifications from students. We apologize for the inconvenience that the delay in sending instructions has caused.

Important: UC Berkeley Degree Students Get Priority
• We understand that concurrent enrollment students want confirmation early to reduce uncertainty. However, please remember that UC Berkeley degree students have enrollment and waitlist priority.

• Important: As a reminder, UC Berkeley degree students can add your course through the add/drop date. Please visit the Office of the Registrar Enrollment webpage for Fall 2016 Add and Drop deadlines and additional information.

• When processing concurrent enrollment requests, please make sure that you first allow UC Berkeley degree students to move from the waitlist into your class and do not add concurrent enrollment students in your class beyond the published enrollment capacity. Approvers are responsible for
ensuring that classes are not over-enrolled.

Questions

• For more information about Concurrent Enrollment, please visit the UC Berkeley Extension website. For questions about Concurrent Enrollment, please email concurrent@berkeley.edu or call (510) 642-4111, option 5.

• For background information on the project, please visit the Student Information Systems (SIS) project website. For questions or concerns about the SIS project, please email sis-project@berkeley.edu.

Thank you for your patience and support as we transition the Concurrent Enrollment process to SIS and improve Berkeley's student experience through the implementation of a consolidated student system.

Sincerely,

Student Information Systems Team
Dear Faculty Member,

The Academic Senate Advisory Committee to SIS (ASAC) and the Student Information Systems (SIS) Team are pleased to invite you to our first design input session for the newly formed Faculty Input Group. As an instructor of a large class this semester, we believe you will be able to provide invaluable feedback to the SIS team on the grading module that is currently under development. If you are unable to attend either session, then we would encourage you to have your head GSI attend and forward this invitation accordingly.

The implementation of a large integrated system like SIS is a complex undertaking that raises many challenges. We have been discovering many difficulties, experiencing some temporary setbacks, and noticing some non-optimal results that need improvement. We are also beginning to understand the opportunities and potential for improvement that such an integrated system can provide over time. With these issues in mind, we hope to create an iterative process of continuous improvement by developing a strong partnership between faculty and the SIS team.

### Dates and Location

This joint effort will start off with an interactive design session which will be offered on two dates. Both sessions will cover the same agenda:

- **Session A**: September 29, 8:30 - 10:30 AM
- **Session B**: October 5, 4:00 - 6:00 PM

Location: [Academic Innovation Studio](https://www.berkeley.edu) 117 Dwinelle Hall
Sign-up sheet for RSVP [link removed] - Please let us know which session you or your head GSI would like to attend.

**Agenda**

These hands-on design sessions will explore the optimal user experience for faculty, ideas for future capabilities and uncover gaps that SIS needs to close. The sessions are designed to provide a forum to let faculty drive development priorities, and help the SIS team to better understand faculty needs, perspectives, and priorities.

For the first meeting the agenda will include the following items:

1. SIS project status and the need for continuous improvement beyond the initial implementation
2. Lifecycle of a class (i.e. setting up class, GSI role, managing class roster and waitlists, communication with students, advising):
   a. Review the lifecycle of a class
   b. Identify key points and develop ideas for SIS/CalCentral improvements
   c. Outline requirements for optimal future versions
3. Designing the Grading Experience:
   a. Confirm and consolidate findings of previous one-on-one design interviews with faculty
   b. Confirm minimal quality criteria of version 1 (Fall ‘16) and prioritization of features for subsequent releases

Please feel free to contact me via phone or e-mail if you would like additional information.

Best regards,

Andreas Pinterits

On behalf of the Academic Senate Advisory Committee & the SIS Team

**TOPICS**
Thank you for joining us! Please fill out the Triage Survey

Colleagues,

Thank you, to the over 70 people who participated in yesterday’s SIS Triage Session. For those of you who couldn’t attend, we will host additional sessions in the near future.

If you attended today’s event, please fill out the 5-Question SIS Triage Session Survey (Your answers will help us improve future SIS events.)

Triage Session 2

Yesterday, we talked about top issues you brought up during the September 8 SIS Triage Session: waitlist management, time conflict, and class setup; concurrent enrollment; graduate awards and fee remission; SIS advising tools; SIS help desk ticket status; and more. We shared progress, concerns, questions, and answers; and the project team took note of issues you raised that are still unresolved. We continue to work on addressing these issues as soon as possible and will update you when we have more information. Meanwhile, below are links to information we’ve shared with you during the first two Triage Sessions.

Triage Sessions' Handouts

- Visit the new Staff Events webpage for Triage Session materials
Upcoming SIS Events - Please save the dates!

We are continuing to schedule additional sessions to address present issues, based on your feedback. Please look out for the event invitations with additional details and an RSVP request:

- Thursday, October 6, from 9 to 10:30 a.m. - TBD Advisors Event
- Thursday, October 13, TBD time - To be confirmed - TBD Event (formerly SIS Town Hall 3)

Note about meeting times: We have received mixed feedback for preferred event times and dates, with most people telling us that morning times are better for the next advisors' event. We will continue to look at times and locations that may work best in the future.

Please continue to stay engaged. Your feedback is essential as we move forward.

Sincerely,

Angela Blackstone, Associate CIO and SIS Senior Project Executive

TOPICS
Dear Faculty and Staff:

Based on your input, the Fall Semester 2016 Late Class Add and Late Class Drop Fees* will be waived for all undergraduate and graduate students.

On September 8, as part of the team’s renewed engagement efforts, the Student Information Systems (SIS) project held an in-person Triage Session that was attended by more than 80 advisors and enrollment managers. Triage participants expressed concerns about new SIS waitlist management functionality and its potential negative impact on students, which could result in late add or drop fees this fall.

Walter Wong, our campus’ Registrar, heard the SIS Triage participants’ concerns and recommended to the SIS Steering Council that we waive late add and late drop fees for Fall 2016, while we refine the new SIS waitlist management functionality. The council agreed with Walter Wong’s recommendation and moved the request forward to the SIS Project Executive Steering Committee.

We commend the Triage participants who raised this issue for their student advocacy and engagement, and we approve the recommendation to waive the late add or late drop fees during this semester of transition. We hope this decision helps to ease your workload while we continue refining the new SIS.

Students may contact Cal Student Central or SIS Help, if they have questions about the fee waiver or the SIS system, respectively.

Sincerely,

SIS Project Executive Steering Committee (ESC)
Harry Le Grande, Vice Chancellor, Student Affairs
Larry Conrad, Associate Vice Chancellor, Information Technology and Chief Information Officer
Cathy Koshland, Vice Chancellor, Undergraduate Education
Fiona Doyle, Dean, Graduate Division

*This waiver also includes Late Class Add and Late Class Drop Fees for fall semester 2016 concurrent enrollment classes.*
<<First Name>>, let us know if Berkeley's online services support your academic goals.

It's just a quick, 2 minute survey.

In an effort to improve our online services (such as CalCentral, bConnected, bCourses, and others), UC Berkeley is conducting a research study with a select group of students. Your input will help us shape the future of these services in improving them for all students.

Tell Us Now
We would appreciate your response by Friday, September 30th.

Your input is very important to us and will be kept strictly confidential (used only for the purposes of research for this project).

Sincerely,
UC Berkeley Student Information System Project Usability Team
You're invited to this Thursday's SIS Triage Session

Thank you for your feedback! Based on your input from our September 8 Triage Session, the SIS Town Hall previously scheduled for this Thursday, September 22 has been converted into a SIS Triage Session. At this week's session, we will continue our discussion on issues of concern to you.

Event RSVP

Help us better plan the session by letting us know if you are planning to attend.

Thursday, September 22, from 9 a.m. to 10:30 a.m. at the Alumni House Toll Room

This interactive session will begin with a very brief update on our progress since the September 8 Triage Session, followed by small group sessions. Attendees may join one or more small groups, based on their interests, and leave early if they need to, based on their schedule. SIS subject matter experts will be on hand to address each small group topic.

Triage Topics

- Waitlist / Time Conflict / Class Setup
- Concurrent Enrollment
- Graduate Awards / Fee Remission
Additional Topics

Propose other topics for future sessions by emailing us with the subject line: Triage Topic: [Insert topic here].

Thank you again for your feedback and participation.

Angela Blackstone, Associate CIO and SIS Senior Project Executive
Reminder: Go-Live 7 Planned Outage Sunday, September 18, from 5 a.m. to 11 a.m. SIS Campus Solutions and CalCentral will have limited or no availability

Dear SIS system users and campus partners,

As a reminder, SIS will have a planned outage on Sunday, September 18. During the outage, the technical team will implement new SIS Go-Live 7 functionality and load data.

We will not send out an email notification when the system is available. For updates on system availability, please check the sis-project.berkeley.edu website's News section, after the scheduled outage end time.

Thank you.

Scheduled Outage

Estimated Times: Sunday, September 18, from 5 a.m. to 8 a.m.

Impact: The system will have delays

System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality

Details: SIS users will experience service interruptions. They will be able to perform actions, but will not receive confirmation of their actions. When SIS is back up, they will be able to view confirmation of the
actions they took during this period.

Estimated Times: Sunday, September 18, from 8 a.m. to 11 a.m.

Impact: The system will be unavailable

System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality

Details: Users will not have system access.

Actions

- Please adjust your work as needed, based on SIS availability. We realize that you may be referring to multiple Berkeley system calendars. We will continue to communicate upcoming SIS system down times by email to any impacted SIS users and we will also post this information on the SIS project website.

- Please clear your browser cache before logging in to Campus Solutions by following these instructions: [link removed]

Questions and Support

Contact SIS Production Support if you have technical questions or need support:

- by phone at (510) 664-9000 option 6;
- by e-mail at sishelp@berkeley.edu or
- by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident.

Visit SIS Known Issues to view and report system issues.
Visit SIS Training to access training materials.
Visit the SIS website to review SIS updates and changes impacting students, advisors, and instructors.
Visit the SIS project website for project information.

Please email sis-project@berkeley.edu if you have questions or concerns about the SIS project. Thank you for helping us improve Berkeley’s student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team

* All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.

TOPICS
Go-Live 7 Planned Outage: On Sunday, September 18, from 5 a.m. to 11 a.m. SIS Campus Solutions and CalCentral will have limited or no availability

Dear SIS system users and campus partners,

SIS will have a planned outage on Sunday, September 18. During the outage, the technical team will implement new SIS Go-Live 7 functionality and load data.

We will not send out an email notification when the system is available. For updates on system availability, please check the sis-project.berkeley.edu website's News section, after the scheduled outage end time. Thank you.

Scheduled Outage

Estimated Times: Sunday, September 18, from 5 a.m. to 8 a.m.

Impact: The system will have delays

System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality

Details: SIS users will experience service interruptions. They will be able to perform actions, but will not receive confirmation of their actions. When SIS is back up, they will be able to view confirmation of the actions they took during this period.
Estimated Times: Sunday, September 18, from 8 a.m. to 11 a.m.

Impact: The system will be unavailable

System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality

Details: Users will not have system access.

**Actions**

- Please adjust your work as needed, based on SIS availability. We realize that you may be referring to multiple Berkeley system calendars. We will continue to communicate upcoming SIS system down times by email to any impacted SIS users and we will also post this information on the SIS project website.

- Please clear your browser cache before logging in to Campus Solutions by following these instructions: [link removed]

**Questions and Support**

Contact SIS Production Support if you have technical questions or need support:

- by phone at (510) 664-9000 option 6;
- by e-mail at sishelp@berkeley.edu or
- by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident.

Visit SIS Known Issues to view and report system issues.

Visit SIS Training to access training materials.

Visit the SIS website to review SIS updates and changes impacting students, advisors, and instructors.

Visit the SIS project website for project information.

Please email sis-project@berkeley.edu if you have questions or concerns about the SIS project. Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team

* All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.
Dear Colleagues,

Thank you, to the over 80 people who were present, for taking time out of your busy day to attend the SIS Triage Session last Thursday, September 8. For those of you who couldn’t attend, we will host additional sessions in the near future.

Please fill out the 5-Question SIS Triage Session Survey. (Your answers will help us improve future events.)

At the Triage Session, we talked about the top two issues you brought up at the September 1 SIS Town Hall: enrollment management and graduate funding. As a group, we shared answers and recommendations that will help you with some of the problems. However, other issues require additional effort from the project team. We understand your concerns and frustrations and we are actively working to address all issues as quickly as possible. We will send you an update by the end of this week with more information, including links to the handouts we distributed at the Triage Session.

Upcoming SIS Events - Please save the dates!

We will be scheduling additional sessions based on your feedback. Meanwhile, here are the dates for the next two Town Halls, which will be tailored to address present issues. We will send out separate invitations with details and an RSVP request:

- September 22 - SIS Town Hall 2
- October 13 - SIS Town Hall 3

Please continue to stay engaged. Your feedback is essential as we move forward.
Sincerely,

Angela Blackstone, Associate CIO and SIS Senior Project Executive
You're invited to this Thursday's SIS Triage Session

Topic: Enrollment Management and Graduate Funding

Thank you for your feedback! We developed this session based on your input from last Thursday’s Town Hall and the SIS Town Hall Questions and Concerns Form comments. This week's Triage Session will focus on enrollment management and graduate student funding and awards. It is the start of a much deeper engagement in our effort to better serve you and our students.

Event RSVP

Please help us better plan the session by letting us know if you are planning to attend.

Thursday, September 8, from 9 a.m. to 10:30 a.m. at the Alumni House Toll Room - Directions

Description

This interactive session will begin with a very brief update on our progress in these areas since last Thursday’s Town Hall, followed by three rounds of small group sessions.

Attendees may either join various small groups on different topics, or remain in the same small group throughout the session, based on what interests them the most. SIS subject matter experts will be on hand at each small group to address each topic.
Triage Topics

- Waitlist management
- Time conflict
- Enrollment reports
- Concurrent enrollment
- Graduate award entry and fee remission

Town Hall Survey

If you attended last week’s Town Hall, and haven't filled out the survey yet, please take a moment to fill out the 5-Question Post-Town Hall Survey, which will help guide our future sessions.

Thank you again for your feedback, guidance, and patience.

Angela Blackstone, Associate CIO and SIS Senior Project Executive
Dear Colleagues,

I want to personally thank each of you who took time out of your busy day to attend yesterday’s SIS Town Hall — especially on such short notice. For those of you who couldn’t attend, you can watch this video of the SIS Town Hall.

Please take a moment to fill out our 5-Question Post-Town Hall Survey, so we can improve future SIS events.

It’s clear from the large number of questions submitted prior to the Town Hall, the 250 people in attendance, and your honest and heartfelt questions and concerns, that the systems aren’t yet working for you as they should. You clearly need more information, training, and support from the project team. It is also clear from this first session that we need to provide you with very specific answers to your questions, and we need to work much more closely with you to understand and address your concerns and frustrations.

We are learning as we go. Yesterday’s Town Hall was just the beginning of a much deeper engagement to better serve you and our students.

**Actions**

As a result of the Town Hall, we have prioritized the following actions:

**Rapid Response Team**

- Today, we created the first two of several “rapid response teams” focused on quickly expediting short-
and long-term solutions to top SIS issues. The first two priorities that we identified with your input, and
are now addressing, are enrollment management and graduate student funding and awards.

**SIS Triage Session**

- Based on your Town Hall input, we will begin hosting SIS Triage Sessions to have more in depth,
  problem solving sessions on campus. We will have experts there and will provide you with help, tips,
  and updates on top SIS priority issues we are working to address and resolved. This first Triage
  Session will be on the morning of September 8 and it will be focused on enrollment management and
  graduate student funding and awards.

**Campus Shared Services Engagement**

- We are more deeply engaging Campus Shared Services to ensure knowledgeable staff is available to
  answer your questions in a more timely and helpful way.

**Letter to Deans and Chairs**

- The SIS Executive Steering Committee (ESC) plans to send out a note to Deans and Chairs to let
  them know about the extra work, disruption, and stress staff are experiencing as a result of the
  changes in SIS systems and campus processes and policies.

**Please Stay Engaged**

Your input is crucial as we move forward to ensure that these systems serve you well into the future. Please
continue to stay engaged. Here’s how:

**SIS Town Hall Survey**

- Please fill out the post-event survey, so we can improve future Town Halls and SIS events to make the
  best of your time.

**Upcoming SIS Events**

- Please save the date for our first SIS Triage Session on the morning of September 8 and our next SIS
  Town Hall events on September 22 and October 13. We will send out more information next week.

**SIS Questions and Concerns Form and Responses**

- If you haven’t yet, please fill out the SIS Town Hall Questions and Concerns Form to share your
  thoughts. We will continue to monitor new entries and will post answers in the SIS Town Hall
  Questions and Responses Live Report. Please read the report to view submitted questions, and see
  answers, so you can stay informed.
SIS Known Issues

- Visit the SIS Known Issues web page to view existing issues and report new issues that might affect your work, so we can identify and resolve issues more quickly.

Thank you again for lending your voice; I cannot stress enough how essential your feedback is as we move forward. We know that large changes like this one can be painful. With your help, ultimately we aim to make your jobs easier, and to serve the UC Berkeley community better.

Sincerely,

Angela Blackstone, Associate CIO and SIS Senior Project Executive
IMPORTANT: 20% of Tuition and Fees Dues Today

Dear student,

You need to pay at least 20 percent of your Fall 2016 tuition and fees TODAY (August 30, 2016) to avoid being administratively withdrawn and subject to fees.

For those of you who have already paid the 20 percent of tuition and fees this morning, you may confirm your status in CalCentral:

1. Go to My Academics
2. View Status and Holds, on the lower left side

You will not be cancelled if you see “Officially Registered” or “Exception from Cancel for Non payment.”

You are at risk for being cancelled if you see “Not Officially Registered” or “Cancel for Non Payment Warning.”

If you still haven’t paid, here are your options to make a payment for at least the 20 percent of your tuition and fees, due TODAY:

- Credit card or e-check: The new system accepts payment by credit card (for a 2.75% fee), e-check (no fee). For more information, visit: studentbilling.berkeley.edu/PaymentOptions.htm
- Emergency loans: Students can find more information and learn how to apply at

Emergency loans are available to all students, including international students, and can be an option while awaiting other funding sources such as outside scholarships. These loans have a $20 application fee. You can apply in CalCentral (see here for detailed instructions). Note - emergency loans will be sufficient to cover at least 20 percent of resident tuition and fees ($1,350.85) but won't cover the entire amount for non-resident students ($4,019.05).

Please contact Cal Student Central if you have any questions.

Online: studentcentral.berkeley.edu/open-case
Phone: 510-664-9181
In person: 120 Sproul Hall
Dear One IT Community and Campus Colleagues,

I want to announce that the Student Information Systems (SIS) Executive Steering Committee (ESC) and I have received approval to create a new SIS department to support the new system after the SIS project is completed. This new department will report in to me, as the campus CIO.

The SIS project is scheduled to conclude in March 2017* and then transition to ongoing operations. The new department will include a combination of staff from our various IT and campus organizations, and will follow the SIS project model of improving the Berkeley student, faculty, and staff experience through delivering user-centered technology and support.

To allow the SIS project team leadership to remain focused on completing their important work, I have asked my Deputy CIO, Lyle Nevels, to lead the formation of and transition to the new SIS department. The department is scheduled to be fully operational when the project concludes. The structure of the new department will be based in part on analysis and benchmarking work completed over the summer with Deloitte. Lyle will work with Associate CIO and Senior SIS Project Executive Angela Blackstone, myself, and the rest of the ESC, with input from the SIS Steering Council, to analyze the recommendations, assess organizational design, size the ongoing support team, and manage the process of standing up the new structure.

The successful SIS project has demonstrated what is possible with aligned leadership, collaboration, and shared governance. The project has served as a model for future projects to meet campus needs. Although the project will officially complete in March, our work will not be done. Moving forward, we have a unique opportunity to leverage the insights we gained by building on the new SIS to better serve our students and
community and to ensure our IT services match the caliber of this world-class institution.

Of course, there is much work to do in the coming months to bring the SIS Project to a successful conclusion. This will be the culmination of a once-in-a-generation opportunity to substantively improve student system services here at Berkeley. We can all be proud of the exceptional work the SIS project team has accomplished in the spirit of One IT here at Berkeley and I’m looking forward to a bright future for the new system.

Please let me know if you have any questions.

Larry Conrad, Associate Vice Chancellor for IT and CIO

* The project end date has been extended to June 30, 2017. The new post-SIS organization will begin operations on July 1, 2017.
IMPORTANT: Check CalCentral and confirm if you plan to attend fall classes

Note: As a reminder, you are at risk for being dropped from courses. You have ONE REMAINING DAY until the extended deadline (TOMORROW, August 30th) to respond via CalCentral.

Dear student,

As of 5pm today, our records indicate that you have not yet paid your fall 2016 tuition and fees. If possible, please make an online payment today of at least 20% of tuition and fees ($1,350.85 for resident and $4,019.05 for nonresident undergraduate students).

If you are unable to make an online payment today, don’t worry. Students will not be dropped from classes prior to August 30th.

However, your immediate attention is required. Log into CalCentral, go to My Dashboard, and review the “Cancel for Non-Payment Options” in the Notifications section. Click the “Read more” link and select one of the following actions, “Attending” or “Not Attending.”

- The “Attending” option allows you to remain enrolled in your classes and extends the deadline to pay at least 20% of your tuition and fees to August 30. We will also email you with information that may be helpful as you plan to pay your bill by the extended deadline. You will need to pay at least 20% of your...
tuition and fees by August 30th to avoid being administratively withdrawn and subject to the prorated fee schedule. If you are a financial aid recipient, there are also financial aid factors to consider as part of withdrawing.

- The “Not Attending” option allows you to withdraw (note: once instruction for the semester has begun, you cannot cancel your registration, you must withdraw). There may be financial consequences (see here and here).

We will attempt to contact you multiple times; if you do not confirm via CalCentral by August 30th, you will be administratively withdrawn and there may be financial implications (see here). If you are a financial aid recipient, there are financial aid factors to consider.

Visit registrar.berkeley.edu/cnp for additional information. Please note, other expenses such as housing contracts, meal plans, SHIP, or CalSO fees are separate from this process and policy.

TOPICS
Cancel for Non-Payment Reminder - Yes but haven't paid | August 29, 2016

From: Student Affairs via CalCentral
Date: Mon, Aug 29, 2016
To: Student Affairs via CalCentral
Subject: Cancel for Non-Payment Reminder - Yes but haven't paid

Updates and information to help you pay your bill by the extended deadline - August 30th

*Note: As a reminder, you are still enrolled, yet you will still need to pay your 20% of tuition and fees by TOMORROW August 30th, and you have ONE REMAINING DAY until the extended deadline.*

Dear student -

Thank you for confirming you will be attending classes this fall. We have placed a “protective flag” on you, keeping you enrolled in your classes until at least August 30th.

However, you will need to pay at least 20% ($1,350.85 for resident and $4,019.05 for nonresident undergraduate students) of your tuition and fees by the extended deadline, August 30th, to avoid being administratively withdrawn and subject to fees (if you are a financial aid recipient, there are also financial aid factors to consider as part of withdrawing). If you change your mind and will not be attending classes, please contact Cal Student Central and understand that there may be financial consequences (see here and here).

Below are some common reasons you may not be able to currently pay your bill along with information about what you can do.

Need help paying (or paying a specific amount) - The new system accepts payment by credit card (for a 2.75% fee), e-check (no fee), and International Fund Transfers (IFT). You can also mail a paper check. For
detailed information, as well as step-by-step instructions on how to pay a different amount, visit the Student Billing Services website.

Can’t figure out how much to pay - Students will need to pay at least 20% of the tuition and fees. This means $1,350.85 for resident and $4,019.05 for nonresident undergraduate students. CalCentral will display other charges (health insurance, campus housing, CalSO, etc.) but you must pay at least the 20% of tuition and fees by August 30th. See here to learn how.

Waiting to hear back about residency status for tuition purposes - Students who have submitted a Statement of Legal Residence and are waiting for approval will be assessed and billed at the Non-Resident rate. Because the approval process may take several weeks, you may choose to pay either through the Fee Payment Plan or you can pay 100% of the Resident fees while you await a decision.

Waiting for a delegate (like a parent, grandparent, spouse, other trusted individual) to pay - You will need to add them as a delegate (even if you had them set up as a delegate in the old system, you need to reauthorize them in the new). Log into CalCentral to add them (these step-by-step instructions or Delegated Access video may be helpful). They will need to activate their own log-in ID which may take up to 24-hours before they can access the online payment site.

Waiting for confirmation transcripts have been received (incoming students) - We have processed all the paper transcripts we have received. If you have not received notification it has been processed, you may need to resubmit your paper transcripts. You can find the mailing address here. It can take several days to process paper transcripts. For faster processing, we recommend sending priority mail.

If you submitted an electronic transcript, we have processed all that we have received. However, there have been some community colleges that have had difficulty sending some, but not all, transcripts (Santa Rosa Community College, for example). If you have not received notification it has been processed, please contact your old school and inform them so they can resend. More details and resources for your old school can be found at admissions.berkeley.edu/transcripts.

Waiting for an outside scholarship - We recommend that you check with your donor to verify that the funds have been sent to UC Berkeley. Please review the outside scholarship award information online for answers to common questions. This is our peak processing time. Please allow up to two weeks for processing from the time the funds are received by UC Berkeley. Please contact Cal Student Central for additional information.

Fall financial aid is contingent upon summer grades - The Financial Aid and Scholarships Office will be reviewing grades for all students whose aid is contingent upon the results of the summer term in early September when the summer grades are available for review. Your financial aid eligibility will be determined after that review is completed. We encourage you to consider alternate sources to pay the 20% of tuition and fees by August 30 as this review may not be complete by that date.

International wire transfer is in process - You or your delegate can ensure the most timely processing of your International Funds Transfer (IFT) by: completing the transaction with your bank within 72 hours of creating
a quote, ensuring the bank includes the payment reference number printed on your instruction sheet, and ensuring the bank uses the quoted amount for the transaction. Please allow 2-5 business days for the payment to post to your student account. You can learn more at studentbilling.berkeley.edu/foreignCurrency.htm.

Don’t anticipate having sufficient funds by August 30th - You can apply for an emergency loan. Note - this will be sufficient to cover at least 20% of resident tuition and fees ($1,350.85) but won’t cover the entire amount for non resident students ($4,019.05).

Confused about emergency loans - Emergency loans are interest-free loans designed to help students meet unanticipated expenses directly related to the cost of education. They are available starting August 17 and have a $20 application fee. Students can find more information and learn how to apply at financialaid.berkeley.edu/short-term-emergency-loan

Have a hold but don’t know what it means - Any holds you may have are visible in CalCentral under My Academics. The type of hold (financial, academic or administrative) will determine what action needs to be taken to resolve it. Please visit here to learn more.

Having a difficult time reaching Cal Student Central - Cal Student Central is experiencing a high volume of inquiries, which can cause long wait times, especially in person and on the phone. One of the fastest ways to find answers is via this FAQ at studentcentral.berkeley.edu/faqs. If you still cannot find the answers you are looking for and don’t need a same day response, consider opening a ticket on Cal Student Central. Please do not submit more than one ticket for the same inquiry as opening multiple cases may result in a longer response time than usual.

Visit registrar.berkeley.edu/cnp for additional information. Please note, other expenses such as housing contracts, meal plans, SHIP, or CalSO fees are separate from this process and policy.

Notable dates quick reference guide:
Monday, August 15th - Financial aid begins to disburse
Wednesday, August 17th - First date emergency loans can be requested (optional)
Friday, August 19th - Students who didn’t pay at least 20% of their tuition and fees contacted (through email and CalCentral) to confirm if they plan to attend fall classes
Tuesday, August 23rd - Last day to cancel without fees
Tuesday, August 30th - Deadline to pay at least 20% of tuition and fees and avoid being administratively withdrawn and subject to fees.

TOPICS
Dear Advisors,

We need your guidance, participation, and engagement so we can better meet your Student Information Systems (SIS) needs.

Please join us this Thursday, September 1, from 2:00 p.m. to 3:00 p.m. for an interactive SIS Town Hall session.

SIS is a disruptive and transformational project. Please help us meet your needs by coming to talk with us about the changes that are happening for you and the issues that you are facing, so we can understand how to better support you.

**SIS Town Hall Details**

**Presenter:** Angela Blackstone and SIS team members

**Date and Time:** Thursday, September 1, from 2:00 p.m. to 3:00 p.m.

**Location:** Deutsch Hall, Unit 1 at 2650 Durant Avenue in Berkeley

**Notes:** No RSVP required.

**Event Description:** At this SIS Town Hall, Angela Blackstone will present to you our progress to-date and the long-term plan for how we will complete the SIS work and provide ongoing support beyond the life of the project. We will also open up the session for questions and will ask for your feedback.

As Angela Blackstone highlighted in her email this afternoon, we are more committed than ever to providing
you, and our Berkeley students, faculty, and instructors, with the SIS tools needed to be successful. We need to do more, and better, to provide you with all of the training, tools, and support that you need and deserve to be successful in your work.

Please help us make this event successful by being an active participant and by encouraging your colleagues to join us. The participation of the advising community is critical to our success and will help us better define our path forward.

Sincerely,

The Student Information Systems Team
Dear Advisors,

Earlier today, you received an email from Angela Blackstone, Associate CIO and SIS Senior Project Executive, about our commitment to minimizing project disruption wherever possible and to providing you and our Berkeley students and instructors with the SIS tools needed to be successful.

Below are the details of the first three SIS project adjustments, which impact your work:

**Change: 1) Temporary Removal of SIS Advisor Assignments**

Impacted: All academic units  
Timing: Now through September 18, 2016  
Change: The new feature that shows undergraduate advisor and GSAO assignments to students will be temporarily removed from CalCentral while we improve data quality.

**Change: 2) Temporary Removal of SIS Advising Appointments**

Impacted: All academic units  
Timing: Starting now. We will re-launch this tool for Spring 2017 advising.
Change: The College of Letters & Sciences (L&S) leadership decided to postpone the use of SIS Advising Appointments for Fall 2016. Instead, bHive functionality has been reinstated for L&S undergraduate students only. SIS Advising Appointments functionality will also be removed for non-L&S colleges and schools for Fall 2016. We will continue to make improvements and plan to re-launch the updated SIS Advising Appointments for Spring 2017 and beyond. (Note: Participating academic units are working with their students on managing pre-existing appointments.)

Change: 3) Temporary Removal of SIS Advising Notes - L&S only

Impacted: L&S only

Timing: Starting now. We will re-launch this tool for Spring 2017 advising.

Change: The College of Letters & Sciences (L&S) decided to postpone their use of SIS Advising Notes for Fall 2016. Non-L&S colleges and schools can continue to use SIS Advising Notes for Fall 2016. (Note: L&S advisors who previously entered notes in SIS will continue to have access to those notes.)

Later today, you will receive an email with details about this week's SIS Town Hall, where SIS will present our progress to-date and the long-term plan for how we will complete the SIS work and provide ongoing support beyond the life of the project. We will also be available to answer your questions and will ask for your feedback and engagement. We hope you can attend this week's SIS Town Hall.

We will communicate additional SIS functionality adjustments as we identify them. Thank you for your patience and support as we adjust our work to minimize present and future disruptions.

Karen Kato, SIS Project Implementation Director
NOTE: This is the first of three emails you will receive from SIS today. The other emails will include information about: 1) important changes to Fall 2016 SIS advising tools and 2) details about an upcoming SIS Town Hall.

Dear Advisors,

As a campus community, we are under a great deal of pressure this year. The breadth and depth of changes we are undergoing as an organization are unprecedented. I realize that the SIS project implementation has been incredibly disruptive and is adding stress during this difficult period of transition for UC Berkeley.

My team and I have been asking for your patience for some time now. However, patience alone is not enough. We have not been able to provide you with all of the training, tools, and support that you need and deserve to be successful in your work. I know that we need to do more, and do better. In the short-term, I am working with the project team to make decisions to make key adjustments to portions of our work, so we can minimize project disruption, wherever possible. We need your guidance and support as we make these adjustments.

Later today, you will receive an email with details about three changes to Fall 2016 SIS advising tools previously launched. We will communicate additional changes as we identify them.

I want to restate to you today that my project team and I are committed more than ever to providing you, and our Berkeley students, faculty, and instructors, with the SIS tools needed to be successful. Starting later this week, we will hold a set of SIS Town Hall meetings, where we will present to you our progress to-date and
the long-term plan for how we will complete the SIS work and provide ongoing support beyond the life of the project. We will also answer your questions and solicit your feedback and engagement. (The date, time, and location are to be confirmed and will be included in separate email later today or tomorrow.).

I am sincerely invested in supporting you through these changes and will do all that I can to ensure that we are addressing the right issues and involving you in our next steps.

Angela Blackstone, Associate CIO and SIS Senior Project Executive
Updates and information to help you pay your bill by the extended deadline - August 30th

*Note: As a reminder, you are still enrolled, yet you will still need to pay your 20% of tuition and fees by August 30th, and you have 3 remaining days until the extended deadline.*

Dear student -

Thank you for confirming you will be attending classes this fall. We have placed a “protective flag” on you, keeping you enrolled in your classes until at least August 30th.

However, you will need to pay at least 20% ($1,350.85 for resident and $4,019.05 for nonresident undergraduate students) of your tuition and fees by the extended deadline, August 30th, to avoid being administratively withdrawn and subject to fees (if you are a financial aid recipient, there are also financial aid factors to consider as part of withdrawing). If you change your mind and will not be attending classes, please contact Cal Student Central and understand that there may be financial consequences (see here and here).

Below are some common reasons you may not be able to currently pay your bill along with information about what you can do.

Need help paying (or paying a specific amount) - The new system accepts payment by credit card (for a 2.75% fee), e-check (no fee), and International Fund Transfers (IFT). You can also mail a paper check. For
detailed information, as well as step-by-step instructions on how to pay a different amount, visit the Student Billing Services website.

Can’t figure out how much to pay - Students will need to pay at least 20% of the tuition and fees. This means $1,350.85 for resident and $4,019.05 for nonresident undergraduate students. CalCentral will display other charges (health insurance, campus housing, CalSO, etc.) but you must pay at least the 20% of tuition and fees by August 30th. See here to learn how.

Waiting to hear back about residency status for tuition purposes - Students who have submitted a Statement of Legal Residence and are waiting for approval will be assessed and billed at the Non-Resident rate. Because the approval process may take several weeks, you may choose to pay either through the Fee Payment Plan or you can pay 100% of the Resident fees while you await a decision.

Waiting for a delegate (like a parent, grandparent, spouse, other trusted individual) to pay - You will need to add them as a delegate (even if you had them set up as a delegate in the old system, you need to reauthorize them in the new). Log into CalCentral to add them (these step-by-step instructions or Delegated Access video may be helpful). They will need to activate their own log-in ID which may take up to 24-hours before they can access the online payment site.

Waiting for confirmation transcripts have been received (incoming students) - We have processed all the paper transcripts we have received. If you have not received notification it has been processed, you may need to resubmit your paper transcripts. You can find the mailing address here. It can take several days to process paper transcripts. For faster processing, we recommend sending priority mail.

If you submitted an electronic transcript, we have processed all that we have received. However, there have been some community colleges that have had difficulty sending some, but not all, transcripts (Santa Rosa Community College, for example). If you have not received notification it has been processed, please contact your old school and inform them so they can resend. More details and resources for your old school can be found at admissions.berkeley.edu/transcripts.

Waiting for an outside scholarship - We recommend that you check with your donor to verify that the funds have been sent to UC Berkeley. Please review the outside scholarship award information online for answers to common questions. This is our peak processing time. Please allow up to two weeks for processing from the time the funds are received by UC Berkeley. Please contact Cal Student Central for additional information.

Fall financial aid is contingent upon summer grades - The Financial Aid and Scholarships Office will be reviewing grades for all students whose aid is contingent upon the results of the summer term in early September when the summer grades are available for review. Your financial aid eligibility will be determined after that review is completed. We encourage you to consider alternate sources to pay the 20% of tuition and fees by August 30 as this review may not be complete by that date.

International wire transfer is in process - You or your delegate can ensure the most timely processing of your International Funds Transfer (IFT) by: completing the transaction with your bank within 72 hours of creating
a quote, ensuring the bank includes the payment reference number printed on your instruction sheet, and ensuring the bank uses the quoted amount for the transaction. Please allow 2-5 business days for the payment to post to your student account. You can learn more at studentbilling.berkeley.edu/foreignCurrency.htm.

Don’t anticipate having sufficient funds by August 30th - You can apply for an emergency loan. Note - this will be sufficient to cover at least 20% of resident tuition and fees ($1,350.85) but won’t cover the entire amount for non resident students ($4,019.05).

Confused about emergency loans - Emergency loans are interest-free loans designed to help students meet unanticipated expenses directly related to the cost of education. They are available starting August 17 and have a $20 application fee. Students can find more information and learn how to apply at financialaid.berkeley.edu/short-term-emergency-loan

Have a hold but don’t know what it means - Any holds you may have are visible in CalCentral under My Academics. The type of hold (financial, academic or administrative) will determine what action needs to be taken to resolve it. Please visit here to learn more.

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Visit registrar.berkeley.edu/cnp for additional information. Please note, other expenses such as housing contracts, meal plans, SHIP, or CalSO fees are separate from this process and policy.

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TOPICS
IMPORTANT: Check CalCentral and confirm if you plan to attend fall classes

Note: As a reminder, you are at risk for being dropped from courses. You have 4 remaining days until the extended deadline to respond via CalCentral.

Dear student,

As of 5pm today, our records indicate that you have not yet paid your fall 2016 tuition and fees. If possible, please make an online payment today of at least 20% of tuition and fees ($1,350.85 for resident and $4,019.05 for nonresident undergraduate students).

If you are unable to make an online payment today, don’t worry. Students will not be dropped from classes prior to August 30th.

However, your immediate attention is required. Log into CalCentral, go to My Dashboard, and review the “Cancel for Non-Payment Options” in the Notifications section. Click the “Read more” link and select one of the following actions, “Attending” or “Not Attending.”

- The “Attending” option allows you to remain enrolled in your classes and extends the deadline to pay at least 20% of your tuition and fees to August 30. We will also email you with information that may be helpful as you plan to pay your bill by the extended deadline. You will need to pay at least 20% of your
tuition and fees by August 30th to avoid being administratively withdrawn and subject to the prorated fee schedule. If you are a financial aid recipient, there are also financial aid factors to consider as part of withdrawing.

- The “Not Attending” option allows you to withdraw (note: once instruction for the semester has begun, you cannot cancel your registration, you must withdraw). There may be financial consequences (see here and here).

We will attempt to contact you multiple times; if you do not confirm via CalCentral by August 30th, you will be administratively withdrawn and there may be financial implications (see here). If you are a financial aid recipient, there are financial aid factors to consider.

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Updates and information to help you pay your bill by the extended deadline - August 30th

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However, you will need to pay at least 20% ($1,350.85 for resident and $4,019.05 for nonresident undergraduate students) of your tuition and fees by the extended deadline, August 30th, to avoid being administratively withdrawn and subject to fees (if you are a financial aid recipient, there are also financial aid factors to consider as part of withdrawing). If you change your mind and will not be attending classes, please contact Cal Student Central and understand that there may be financial consequences (see here and here).

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TOPICS
IMPORTANT: Check CalCentral and confirm if you plan to attend fall classes

Note: As a reminder, you are at risk for being dropped from courses. You have 5 remaining days until the extended deadline to respond via CalCentral.

Dear student,

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Students Information Systems

Home » Cancel for Non-Payment Reminder - Yes but haven't paid | August 25, 2016

Cancel for Non-Payment Reminder - Yes but haven't paid | August 25, 2016

From: Student Affairs via CalCentral

Date: Thu, Aug 25, 2016

To: Undergraduate Students

Subject: Cancel for Non-Payment Reminder - Yes but haven't paid

Updates and information to help you pay your bill by the extended deadline - August 30th

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TOPICS
Cancel for Non-Payment Reminder - Yes but haven't paid | August 25, 2016 | Student Information Systems
Instructions for Departmental Approvers: Processing Fall 2016 Concurrent Enrollment Requests

Dear Concurrent Enrollment Departmental Approvers,

As a follow-up to our August 15 email, here are the instructions for Departmental Approvers on How to Approve or Deny a Concurrent Enrollment Application.

We understand that you may have received many email notifications from students. We apologize for the inconvenience that the delay in sending instructions has caused.

Important: UC Berkeley Degree Students Get Priority

- We understand that concurrent enrollment students want confirmation early to reduce uncertainty. However, please remember that UC Berkeley degree students have enrollment and waitlist priority. Important: As a reminder, UC Berkeley degree students can add your course through the add/drop date. Please visit the Office of the Registrar Enrollment webpage for Fall 2016 Add and Drop deadlines and additional information.

When processing concurrent enrollment requests, please make sure that you first allow UC Berkeley degree students to move from the waitlist into your class and do not add concurrent enrollment students in your class beyond the published enrollment capacity. Approvers are responsible for
ensuring that classes are not over-enrolled.

Questions

- For more information about Concurrent Enrollment, please visit the UC Berkeley Extension website. For questions about Concurrent Enrollment, please email concurrent@berkeley.edu or call (510) 642-4111, option 5.

- For background information on the project, please visit the Student Information Systems (SIS) project website. For questions or concerns about the SIS project, please email sis-project@berkeley.edu.

Thank you for your patience and support as we transition the Concurrent Enrollment process to SIS and improve Berkeley's student experience through the implementation of a consolidated student system.

Sincerely,

Student Information Systems Team
IMPORTANT: Check CalCentral and confirm if you plan to attend fall classes

Dear student,

As of 5pm today, our records indicate that you have not yet paid your fall 2016 tuition and fees. If possible, please make an online payment today of at least 20% of tuition and fees ($1,350.85 for resident and $4,019.05 for nonresident undergraduate students).

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TOPICS
IMPORTANT: Check CalCentral and confirm if you plan to attend fall classes

As a reminder, for those not planning to attend classes in the Fall: today (Tuesday, August 23) is the last day to cancel your classes without financial consequences. Starting tomorrow, you may still withdraw from classes, but there will be financial consequences.

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TOPICS
Updates and information to help you pay your bill by the extended deadline - August 30th

Note: *We are aware that you're planning to attend classes this Fall. However, in case you've changed your mind, today (August 23) is the last day to be able to drop courses without financial consequences. This is a reminder of tips and resources regarding your tuition and fees.*

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Invitation to join faculty input group | August 22, 2016

From: Prof. Oliver O'Reilly - SIS Academic Senate Advisory Committee

Date: Mon, Aug 22, 2016

To: Faculty

Subject: Invitation to join faculty input group

Dear Colleagues,

In April 2016, Berkeley’s Division of the Academic Senate, established the Academic Senate Advisory Committee to SIS (ASAC). The goal of this five person committee is to provide faculty input and guidance to the ongoing Student Information Systems (SIS) project. To help with this, we are now forming a larger group of faculty which will report directly to ASAC. This group of faculty will provide feedback on SIS systems prior to their implementation, facilitate continual improvement of the information systems that are already in use, and strengthen the voice of faculty in SIS development decisions. The anticipated workload will be at most 8 hours this semester.

It is my pleasure to invite you to join this group. ASAC committee members have identified you as a strong candidate whose interest, experience, and ideas would benefit this effort. We hope that this group will be able to provide direct input on design and constructive criticism, as well as ideas for future developments and prioritization of new SIS tools. Its members will also have the opportunity to test key faculty tools prior to their release. We plan to convene this group for an initial meeting in September for a demo of developed functionality to-date and to discuss faculty priority needs.

On behalf of the committee, I hope you will join us in this effort of maximizing the utility of SIS for faculty. Please confirm your interest by Thursday September 1 by replying to apinterits@berkeley.edu and we will send you additional information.

Sincerely,

Oliver O'Reilly
Professor of Mechanical Engineering
Chair of the Academic Senate Advisory Committee to SIS (ASAC)

TOPICS
IMPORTANT: Check CalCentral and confirm if you plan to attend fall classes

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TOPICS
Updates and information to help you pay your bill by the extended deadline - August 30th

Note: If you selected "Attending" on Friday or Saturday, you may have already received a similar email. This is a reminder of tips and resources regarding your tuition and fees.

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Instructions for Instructors: Processing Fall 2016 Concurrent Enrollment Requests

Note to Departmental Staff Approvers: Because your process involves additional steps, we are developing a detailed job aid that we will send out to you early next week.

Dear Fall 2016 Instructors,

As a follow-up to our August 15 email, here are the instructions for Instructors on How to Approve or Deny a Concurrent Enrollment Application.

We understand that you may have received many email notifications from students, and apologize for the inconvenience that the instructions delay has caused.

Important: UC Berkeley Degree Students Get Priority

- We understand that concurrent enrollment students want confirmation early to reduce uncertainty. However, please remember that UC Berkeley degree students have enrollment and waitlist priority. Important: As a reminder, UC Berkeley degree students can add your course through the add/drop date. Please visit the Office of the Registrar Enrollment webpage for Fall 2016 Add and Drop deadlines and additional information.

When processing concurrent enrollment requests, please make sure that you first allow UC Berkeley degree students to move from the waitlist into your class and do not add concurrent enrollment students in your class beyond the published enrollment capacity. Approvers are responsible for
ensuring that classes are not over-enrolled.

Questions

- For more information about Concurrent Enrollment, please visit the UC Berkeley Extension website. For questions about Concurrent Enrollment, please email concurrent@berkeley.edu or call (510) 642 4111, option 5.

- For background information on the project, please visit the Student Information Systems (SIS) project website. For questions or concerns about the SIS project, please email sis-project@berkeley.edu. Thank you for your patience and support as we transition the Concurrent Enrollment process to SIS and improve Berkeley's student experience through the implementation of a consolidated student system.

Sincerely,

Student Information Systems Team
Student Information Systems

From: Student Information Systems
Date: Thu, Aug 18, 2016
To: All SIS Users
Subject: Friday, August 19, 5am to 7am Outage

Issue Outage: On Friday, August 19, CalCentral will be unavailable from 5:00 A.M. to 7:00 A.M.

Dear SIS system users and campus partners,

This Friday, August 19, CalCentral will have an outage to implement critical system fixes.

We will not send out an email notification when the system is available. For updates on system availability, please check the sis-project.berkeley.edu website's News section, after the scheduled outage end time.

Thank you.

Scheduled Outage

Estimated Times: Friday, August 19, from 5:00 A.M. to 7:00 A.M.
Impact: The system will be unavailable
System(s): CalCentral
Details: Users will not have system access.

Actions

- Please adjust your work as needed, based on SIS availability. We realize that you may be referring to multiple Berkeley system calendars. We will continue to communicate upcoming SIS system down
times by email to any impacted SIS users and we will also post this information on the SIS project website.

- Please clear your browser cache before logging in to Campus Solutions by following these instructions: [link removed].

Questions and Support

Contact SIS Production Support if you have technical questions or need support:

- by phone at (510) 664-9000 option 6;
- by e-mail at sishelp@berkeley.edu or
- by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident.

Visit SIS Known Issues to view and report system issues.

Visit SIS Training to access training materials.

Visit the SIS website to review SIS updates and changes impacting students, advisors, and instructors.

Visit the SIS project website for project information.

Please email sis-project@berkeley.edu if you have questions or concerns about the SIS project. Thank you for helping us improve Berkeley’s student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team

* All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.
Please Wait to Process Fall 2016 Concurrent Enrollment Requests - More Information Available August 19

Dear Instructors and Concurrent Enrollment Approvers,

You are receiving this email because you are either a Fall 2016 instructor or a concurrent enrollment approver with Student Information Systems (SIS) access.

Starting today, Monday, August 15, as part of the transition from UC Berkeley legacy student systems to the new SIS, UC Berkeley Extension students will have CalCentral access to apply for concurrent enrollment in class(es). When they do, you may receive an email notifying you that a student has requested concurrent enrollment approval for one of your Fall 2016 classes. If so, you will be prompted to process the enrollment requests.

Please do not approve concurrent enrollment applications at this time.

Important: UC Berkeley Degree Students Get Priority

- We understand that concurrent enrollment students want confirmation early to reduce uncertainty. However, please remember that UC Berkeley degree students have enrollment and waitlist priority.
Important: As a reminder, UC Berkeley degree students can add your course through the add/drop date. Please visit the Office of the Registrar Enrollment webpage for Fall 2016 Add and Drop deadlines and additional information.

Instructions Available August 19

- By Friday, August 19, you will receive step-by-step instructions on how to approve or deny concurrent enrollment requests, as well as resources for support.

- When it’s time to start approving concurrent enrollment requests, please make sure that you first allow UC Berkeley degree students to move from the waitlist into your class and do not add concurrent enrollment students in your class beyond the published enrollment capacity. Approvers are responsible for ensuring that classes are not over-enrolled.

Questions

- For more information about Concurrent Enrollment, please visit the UC Berkeley Extension website. For questions about Concurrent Enrollment, please email concurrent@berkeley.edu or call (510) 642 4111, option 5.

- For background information on the project, please visit the Student Information Systems (SIS) project website. For questions or concerns about the SIS Project, please email sis-project@berkeley.edu.

Thank you for your patience and support as we transition the Concurrent Enrollment process to SIS and improve Berkeley’s student experience through the implementation of a consolidated student system.

Sincerely,

Student Information Systems Team
From: Student Information Systems
Date: Mon, Aug 15, 2016
To: All SIS Users
Subject: SIS 6.0d Release Announcement

Student Information Systems (SIS) 6.0d Release Now Available

Dear SIS users and campus partners,

The SIS 6.0d Release is now available!

Please visit the SIS 6.0d Release webpage for complete release notes.

Among the new functionality, this release introduces financial disbursements and enrollment verifications for students; a new report and new tools for advisors in CalCentral; and several eForms for streamlining processes online, such as student requests for Emergency Loans, Withdrawals, and Concurrent Enrollment requests.

Here are some examples of new SIS Campus Solutions and CalCentral functionality:

Students (and Delegates)

Financial Disbursements

- Beginning August 15, financial aid awards, including scholarships, fellowships, and departmental awards will be disbursed to eligible undergraduate, graduate, and professional students and are viewable to students in CalCentral.

eForm for Emergency Loans:
• On August 17, the Emergency Loan eForm application will be available to students in CalCentral.

Staff with Advisor Role Access

Advising Dashboard Advising Appointments and Advising Notes

• The Advising Appointment tool is now available in CalCentral.
• Advisors will now be able to create advising notes for students through CalCentral; these shared notes will be visible to other advisors and on the students’ records.

New Report: Long/Short Study List

• Long/Short Study List (over or under-enrolled maximum units) report is now available to advisors in the Reporting Center.

Instructors

Concurrent Enrollment and Rosters

• Beginning August 15, UC Extension students will have CalCentral access to apply for concurrent enrollment in your class(es). When they do, instructors and concurrent enrollment approvers will receive notification emails.
  Important: More information will be sent to concurrent enrollment approvers this week. Visit the SIS 6.0d Release webpage for more information.

Note on Partial Functionality

• Berkeley’s transition to the new SIS is phased, occurring across a series of Go-Lives. Some features are initially released with only some of the functions that will exist in the final version. The SIS team then continues to build and improve each feature based on rollout plans and user feedback from students, staff, and instructors.

Questions and Support

Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: [link removed].

Contact SIS Production Support if you have technical questions or need support:

• by phone at (510) 664-9000 option 6;
• by e-mail at sishelp@berkeley.edu or
• by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident.

Visit SIS Known Issues to view and report system issues.

Visit SIS Training to access training materials.

Visit the SIS website to review SIS updates and changes impacting students, advisors, and instructors.

Please email sis-training@berkeley.edu with training questions.
Email sis-project@berkeley.edu if you have questions or concerns about the SIS project.

Thank you for your patience and continued feedback and engagement during this important transition for our university. We are grateful for your partnership as we continue on the path toward creating an SIS environment that is supportive of students, staff, and instructors.

Sincerely,

Student Information Systems Team
On Sunday, August 14, SIS Campus Solutions will have limited or no availability from 4:30 A.M. to 11:00 A.M.

Dear SIS system users and campus partners,

As a reminder, SIS will have a planned outage on Sunday, August 14. During this planned outage, the technical team will implement new SIS functionality and load data.

Email Notifications:

- This Sunday, we will not send out a "System Now Available" email. For updates on system availability, please check the News section of the sis-project.berkeley.edu website. Thank you.

- On Monday, August 15, we will send out an email with information about new system functionality as a result of this weekend's SIS Release.

Scheduled Outage

Estimated Times: Sunday, August 14, from 4:30 A.M. to 7:00 A.M.

Impact: The system will have delays

System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality
Details: SIS users will experience service interruptions. They will be able to perform actions, but will not receive confirmation of their actions. When SIS is back up, they will be able to view confirmation of the actions they took during this period.

Estimated Times: Sunday, August 14, from 7:00 A.M. to 11:00 A.M.

Impact: The system will be unavailable

System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality

Details: Users will not have system access.

**Actions**

- Please adjust your work as needed, based on SIS availability.

We realize that you may be referring to multiple Berkeley system calendars. We will continue to communicate upcoming SIS system down times by email to any impacted SIS users and we will also post this information on the SIS project website.

- Please clear your browser cache before logging in to Campus Solutions by following these instructions: [link removed].

**Questions and Support**

Contact SIS Production Support if you have technical questions or need support:

- by phone at (510) 664-9000 option 6;
- by e-mail at sishelp@berkeley.edu or
- by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident.

Visit SIS Known Issues to view and report system issues.

Visit SIS Training to access training materials.

Visit the SIS website to review SIS updates and changes impacting students, advisors, and instructors.

Visit the SIS project website for project information.

Please email sis-project@berkeley.edu if you have questions or concerns about the SIS project. Thank you for helping us improve Berkeley’s student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team

* All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.
Dear Colleagues,

I hope you are having a good summer. As we look forward to the coming year, I want to give you an update about the new Student Information Systems (SIS) and get your feedback and input. Implementing new systems of this scale always presents a complex challenge. The SIS team is working very hard to make the transition as smooth as possible, but there are certain to be some problems along the way.

The goal of the SIS project is to replace a patchwork of over 100 aging systems, some of which were at risk of major failure. The SIS project also gives us the opportunity to reassess and re-think some past practices that were determined more by the limitations of our old systems than a desired policy goal. The project also gives us the chance to improve processes and features in order to better serve the needs of students, staff, and faculty. A brief overview of some of the features of the new system can be found here [link removed].

A number of faculty have been involved in the SIS project since last year, and 26 faculty to date have participated in one-on-one design input sessions. In April, the Academic Senate created an Advisory Committee to SIS to provide input and guidance to the project team, a collaboration that we expect to be important beyond the initial project implementation. Professor Oliver O’Reilly, who is the chair of the Advisory Committee, is your point of contact for providing feedback on SIS. He can be reached at oreilly@berkeley.edu or 510-642-0877.

The Senate and SIS team have also developed an online survey to collect input from as many faculty as possible. We will send this survey to all faculty again in the opening weeks of the fall semester, but decided to send it now as well for those of you who want to use it to provide your input sooner. The survey should take about 15 minutes, and will provide valuable information to help us guide the SIS project team.
SIS Faculty Input Survey

Thank you in advance in providing your perspective and help in making the transition to the new system as smooth as possible.

Best regards,

Robert Powell

Professor of Political Science

Chair

Berkeley Division of the Academic Senate

Please do not reply to this message
By August 19, Please Submit Critical Course Changes Needed in SIS Campus Solutions for Fall 2016 Classes

Dear Colleagues,

Please help us support Fall 2016 course data clean-up efforts in Student Information Systems (SIS) Campus Solutions.

Making Critical Updates to SIS Fall 2016 Course Data

Action Needed - by Friday, August 19:

If your department has created any new courses for Fall 2016 or made any critical course changes since August 2015 that will impact Fall 2016 classes and are not accurately reflected in SIS Campus Solutions, please email Sumali Tuchrello from the Academic Senate at sumali@berkeley.edu with the following information:

- The department name/subject code and course number
- Any critical course changes you identified that need to be updated in SIS Campus Solutions prior to the start of Fall 2016 -- critical changes are defined as any changes to Units, Course Components / Instructional Formats, Grading, Cross-listed departments, and Repeat for Credit Rules.
Notes:
- Non-critical changes will be updated automatically with Go-Live 7.
- You could review Fall 2016 course information by Accessing the Course Catalog Detail Report. (See job aid.)

Automating Course Updates from CMS to SIS

SIS Campus Solutions contains course data from DB2. Course changes made in the Course Management System (CMS) are currently not automatically updated in SIS Campus Solutions. The SIS team will release new functionality on September 18, 2016 (as part of SIS Go-Live 7) that will automate updates from CMS into SIS Campus Solutions for any new COCI-approved course additions and modifications.

Background

In August 2015, as part of our transition from DB2 to the new SIS, the SIS project team uploaded the entire course catalog from DB2 into SIS Campus Solutions. After this data load, any new courses that were entered and approved in CMS and fed directly to DB2 since August 2015 were also uploaded to SIS Campus Solutions. However, the transmission of course data from CMS to SIS Campus Solutions is not yet automated. Therefore, while changes made to existing courses have continued to be fed directly from CMS to DB2, during the past twelve months, these changes are not reflected in SIS Campus Solutions, creating a gap in data synchronization. In April 2016, to compensate for the temporary gap between CMS and SIS Campus Solutions, the SIS team began to manually update courses in SIS Campus Solutions, on request. To date, approximately 100 courses have been updated, based on departmental requests.

Questions

If you have any questions or need clarification about CMS course information, please email Sumali Tuchrello at sumali@berkeley.edu. If you have any questions or concerns about the SIS project, please email sis-project@berkeley.edu.

Thank you for your patience and support in our Fall 2016 course data clean-up effort during this transition period, so we can improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,
Student Information Systems Team

TOPICS
On Sunday, August 14, SIS Campus Solutions will have limited or no availability from 5:30 A.M. to 11:00 A.M.

Dear SIS system users and campus partners,

SIS will have a planned outage on Sunday, August 14. During this Sunday's planned outage, the technical team will implement new SIS functionality and load data.

"System Available" Email Notification Change:

- This Sunday, we will not send out a "System Now Available" email. For updates on system availability, please check the News section of the sis-project.berkeley.edu website. Thank you.

Scheduled Outage

Estimated Times: Sunday, August 14, from 5:30 A.M. to 7:00 A.M.

Impact: The system will have delays

System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality

Details: SIS users will experience service interruptions. They will be able to perform actions, but will not receive confirmation of their actions. When SIS is back up, they will be able to view confirmation of the
actions they took during this period.

Estimated Times: Sunday, August 14, from 7:00 A.M. to 11:00 A.M.

Impact: The system will be unavailable

System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality

Details: Users will not have system access.

Actions

- Please adjust your work as needed, based on SIS availability.

We realize that you may be referring to multiple Berkeley system calendars. We will continue to communicate upcoming SIS system down times by email to any impacted SIS users and we will also post this information on the SIS project website.

- Please clear your browser cache before logging in to Campus Solutions by following these instructions: [link removed].

Questions and Support

Contact SIS Production Support if you have technical questions or need support:

- by phone at (510) 664-9000 option 6;
- by e-mail at sishelp@berkeley.edu; or
- by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident.

Visit SIS Known Issues to view and report system issues.

Visit SIS Training to access training materials.

Visit the SIS website to review SIS updates and changes impacting students, advisors, and instructors.

Visit the SIS project website for project information.

Please email sis-project@berkeley.edu if you have questions or concerns about the SIS project. Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team

* All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.

TOPICS
Scheduled Outage: Sunday, August 14, 5:30am to 11:00am | August 9, 2016 | Student Information Systems

https://sis.berkeley.edu/scheduled-outage-sunday-august-14-530am-1100am-august-9-2016[1/10/19, 9:56:19 AM]
SIS and CalCentral are now available

Dear SIS system users and campus partners,

The planned Sunday, August 7 system maintenance outage is now complete. SIS and CalCentral are now available.

Clear your cache

- Please clear your browser cache before logging in to SIS Campus Solutions by following these Instructions: [link removed].

Questions and Support

- Visit sis.berkeley.edu for SIS updates and changes affecting students, instructors, and advisors.
- Visit the SIS Training webpage for training materials.
- Visit the SIS project website for information about the SIS project.
- If you have any questions or concerns about the SIS project, please email sis-project@berkeley.edu.
- If you have SIS technical questions or need support, please contact SIS Production Support by phone at (510) 664-9000 option 6; by e-mail at sishelp@berkeley.edu, or by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident.

Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS.
Sincerely,

Student Information Systems Team
On Sunday, August 7, from 6:30 A.M. to 10:30 A.M. SIS Campus Solutions and CalCentral will be unavailable

Dear SIS system users and campus partners,

SIS and CalCentral will have a planned outage on Sunday, August 7. During this Sunday's outage, the technical team will perform system maintenance activities.

Scheduled Outage

Estimated Times: Sunday, August 7, from 6:30 A.M. to 10:30 A.M.

Impact: The system will be unavailable

System(s): SIS Campus Solutions and CalCentral

Details: Users will not have system access.

Actions

- Please adjust your work as needed, based on SIS availability. We realize that you may be referring to multiple Berkeley system calendars. We will continue to communicate upcoming SIS system down times by email to any impacted SIS users and we will also post this information on the SIS project
Questions and Support

Contact SIS Production Support if you have technical questions or need support:

- by phone at (510) 664-9000 option 6;
- by e-mail at sishelp@berkeley.edu or
- by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident.

Visit SIS Known Issues to view and report system issues.

Visit SIS Training to access training materials.

Visit the SIS website to review SIS updates and changes impacting students, advisors, and instructors.

Visit the SIS project website for project information.

Please email sis-project@berkeley.edu if you have questions or concerns about the SIS project. Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team

TOPICS
On Tuesday, August 2, from 4:00 A.M. to 6:00 A.M. a UC Berkeley outage will impact many campus systems, including SIS Campus Solutions and CalCentral.

Dear SIS system users and campus partners,

We have been informed by our technical partners that UC Berkeley will have a planned outage on Tuesday, August 2, from 4:00 A.M. to 6:00 A.M. that will impact a majority of campus systems, including SIS Campus Solutions and CalCentral.

Note: We will not send out a "System Available" notification. Impacted systems may be available prior to 6:00 A.M., if work is completed more quickly than anticipated.

Actions

- Please adjust your work as needed, based on SIS and CalCentral availability.

- Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: [link removed].

Thank you.
Now Available with Go-Live 6 Upgrades: SIS Campus Solutions and SIS CalCentral functionality

Dear SIS system users and campus partners,

We are happy to announce that SIS Campus Solutions and SIS CalCentral functionality are now available with Go-Live 6 upgrades. We will send out a campuswide CalMessage announcement on Monday, August 1 with information about the new SIS Go-Live 6 functionality.

Clear your cache

Please clear your browser cache before logging in to SIS Campus Solutions by following these Instructions: [link removed].

Questions and Support

- Visit sis.berkeley.edu for SIS updates and changes affecting students, instructors, and advisors.
- Visit the SIS Training webpage for training materials.
- Visit the SIS project website for information about the SIS project.
- If you have any questions or concerns about the SIS project, please email sis-project@berkeley.edu.
- If you have SIS technical questions or need support, please contact SIS Production Support by phone...
at (510) 664-9000 option 6; by e-mail at sishelp@berkeley.edu, or by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident.

Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team
Known Issues: Award Entry Email Notifications and Create New Item Type | July 29, 2016

SIS Award Entry is experiencing problems with Email Notifications and Create New Item Type

Dear SIS users and campus partners,

As of yesterday, Thursday, July 28, there are two known issues with the SIS Award Entry Email Notifications and Create New Item Type functionality that the SIS team is working to resolve.

Because we already know about them, there is no need for you to submit new service tickets related to the Email Notifications or Create New Item Type issues we have outlined below. We will send you a follow-up email when we have an update or a fix.

Please read the "Reporting Issues" section below for more information.

Issues and Status

- Issue: Award Entry Email Notifications
  Email notifications inform award approvers that an approval is waiting to be acted upon. We have learned that the email notifications option built into the newly implemented Award Entry process is currently not working correctly.

- Status:
Currently, when award initiators submit an Award Entry form, they receive an error message. The error message informs them that an email notification will not be generated. “SMTP sendMail failed (server:0). Cannot send email to xxxxxxx@Berkeley.edu (80,2)” Until the email problem is fixed, we ask that award initiators inform their approvers directly and encourage them to go into the Award Entry Approver screen to view their pending approvals.

Navigation in SIS Campus Solutions:
Main Menu > CAL Components > Financial Aid > Award Entry > Award Entry Approver

• Issue: Award Entry Create New Item Type
  Although this feature is not currently available, most of you should already have access to prepared Item Types that can be used by performing a search on the Award Entry page. Please refer to the department award entry and graduate division award entry job aids (available under the Financial Aid section of the SIS Training webpage) to double check your search terms.

• Status:
  Please do not attempt to use this feature until further notice. If you still need to Create a New Item Type, please wait a few days to create those awards until the issue has been fully researched.
  Navigation in SIS Campus Solutions:
  Main Menu > CAL Components > Financial Aid > Award Entry > Award Entry

Questions and Support

Please let us know immediately if you experience any additional problems with SIS. The technical team is continuously monitoring the system and we will do our best to address issues as quickly as possible.

Contact SIS Production Support if you have technical questions or need support:
  • by phone at (510) 664-9000 option 6;
  • by e-mail at sishelp@berkeley.edu or
  • by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident

SIS Known Issues: Review and report system issues.

SIS website: Review updates on SIS changes impacting students, advisors, and instructors.

SIS Training: Access training materials.

Email sis-project@berkeley.edu if you have questions or concerns about the SIS project.

Thank you for your patience and collaboration as we work to improve Berkeley’s student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team
On Sunday, July 10, SIS Campus Solutions will have limited or no availability from 5:30 A.M. to 11:30 A.M.

Dear SIS system users and campus partners,

SIS will have a planned outage on Sunday, July 10 in preparation for the SIS 5.6d Release. During this Sunday's planned outage, the technical team will implement new SIS functionality and load data.

Scheduled Outage

Estimated Times: Sunday, July 10, from 5:30 A.M. to 8:30 A.M.

Impact: The system will have delays

System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality

Details: SIS users will experience service interruptions. They will be able to perform actions, but will not receive confirmation of their actions. When SIS is back up, they will be able to view confirmation of the actions they took during this period.

Estimated Times: Sunday, July 10, from 8:30 A.M. to 11:30 A.M.

Impact: The system will be unavailable
Scheduled Outage: Sunday, July 10, 5:30am to 11:30am | July 5, 2016 | Student Information Systems

System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality

Details: Users will not have system access.

Actions

- Please adjust your work as needed, based on SIS availability. We realize that you may be referring to multiple Berkeley system calendars. We will continue to communicate upcoming SIS system down times by email to any impacted SIS users and we will also post this information on the SIS project website.

- Please clear your browser cache before logging in to Campus Solutions by following these instructions: [link removed].

Questions and Support

Contact SIS Production Support if you have technical questions or need support:

- by phone at (510) 664-9000 option 6;

- by e-mail at sishelp@berkeley.edu; or

- by submitting a Help Desk ticket.

- Visit SIS Known Issues to view and report system issues.

- Visit SIS Training to access training materials.

- Visit the SIS website to review SIS updates and changes impacting students, advisors, and instructors.

- Visit the SIS project website for project information.

- Please email sis-project@berkeley.edu if you have questions or concerns about the SIS project.

Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team

* All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.
Scheduled Outage: Sunday, July 10, 5:30am to 11:30am | July 5, 2016 | Student Information Systems
On Sunday, July 31, SIS Campus Solutions will have limited or no availability from 5:30 A.M. to 2:00 P.M.

Dear SIS system users and campus partners,

SIS will have a planned outage on Sunday, July 31 in preparation for SIS Go-Live 6. Below are the new estimated times for the outage. During this planned outage, the technical team will implement new SIS functionality and load data.

Scheduled Outage

Estimated Times: Sunday, July 31, from 5:30 A.M. to 7:00 A.M.

Impact: The system will have delays

System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality

Details: SIS users will experience service interruptions. They will be able to perform actions, but will not receive confirmation of their actions. When SIS is back up, they will be able to view confirmation of the actions they took during this period.

Estimated Times: Sunday, July 31, from 7:00 A.M. to 2:00 P.M.

Impact: The system will be unavailable
System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality

Details: Users will not have system access.

Actions

- Please adjust your work as needed, based on SIS availability. We realize that you may be referring to multiple Berkeley system calendars. We will continue to communicate upcoming SIS system down times by email to any impacted SIS users and we will also post this information on the SIS project website.

- Please clear your browser cache before logging in to Campus Solutions by following these instructions: [link removed].

Questions and Support

Contact SIS Production Support if you have technical questions or need support:

- by phone at (510) 664-9000 option 6;
- by e-mail at sishelp@berkeley.edu; or
- by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident.

Visit SIS Known Issues to view and report system issues.

Visit SIS Training to access training materials.

Visit the SIS website to review SIS updates and changes impacting students, advisors, and instructors.

Visit the SIS project website for project information.

Please email sis-project@berkeley.edu if you have questions or concerns about the SIS project. Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team

* All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.

TOPICS
Reminder: Sunday, July 31, 5:30 am to 2:00pm Scheduled Outage | July 29, 2016 | Student Information Systems

https://sis.berkeley.edu/reminder-sunday-july-31-530-am-200pm-scheduled-outage-july-29-2016[1/10/19, 9:57:19 AM]
## Student Information Systems (SIS) Update: Reminder and Tips email for Undergraduate Students

**Dear SIS users with Advising Role access,**

Fall semester 2016 Phase II enrollment for UC Berkeley undergraduate students starts this Monday, July 18 in CalCentral.

Today, we will email undergraduate students information about tools available to them for their fall semester 2016 enrollment process in CalCentral, a reminder of the start of Phase II, and tips for signing up for Delegated Access and Class Swapping and Waitlists. Click to view a copy of today's "Fall 2016 Enrollment Phase II for Undergraduate Students" email to students.

### Attention for Graduate Advisors

- More information about graduate and professional student enrollment will be available soon.

In the next few weeks, we will send additional emails to advisors and instructors with information about new SIS functionality for students, instructors, and advisors. For more information, visit the SIS Student Webpage.

### Note on Partial Functionality

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**From:** Student Information Systems

**Date:** Fri, July 15, 2016

**To:** All SIS Users

**Subject:** Undergraduate Students Fall 2016 Enrollment Phase II Reminder and Tips
Berkeley's transition to the new SIS is phased, occurring across a series of Go-Lives. Some features are initially released with only some of the functions that will exist in the final version. The SIS team then continues to build and improve each feature based on rollout plans and user feedback from students, staff, and instructors.

Questions and Support

Contact SIS Production Support if you have technical questions or need support:

- by phone at (510) 664-9000 option 6;
- by e-mail at sishelp@berkeley.edu or
- by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident.

Visit SIS Known Issues to view and report system issues.

Visit SIS Training to access training materials.

Visit the SIS website to review SIS updates and changes impacting students, advisors, and instructors.

Email sis-project@berkeley.edu if you have questions or concerns about the SIS project.

Thank you for your patience and collaboration as we work to improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team
On Sunday, July 31, SIS Campus Solutions will have limited or no availability from 5:30 A.M. to 2:00 P.M.

Dear SIS system users and campus partners,

SIS will have a planned outage on Sunday, July 31 in preparation for SIS Go-Live 6. During this Sunday's planned outage, the technical team will implement new SIS functionality and load data.

Scheduled Outage

Estimated Times: Sunday, July 31, from 5:30 A.M. to 8:00 A.M.
Impact: The system will have delays
System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality
Details: SIS users will experience service interruptions. They will be able to perform actions, but will not receive confirmation of their actions. When SIS is back up, they will be able to view confirmation of the actions they took during this period.

Estimated Times: Sunday, July 10, from 8:00 A.M. to 2:00 P.M.
Impact: The system will be unavailable
System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality
Details: Users will not have system access.

Actions

- Please adjust your work as needed, based on SIS availability. We realize that you may be referring to multiple Berkeley system calendars. We will continue to communicate upcoming SIS system down times by email to any impacted SIS users and we will also post this information on the SIS project website.

- Please clear your browser cache before logging in to Campus Solutions by following these instructions: [link removed].

Questions and Support

Contact SIS Production Support if you have technical questions or need support:

- by phone at (510) 664-9000 option 6;
- by e-mail at sishelp@berkeley.edu or
- by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident.

Visit SIS Known Issues to view and report system issues.

Visit SIS Training to access training materials.

Visit the SIS website to review SIS updates and changes impacting students, advisors, and instructors.

Visit the SIS project website for project information.

Please email sis-project@berkeley.edu if you have questions or concerns about the SIS project. Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team

* All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.
<<First Name>>, let us know if Berkeley's online advising tools support your role as an advisor.

It's just a quick, 2 minute survey.

In an effort to improve our online advising tools (such as DARS, DB2, GLOW, Bearfacts, CalCentral, Campus Solutions, and others), UC Berkeley is conducting a research study with advisors. Your input will help us shape the future of these services in improving them for all advisors.

Tell Us Now
We would appreciate your response by July 22nd.

Your input is very important to us and will be kept strictly confidential (used only for the purposes of research for this project).

Sincerely,
UC Berkeley Student Information System Project Usability Team
<<First Name>>, let us know if Berkeley's online advising tools support your role as an advisor.

It's just a quick, 2 minute survey.

In an effort to improve our online advising tools (such as DARS, DB2, GLOW, Bearfacts, CalCentral, Campus Solutions, and others), UC Berkeley is conducting a research study with advisors. Your input will help us shape the future of these services in improving them for all advisors.

Tell Us Now
We would appreciate your response by July 22nd.

Your input is very important to us and will be kept strictly confidential (used only for the purposes of research for this project).

Sincerely,
UC Berkeley Student Information System Project Usability Team
Now Available: SIS Campus Solutions and SIS Campus Solutions functionality in CalCentral | July 10, 2016

From: Student Information Systems
Date: Sun, July 10, 2016
To: All SIS Users
Subject: System is Now Available

Dear SIS system users and campus partners,

The Sunday, July 10 planned system outage has ended. SIS Campus Solutions and corresponding CalCentral functionality are now available.

We will not send out a release announcement this Monday, July 10 about the new SIS functionality. Instead, in the next few weeks, we will send out a series of targeted emails to students, instructors, and staff with information about new SIS functionality that is relevant to each group and those who they serve and support. For the latest information, please visit our website at sis.berkeley.edu.

Thank you.

Clear your cache

Please clear your browser cache before logging in to SIS Campus Solutions by following these Instructions: [link removed].

Questions and Support
Now Available: SIS Campus Solutions and SIS Campus Solutions functionality in CalCentral | July 10, 2016 | Student Information Systems

Visit sis.berkeley.edu for SIS updates and changes affecting students, instructors, and advisors.

Visit the SIS Training webpage for training materials.

Visit the SIS project website for information about the SIS project.

If you have any questions or concerns about the SIS project, please email sis-project@berkeley.edu.

If you have SIS technical questions or need support, please contact SIS Production Support by phone at (510) 664-9000 option 6; by e-mail at sishelp@berkeley.edu; or by submitting a Help Desk ticket.

Thank you for helping us improve Berkeley’s student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team
On Sunday, July 10, SIS Campus Solutions will have limited or no availability from 5:30 A.M. to 11:00 A.M.

Dear SIS system users and campus partners,

SIS will have a planned outage on Sunday, July 10 in preparation for the SIS 5.6d Release. We now expect this outage to end at 11:00 A.M., instead of 11:30 A.M. See below for additional details.

During this Sunday's planned outage, the technical team will implement new SIS functionality and load data.

Scheduled Outage

Estimated Times: Sunday, July 10, from 5:30 A.M. to 8:00 A.M.

Impact: The system will have delays

System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality

Details: SIS users will experience service interruptions. They will be able to perform actions, but will not receive confirmation of their actions. When SIS is back up, they will be able to view confirmation of the actions they took during this period.

Estimated Times: Sunday, July 10, from 8:00 A.M. to 11:00 A.M.
Impact: The system will be unavailable

System(s): SIS Campus Solutions* and CalCentral SIS Campus Solutions functionality

Details: Users will not have system access.

**Actions**

- Please adjust your work as needed, based on SIS availability. We realize that you may be referring to multiple Berkeley system calendars. We will continue to communicate upcoming SIS system down times by email to any impacted SIS users and we will also post this information on the SIS project website.

- Please clear your browser cache before logging in to Campus Solutions by following these instructions: [link removed].

**Questions and Support**

Contact SIS Production Support if you have technical questions or need support:

- by phone at (510) 664-9000 option 6;
- by e-mail at sishelp@berkeley.edu or
- by submitting a Help Desk ticket.

Visit SIS Known Issues to view and report system issues.

Visit SIS Training to access training materials.

Visit the SIS website to review SIS updates and changes impacting students, advisors, and instructors.

Visit the SIS project website for project information.

Please email sis-project@berkeley.edu if you have questions or concerns about the SIS project. Thank you for helping us improve Berkeley’s student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team

* All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.

**TOPICS**
Due to a System Error, Your Delegate's CalCentral Access Was Removed. Please Reset Your Delegate's CalCentral Access Now

Dear UC Berkeley Student,

You are receiving this email because there is a problem with your CalCentral delegated access and you need to take action. Your delegate's access was removed today to solve the error.

Required Actions:

Starting today, Thursday, June 30, please reset your delegate's access following these instructions:

1. Sign in to CalCentral
2. Click on your name on the top right corner of the screen to select "Profile"
3. From the left-side menu bar, select "Delegated Access"
4. Follow the "Create or manage delegates" instructions to reassign your delegate(s)

Please ask your delegate to use a different computer or browser to set up their CalNet account, once they receive their new delegated access email invitation. This should resolve the issue.

Important: If your delegate uses the same computer and browser you use, the problem will reoccur and you will need to start this process again.

Note to Chrome Users: If you and your delegate use Chrome to setup access, your delegate can open a
"New Incognito Window" from the Chrome browser's File menu and complete their CalNet account setup process from that window.

What Caused the Problem

Recently, you provided delegated access to one or more people so they could view some of your CalCentral information. Due to a system error that we just uncovered, the way this access was set up is creating issues with your delegate’s account. This problem only happens when a student’s delegate accepts and sets up their CalNet account using the same computer and browser as the student who assigned them as a delegate.

We Removed Your Delegate’s Access Today

- We are working on a long-term fix to prevent this problem from happening in the future. Meanwhile, yesterday afternoon, we removed your delegate’s access to your information, so we could fix the error. To reinstate their access, please follow the instructions in the above "Required Actions" section.

Questions and Support

- If you have any questions about this email, please email sishelp@berkeley.edu or call the Student Information Systems (SIS) Product Support phone at (510) 664-9000, option # 6.
- Visit the SIS website for more information about SIS changes that may impact you.

We apologize for this inconvenience and we appreciate your patience.

Sincerely,

The Student Information Systems Team
Dear GSAOs and campus partners,

The SIS project team completed testing of the new SIS electronic form and workflow process for the hiring of Academic Student Employees (ASE; including GSI, Tutors, and Readers) and Graduate Student Research (GSR) employees. Due to the highly complex nature of this process, we continued working on integrating all Student Records, Human Resources, Student Financials, and academic eligibility requirements to ensure all user needs are met. We expected to release the new SIS ASE and GSR hiring functionality in mid-September 2016 for Spring 2017 transactions.

What does this mean for Fall 2016 ASE and GSR hiring activities?

- For Fall 2016 hiring transactions, you would have continued to use the existing process and tools to convey the hiring information to CSS HR (e.g., “smartsheets,” ERSO system) and to communicate appointment offers (and amendments) directly to students.

- SIS Campus Solutions developed a report for hiring units to view most eligibility criteria for students -- GLOW reports will continue to reflect current appointment history.

- Tuition and Fee assessments will be processed in SIS Campus Solutions beginning in late July, based on a student’s enrollment.

- Once the Tuition and Fees are assessed, Fee Remissions will be posted in CalCentral.

- In late July, students can see other financial awards in CalCentral.
• GSAOs can view student awards and fee remission information by using their “View As” access to an individual student's CalCentral page.

Reminder: Partial SIS Functionality and Timing

UC Berkeley's transition to SIS was phased, occurring across a series of go-lives. Some features were first released with only some of the functions that exist in the final version. The SIS team then continued to build and improve each feature based on rollout plans and user feedback from students, staff, and instructors. Some features and information, such as visibility to graduate student awards in CalCentral, became available later than in prior years.

Virtual Drop-In Hours for Advisors

We want to help you in your transition to SIS. If you have questions about any of the new SIS tools, please join a SIS Training Virtual Drop-In Hours for Advisors. Thank you for all your patience, comments, and suggestions as we transition to the new SIS. We will keep you posted on further updates on SIS testing, training, and release information for the new tool.

Sincerely,

Student Information Systems Team
June 29, 2016

Graduate Loans, Awards, ASE and GSR Hiring Update Fall 2016 Awards and Fee Remissions Available in Late July

Dear GSAOs and campus partners,
Graduate Student Affairs Officers (GSAOs) will receive three emails this week with updates from SIS and Graduate Division about processes, timing, and new SIS functionality related to graduate students' financial information:

- This email includes Graduate Student Loans and Awards timing information.
- An email from Graduate Division includes details about a new SIS Campus Solutions Award Entry tool.
- An email from SIS gives an update about the new SIS ASE (including GSI) and (GSR) Hiring tool.

If you have questions or concerns about the SIS project, please email us at sis-project@berkeley.edu.

Timing of Graduate Student Loans and Awards

- Graduate students who filled out the 2016-17 FAFSA and are eligible for loans can now view and act on their loan offers in CalCentral.
- Graduate student awards will be posted in CalCentral in late July, after the new SIS Campus Solutions Award Entry tool is launched and departments have had an opportunity to enter that information into the new system.

IMPORTANT: Students who receive other funding sources will have their financial aid offer adjusted. If a...
student accepts a loan and it is disbursed, the student may be required to repay the portion of the loan(s) that exceeds the Cost of Attendance.

This week, we will publish this message in graduate students’ CalCentral dashboards.

2016-17 Financial Aid Loan Offers - Available Now
If you filed a 2016-17 Free Application for Federal Student Aid (FAFSA) and meet all federal aid eligibility requirements, your federal loans are now available in CalCentral. IMPORTANT: Students who have been awarded federal loans prior to the awarding and/or disbursement of additional resources, such as fellowships or outside scholarships, will have their federal loans adjusted. If you have a loan that was disbursed and you receive an additional resource, you may be required to repay a portion of your loan. You are encouraged to monitor your MyFinances section of CalCentral regularly for updates to your aid and your student account.

Fall 2016 Awards And Fee Remissions - Available In Late July 2016
In late July, the following information will be available for graduate students in CalCentral: 1) Fall semester 2016 awards from other sources (i.e., departmental funding, university funding, external awards, etc.) and 2) Fee Remissions associated with ASE and GSR appointments.

Questions and Support
Please contact your departmental advisor if you have questions. Click on the “Support” link below for technical assistance with CalCentral.

Award Entry Functionality in SIS Campus Solutions
- This week, GSAOs will receive an email from Graduate Division with information about the new SIS Campus Solutions Award Entry tool that will replace the fellowship components of GradLink/GLOW and Departmental Student Awards System (DSAS). The new tool is scheduled to be released in mid-July. After it goes live, 2016-17 graduate student awards will be posted in CalCentral. The email includes additional details, such as the temporary continuation of the Block Grant and Departmentally Restricted (DR) Awards Forms to help departments through this transition time. (A copy of this email will be posted next week on the SIS Advisors webpage.)

SIS Hiring of ASE (incl. GSI) and GSR
- This week, you will also receive an email from SIS with an update and details about the Fall 2016 ASE (including GSI) and GSR hiring process. This is a highly complex process. To ensure all user needs are met, the team is continuing to work on the new tool's development and new SIS ASE and GSR Hiring functionality will now be released in mid-September 2016 for Spring 2017 transactions.

Reminder: Partial SIS Functionality and Timing
UC Berkeley's transition to SIS is phased, occurring across a series of go-lives. Some features are first released with only some of the functions that will exist in the final version. The SIS team then continues to build and improve each feature based on rollout plans and user feedback from students, staff, and instructors. Some features and information, such as visibility to graduate student awards in CalCentral, will
be available later than in prior years.

A Message from Graduate Division

All students will get properly credited for all offered support for the fall semester and their stipends will be disbursed at the start of the semester. Many transactions that normally take place during the summer and well before instruction may take additional time this year. Thank you for your patience, understanding, flexibility, and collaboration.

Virtual Drop-In Hours for Advisors

We want to help you in your transition to SIS. If you have questions about any of the new SIS tools, please join a SIS Training Virtual Drop-In Hours for Advisors. The next sessions are on Friday, July 8 and Friday, July 15, from 9:30 A.M. to 11:00 A.M.

Thank you for your patience and collaboration as we work to improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,
Student Information Systems Team

TOPICS
Student Information Systems (SIS) 5.6 Release Now Available

June 27, 2016

Dear SIS system users and campus partners,

The SIS project team continues to make fast and steady progress toward our goal of consolidating over 100 legacy student information systems into one fully integrated solution. Despite the complexity of this project, we continue to be on track to complete the seven SIS Go-Lives in September of 2016, as originally scheduled. This is just the beginning. SIS is a highly complex set of processes, systems, and tools. Reaching the September goal will mark the beginning of a much larger, long-term effort to put the Berkeley student and faculty experience at the center of our processes and systems’ design.

We want to take a moment to say, Thank You. We know that the SIS project has already been disruptive. It represents a tremendous effort that impacts all UC Berkeley students, instructors, and staff who serve and advise students. The way we access student information and, in some cases, how we work is changing. Thank you for your engagement, your feedback, your patience, your constructive criticism, and your collaboration. We are learning a lot with each and every step. Every new SIS release and Go-Live brings us closer to our goal of improving Berkeley’s student experience.

Please join us in making the most of this transition and of this rare opportunity. With your help, we will continue to move forward in improving Berkeley’s student experience.

The SIS 5.6 Release is now available! Here is a summary of the main new CalCentral functionality:

**Students (and Delegates)**

*My Finances* Financial Aid and Scholarships
There is no new Financial Aid and Scholarships functionality with this release. However, undergraduate students can now act on their official 2016-17 Financial Aid packages in CalCentral. As a result, undergraduate students can now: 1) accept loans and 2) convert loans to Work Study awards and vice versa.

**My Finances** Billing Summary and Financial Resources

The Billing Summary section now displays Fall 2016 information:

- Billing and payment transaction details will display.
- If students have paid their SIR deposit, a credit balance will display.
- If no payments or charges have posted, a $0 balance will display.  

**IMPORTANT:** If a student has two amounts due listed under the Prior to Fall 2016 (for Spring and Summer 2016) and Fall 2016 sections of Billing Summary, the student must pay these bills separately. If the student combines and pays both charges together, the payment posting to the correct balance will be delayed. That will in turn result in the student receiving alerts for an unpaid bill, a late charge, and a Hold that will prevent the student from enrolling in classes.

New Financial Resources section functionality:

- Once fees have been assessed, eligible students can enroll in the Tuition and Fees Payment Plan (FPP). A participation fee applies.

**Future Billing** functionality

- Late July: Tuition and Fees will be assessed for students enrolled in units and students and delegates will be able to make online payments for Fall 2016.
- Early August: Students and delegates will be able to view the student's Official Monthly Statement via CalCentral.

**My Campus Academic Records Requests**

*My Campus* now includes an Academic Records Requests section where students Request Transcripts and Request Enrollment Verification

**My Academics** Book List

- We have corrected a data feed and students can now view available textbook information and images for their Fall 2016 class textbooks from the Book List section.
- *Profile* Emergency Contacts, Work Experience, and Residency
- Students can now view and edit Emergency Contacts and Work Experience in their Profile.
- Residency status display for Fall 2016 has been fixed.

**Staff**

My Finances Financial Resources

Advising Dashboard Semesters and Advising Resources

Advisors with View As access can view the Fall 2016 activity for a student. (See details above.)

Under Semesters, advisors can now review the student's semester section, including class, course title, and units for all academic history. Grades from previous terms will be available in mid-July

Under Advising Resources, advisors can now access the eForms Work Center, eForms Work List, and through the WebNow Documents link they can access imaged documents, such as external transcripts, test score documentation, and more.
Transfer Credit Processing Update
Since the last Go-Live, the transfer credit team has received and processed more than 1,000 inbound electronic transcripts (EDIs) for newly admitted and continuing students. The Admissions team will evaluate these transcripts against the students' self-reported data for accuracy and to ensure that students have fulfilled their requirements for admissions. This data will then be processed through the transfer credit rules that the team has built (primarily for California Community Colleges at this point), to determine the UC Berkeley course equivalencies, so that the credit can be appropriately applied toward their degree.

Instructors
My Academics Class Info, Enrollment, Rosters, Textbooks, Email, and more

From My Academics, instructors can see their Fall 2016 classes listed under the Teaching section. When an instructor clicks on a class, they can now see additional student information under the Class Info, Enrollment, and Roster tabs:

Class Info
Section Schedules now breaks out Recurring Schedules from Individual Sessions.
Instructors can now see textbook information and images for their adopted Fall 2016 class textbooks.

NOTE: Instructors will continue to submit textbook adoptions for their classes through berkeley.facultyportal.com.

Note on Partial Functionality
Berkeley's transition to the new SIS is phased, occurring across a series of Go-Lives. Some features are initially released with only some of the functions that will exist in the final version. The SIS team then continues to build and improve each feature based on rollout plans and user feedback from students, staff, and instructors.

Questions and Support
Please clear your browser cache before logging in to SIS Campus Solutions by following these instructions: [link removed].

Contact SIS Production Support if you have technical questions or need support:
- by phone at (510) 664-9000 option 6;
- by e-mail at sishelp@berkeley.edu or
- by submitting a Help Desk ticket

Join the SIS Training Virtual Drop-In Hours for Advisors, designed to assist advisors and their teams in their transition to the new SIS applications and processes. Visit SIS Known Issues to view and report system issues.

Upcoming Drop-In Hours: Friday, July 8 and Friday, July 15, from 9:30 A.M. to 11:00 A.M.
To join, go to https://bluejeans.com/228613074 from your browser.

Visit SIS Training to access training materials.
Visit the SIS website to review SIS updates and changes impacting students, advisors, and instructors.

Email sis-project@berkeley.edu if you have questions or concerns about the SIS project.

Thank you for your patience and collaboration as we work to improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,
Student Information Systems Team
Student Information Systems (SIS) 5.5 Release Now Available

Dear SIS system users and campus partners, The SIS 5.5 Release is now available! Here are examples of the new functionality:

**Staff**

- Cal Answers now sources data from SIS
  - Cal Answers is the analytical tool that provides access to the integrated campus data warehouse. The Cal Answers *Student Curriculum* and *Student Demographics & Outcomes* subject areas and associated dashboard reports are now available with Fall 2016 transactional student data and academic hierarchies pulled directly from SIS Campus Solutions.
  - Please visit the SIS Data in Cal Answers webpage for additional information on this change. You can also visit the Cal Answers Student Data webpage for general information on the reports.
  - If you experience any technical issues or have questions, please contact the Cal Answers Help Desk for assistance at [calanswers-help@berkeley.edu](mailto:calanswers-help@berkeley.edu) or (510) 664-9000 option 1, then 2.

- Undergraduate Advising Report for New Admits
  - The *Undergraduate Advising Report for New Admits* is now available for college and departmental advisors to identify students by intended plan who have been admitted and completed their SIR process, but have not matriculated yet.

- New Financial Aid *Number in College*
  - The behind-the-scenes process has been updated to automate the "Number in College"
calculation for financial aid needs analysis and packaging.

- New Enrollment Card for Fall Program for Freshmen (FPF)
  - The new Enrollment Card is designed to meet the specific needs of the FPF students. FPF students may take a discrete set of classes on the UC Berkeley and San Francisco campuses.

- Bug Fixes Performed
  - Fix to allow newly admitted students to view Status/Blocks and Holds details in CalCentral
  - Empty enrollment card fixes in CalCentral
  - Residency fixes for Haas in CalCentral
  - EDO DB Affiliates fix for campus integrations
  - Class and Student API enhancements and fixes for campus integrations

## Students

- There is no new functionality for students released today.
- Continuing undergraduate students can now view their 2016-17 conditional financial aid package and work study award in CalCentral.
- Newly admitted students can now view the details of their Status/Blocks and Holds in CalCentral.

## Instructors

- There is no new functionality for instructors released today.

## Note on Partial Functionality

Berkeley's transition to the new SIS is phased, occurring across a series of go-lives. Some features are initially released with only some of the functions that will exist in the final version. The SIS team then continues to build and improve each feature based on rollout plans and user feedback from students, staff, and instructors.

## Questions and Support

If you experience any problems with SIS, please let us know immediately. The project team is closely monitoring the system. If any problems or potential issues arise, we will do our best to address them as quickly as possible.

- Contact the Cal Answers Help Desk at calanswers-help@berkeley.edu or (510) 664-9000 option 1, then 2 if you have Cal Answers related questions or need support.
- Contact SIS Production Support if you have technical questions or need SIS or CalCentral support:
  - by phone at (510) 664-9000 option 6;
  - by e-mail at sishelp@berkeley.edu; or
  - by submitting a Help Desk ticket
- Join the SIS Training Virtual Drop-In Hours for Advisors, designed to assist advisors and their teams in their transition to the new SIS applications and processes.
Upcoming Drop-In Hours: Friday, June 3 and Friday, June 10, from 9:30 A.M. to 11:00 A.M.

- Visit the SIS Enrollment webpage for Newly Admitted Students for updates.
- Visit the SIS website to review SIS updates and changes impacting students, advisors, and instructors.
- Visit SIS Known Issues to view and report system issues.
- Visit SIS Training to access training materials.
- Email sis-project@berkeley.edu if you have questions or concerns about the SIS project.

Thank you for your patience and collaboration as we work to improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team
Dear SIS system users and campus partners,

The SIS 5.4b Release is now available! Here are examples of the new functionality:

**Staff**

- New Multi-Year Planner Tool Preview for Advisors
- Limited Advisor Preview Access

The Multi-Year Planner is now available to SIS users with Advisor Role access, only. Advisors can become familiar with the new tool now, ahead of the September launch to students.

- Mid-September 2016 Release to Students
  We will launch the Multi-Year Planner to students in mid-September.
  We planned to rollout a limited version of this tool to students today. Based on your feedback, we decided to postpone the launch until full functionality is available. Thank you for your feedback.

- Designed Mainly for New Students
  This tool is designed to help create a path for students to achieve their academic goals. Starting in mid-September, new students will be able to use the Multi-Year Planner to map out and discuss their coursework plan with their advisor. Students can adjust it, based on changing needs and interests, as they work to complete their degree requirements.
  - Many continuing students have already created a multi-year plan with their advisor. Starting in mid-September, these students can choose to manually add this information to their new Multi-Year Planner, so it can be accessed in CalCentral.
Help Us Improve.
  - Give Us Your Feedback.
    If you advise students, please test out this tool and provide feedback to the SIS Advising Team. Your early feedback will give us insights into what works and what could be better, so we can make adjustments for an improved Multi-Year Planner release to students. (Note: This is a preview version. The team has already identified some issues and we are working to resolve them.)
    Students • There is no new functionality for students released today.

Instructors

There is no new functionality for instructors released today.

Note on Partial Functionality

Berkeley's transition to the new SIS is phased, occurring across a series of go-lives. Some features are initially released with only some of the functions that will exist in the final version. The SIS team then continues to build and improve each feature based on rollout plans and user feedback from students, staff, and instructors.

Questions and Support

If you experience any problems with SIS, please let us know immediately. The project team is closely monitoring the system. If any problems or potential issues arise, we will do our best to address them as quickly as possible.

Contact SIS Production Support if you have technical questions or need support: • by phone at (510) 664-9000 option 6;
  - by e-mail at sishelp@berkeley.edu or
  - by submitting a Help Desk ticket
  - Join the SIS Training Virtual Drop-In Hours for Advisors, designed to assist advisors and their teams in their transition to the new SIS applications and processes.
    - Upcoming Drop-In Hours: Friday, June 3 and Friday, June 10, from 9:30 A.M. to 11:00 A.M.
    - Visit SIS Known Issues to view and report system issues.
    - Visit SIS website to review SIS updates and changes impacting students, advisors, and instructors.
    - Visit SIS Training to access training materials.
    - Email sis-project@berkeley.edu if you have questions or concerns about the SIS project. Thank you for your patience and collaboration as we work to improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team
Student Information Systems (SIS) 5.4 Release Now Available

May 16, 2016

Dear SIS system users and campus partners,

The SIS 5.4 Release is now available! Here are examples of the new functionality:

**Students**

New Enrollment Card labels
- Based on student feedback, we renamed the Enrollment Card labels to better reflect the actual tools students can access at each step of the enrollment process.

Additional Delegated Access functionality
- Students can remove Delegated Access they previously granted to an individual.
- Individuals with Delegated Access can view Academic Dates and Deadlines.

Additional Status, Blocks, and Holds functionality
- California Residency status is now displayed.

**Staff**

New Student Lookup functionality
- In the Advising Dashboard, staff with SIS Advisor Role ("advisors") can now lookup a student by
5.4 Release Now Available | Student Information Systems

name, UID, or SID; save frequently viewed students; and see the Student Overview.

The Student Overview page includes important student information, such as the student's Personal Summary, Major(s), University Requirements, Class Enrollment and Waitlist status, Final Exam Schedule. Advisors can also add Service Indicators and assign an advisor to the student.

Instructors

New Waitlist information

Instructors can now view their fall semester 2016 Class Waitlist information from the instructor's class selection under the My Academics Enrollment tab.

Note on Partial Functionality

Berkeley's transition to the new SIS is phased, occurring across a series of go-lives. Some features are initially released with only some of the functions that will exist in the final version. The SIS team then continues to build and improve each feature based on rollout plans and user feedback from students, staff, and instructors. One example is the Multi-Year Planner that the SIS team is currently developing for new students. At first, students will be able to use it for planning their fall 2016 courses only; but by September 2016, it will be fully functional as a Multi-Year Planner.

Questions and Support

If you experience any problems with SIS, please let us know immediately. The project team is closely monitoring the system. If any problems or potential issues arise, we will do our best to address them as quickly as possible.

Visit the SIS website for more information and updates SIS changes that impact students, advisors, and instructors.

- For training materials, visit sisproject.berkeley.edu/team/training.
- If you have any questions or concerns about the SIS project, please email sis-project@berkeley.edu.
- If you have SIS technical questions or need support, please contact SIS Production Support by phone at (510) 664-9000 option 6; by e-mail at sishelp@berkeley.edu; or by submitting a Help Desk ticket.

Thank you for patience and help as we work to improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,

Student Information Systems Team

TOPICS
Dear SIS system users and campus partners,

SIS Campus Solutions and corresponding CalCentral functionality are available since 9:15 A.M. today, May 1.

The SIS 5.3 Release includes behind-the-scenes system updates that do not directly impact students, instructors, or staff. The next release is scheduled for May 15. We will email you in advance with information about the next SIS scheduled outage times.

**Actions**

- Please clear your browser cache before logging in to Campus Solutions by following these instructions: [link removed].

**Questions and Support**

If you experience any problems with SIS, please let us know immediately. The project team is closely monitoring the system. If any problems or potential issues arise, we will do our best to address them as quickly as possible.

- Please visit the new sis.berkeley.edu website for updates.
- If you have any questions or concerns about the SIS project, please email sis-project@berkeley.edu.
- If you have SIS technical questions or need support, please contact SIS Production Support by phone.
at (510) 664-9000 option 6; by e-mail at sishelp@berkeley.edu or by submitting a Help Desk ticket.

Thank you for helping us improve Berkeley’s student experience through the implementation of the new SIS.

Sincerely,
Student Information Systems Team
TO: MEMBERS OF THE ACADEMIC SENATE ADVISORY COMMITTEE TO STUDENT INFORMATION SYSTEMS (SIS) - (ASAC-SIS)

SUBJECT: Welcome and Initial Committee Activities

Dear Colleagues,

Thank you for agreeing to serve on the Academic Senate Advisory Committee to the Student Information Systems (SIS) - (ASAC-SIS). This newly formed committee advises the Academic Senate on matters related to the SIS. The committee’s purpose is to provide guidance and input on faculty needs and perspectives, to assure that the systems’ design is in accordance with academic policies and practices, and to ensure proactive faculty involvement in current and long term design development that impacts academic processes.

Background:

The Student Information Systems (SIS) project is implementing an integrated campus-wide system to replace a number of aging, disparate and internally built systems. The SIS scope includes data processes related to admissions, advising, class registration, enrollment management, grading, financial aid, and billing and payment. The project has a strong commitment to providing an improved user experience for faculty, students and staff, and to deliver tools and technology that are sustainable, secure, and scalable to meet Berkeley’s future needs.

Examples of SIS functionality and associated processes that are of direct interest to faculty:

- Grading
- Prerequisites
- Waitlist management
- Class rosters and communication
These and other issues will be discussed to assure that the SIS is informed and aware of faculty needs.

Next Steps:

Due to the accelerated timeline of the project we still hope to schedule an initial meeting by May 6th, to review SIS project background, current status, and remaining scope. Subsequent steps and logistics will be discussed and decided during that meeting. Andreas Pinterits, SIS Change Management Lead, will provide staff support for our committee and will be contacting you to coordinate scheduling. While the immediate need focuses on near term functionality, the committee will retain its role beyond the initial system releases to provide continued faculty guidance for subsequent modifications and best operational practices.

The knowledge and service you bring to this committee are greatly appreciated and will help us provide a strong faculty perspective to the SIS.

I look forward to seeing you at our first meeting.

Oliver O'Reilly

Professor of Mechanical Engineering Chair, Academic Senate Advisory Committee to SIS

oreilly@me.berkeley.edu

(510) 642-0877
Hello from UC Berkeley!

Along with our partners at CalCentral (the Berkeley student portal), we have important news to share.

Due to a May 1 CalCentral scheduled system outage, the deadline to accept your offer of admission and submit your Statement of Intent to Register (SIR) has been extended. (SIRs are no longer due on Sunday, May 1.)

**The deadline to submit your SIR is now Monday, May 2 at 11:59 P.M. P.D.T.**

**CalCentral Sunday, May 1 Outage Times:**

- CalCentral will have service delays on Sunday, May 1, from 5:30 A.M. to 8:00 A.M. P.D.T. (You can SIR during this time, but you will not receive confirmation until CalCentral is back up.)
- CalCentral will be unavailable on Sunday, May 1, from 8:00 A.M. to 10:30 A.M. P.D.T.

Watch the CalCentral Getting Started Video for Newly Admitted Students for step-by-step instructions on how to:

- Review and accept Terms of Admission
- View your Financial Aid and Scholarship package offer
- Accept your offer of admission: Submit your Statement of Intent to Register (SIR)
- Create a CalNet I.D. to enter CalCentral as a UC Berkeley Student

**Questions and Support:**
• Visit the Student Information Systems (SIS) Newly Admitted Students webpage for CalCentral updates.
• If you need technical assistance with CalCentral, email sishelp@berkeley.edu.
• For in person support, please go to Cal Student Central.

We apologize for the inconvenience and hope that you will use the extra time to explore all the many reasons to become the newest Golden Bear!

Thanks and GO BEARS!

Sincerely,
Office of Undergraduate Admissions and
Student Information Systems (SIS) | CalCentral
UC Berkeley
April 27, 2016

Effective Mid-July 2016, DSAS users will create and adjust awards in SIS Campus Solutions for 2016-17 and beyond

Dear DSAS users and campus partners,

As part of the new Student Information Systems (SIS) implementation, SIS is developing a comprehensive award entry component in SIS Campus Solutions that will replace UC Berkeley’s Departmental Student Awards System (DSAS).

DSAS users will receive access to SIS Campus Solutions and be able to enter 2016-17 awards beginning in July 2016. We understand that this is later than prior years and appreciate your patience as we transition to the new system. Additional information will be communicated in the coming months.

New Terms Available in SIS Campus Solutions Effective July 2016:

Effective July 2016, current DSAS users will be able to create new awards, or make adjustments to existing awards in SIS Campus Solutions for the following terms:

- Fall 2016
- Spring 2017
- Summer 2017
Terms Unavailable in DSAS Effective Mid-July, 2016:

Effective Mid-July, 2016, DSAS users will not be able to make adjustments to existing awards in DSAS for the following terms:

- Fall 2014
- Spring 2015
- Summer 2015

Terms Unavailable in DSAS Effective October 1, 2016:

Effective October 1, 2016, DSAS users will not be able to create new awards or make adjustments to existing awards in DSAS for the following terms:

- Fall 2015
- Spring 2016
- Summer 2016

Action

Please have any new awards or adjustments for these terms routed and reviewed before the deadlines for each of the respective terms.

Questions and Support

- For general information about the SIS project, please visit the SIS project website.
- For information on how the SIS changes impact students, instructors, and advisors, please visit the sis.berkeley.edu website.
- If you have any questions or concerns about the SIS project, please email sis-project@berkeley.edu.
- If you have SIS technical questions or need support, please contact SIS Production Support by phone at (510) 664-9000 option 6; by e-mail at sishelp@berkeley.edu; or by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident.

Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,
The Student Information Systems Team

TOPICS
Graduate and Professional Students Phase I Enrollment Starts on April 26!

Phase I enrollment appointments for most graduate and professional school students start next Tuesday, April 26. Beginning with fall semester 2016, class enrollment will take place through CalCentral, as part of the Student Information Systems (SIS) implementation. Please review the important information about enrollment below. Watch the short SIS video to learn more about SIS.

Enroll early to be eligible for Berkeley appointments, stipends, services

To be eligible for certain university services and opportunities, you need to enroll early. Even if you are only enrolling in non-classroom courses, such as independent research and writing units, you still need to enroll. Un-enrolled students will not be eligible to: 1) be hired for academic appointments (e.g., GSI, GSR, etc.); 2) receive stipend(s) from university fellowships and grants; or 3) access to some university services and programs (e.g., university health, counseling and psychological services, library, etc.).

Check your Holds in CalCentral -- some may prevent you from enrolling

Check your CalCentral page to find out if you have any holds that may prevent you from enrolling, and for information on how to remove each hold. There are different types of holds: administrative, academic, financial, etc. Contact your department advisor for further assistance.

The SIS Students Enrollment webpage has important information, such as:

- Longer Appointment Windows
- Enrollment Time Conflict process
- Maximum Unit Caps
- Course Level Restriction enforcement
- Final Exam Schedule posting timing
- CalCentral demos and support
Important:

Graduate and professional students from the following programs are on a different fall semester 2016 enrollment schedule or use different processes and tools: Haas School of Business MBA, EMBA, EW MBA; School of Optometry OD; School of Information MIDS; School of Public Health OOMPH; and Goldman School of Public Policy MPA. If you received this email as a forward or are a student of one of these programs, please check with your department for more information about enrolling for classes.

Questions & Support

We know how important it is to have a reliable system for enrolling in the best classes available to you, and we appreciate that the new system requires learning a new way to plan and enroll in classes. As you dive into fall semester 2016 enrollment, please email us right away at sishelp@berkeley.edu if you experience any technical issues or need assistance. We will do our best to quickly address technical problems and to improve your CalCentral experience over time.

As you become familiar with the new system, here are some tools to help you through this transition:

- SIS Graduate & Professional Students Enrollment webpage
- SIS Students Enrollment webpage
- SIS Students webpage
- CalCentral videos
- CalCentral technical help sishelp@berkeley.edu
- SIS feedback sis-project@berkeley.edu
- Advisor support
Dear Advisors and campus partners,

On Tuesday, April 26, some graduate and professional students will begin enrolling in fall semester 2016 classes through CalCentral.

The SIS implementation brings with it many enrollment process and system changes for the campus. Later today, we will email the following information about key enrollment changes and support to graduate and professional students who follow the standard enrollment process and timing in CalCentral.

Here are some of the key pieces of enrollment information that will impact graduate and professional students:

**Students**

- Students must enroll early to be eligible for appointments, stipends, services

  To be eligible for certain university services and opportunities, graduate and professional students need to enroll early. Even if they are only enrolling in non-classroom courses, such as independent research and writing units, students still need to enroll. Un-enrolled students will not be eligible to:

    1) be hired for academic appointments (e.g., GSI, GSR, etc.);
    2) receive stipend(s) from university fellowships and grants;
    3) access to some university services and programs (e.g., university health, counseling and psychological services, library, etc.).
Students should check their Holds in CalCentral. Holds may prevent enrollment for select Graduate and Professional Students. Graduate and professional students should check their CalCentral page to find out if they have any holds that may prevent them from enrolling, and for information on how to remove each hold. There are different types of holds: administrative, academic, financial, etc.

Students will now have more time to register during each enrollment phase. Rather than only having a 24-hour window to register, enrollment windows will start at the student's appointment time and close at the end of each enrollment phase.

Students appointment priority will be assigned based on number of terms completed, not units. Transfer students will carry a four-term credit.

Students can no longer automatically enroll in two classes that meet at the same time. If they attempt to enroll or waitlist in two classes that have conflicting time schedules, they will be prompted to submit a request form to override the time conflict restriction. The form will be processed by the SIS support team.

Advisors

Advisors have access to a set of student enrollment reports that feature both summary and detailed views of students’ enrollment activity in the new SIS.

When a student attempts to enroll or waitlist in two classes that have conflicting time schedules, they will be prompted to submit a request form to override the time conflict restriction.

More Enrollment Information

Please direct graduate and professional students to the SIS Graduate & Professional Students Enrollment webpage for more information about the changes to the enrollment process including: longer appointment windows, enrollment appointment priority, enrollment time conflict process, waitlist time conflict process, unit caps will be enforced, course level restriction enforcement, final exam schedule, and more. We will update this webpage regularly to reflect the latest information.

Help Us Address System Issues

We are receiving early insights into enrollment system issues reported by students and we are actively working to resolve them. We welcome this feedback. If a student you support discovers an unresolved technical issue, please encourage the student to email sishelp@berkeley.edu immediately, so we can identify and resolve each issue as quickly as possible. We aim to be very transparent. Soon, we will launch a webpage with information about key enrollment related system issues and resolution plans.

Questions and Support

- Visit the new sis.berkeley.edu website for information on how the SIS changes impact students, instructors, and advisors.
- Visit the SIS Graduate & Professional Students Enrollment webpage for information about graduate and professional student enrollment.
- Visit the SIS project website for information about the project.
- Email sis-project@berkeley.edu if you have questions or concerns about SIS project.
- If you have SIS technical questions or need support, please contact SIS Production Support by phone.

https://sis.berkeley.edu/enrollment-phase-i-starts-tuesday-april-26-select-graduate-and-professional-students
Enrollment Phase I starts Tuesday, April 26 for select Graduate and Professional Students | Student Information Systems

at (510) 664-9000 option 6; by e-mail at sishelp@berkeley.edu; or by submitting a Help Desk ticket at https://berkeley.service-now.com/ess/create_incident.

Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,

Angela Blackstone, Associate Chief Information Officer and Senior Project Executive, Student Information Systems
Karen Kato, Implementation Director, Student Information Systems
Dear Colleagues,

On April 5, Fiona Doyle, Bob Jacobsen, and I emailed all instructors information about changes that will impact the UC Berkeley community, as a result of the new Student Information Systems' (SIS) implementation.

Here is what you can do to help make this a seamless transition. In your next unit meeting, please encourage instructors to:

1) Bookmark and regularly visit the SIS Instructors and Students webpages for updates
2) Read the April 5 email to instructors
3) Watch the 3-minute SIS video
4) Direct students with new system questions to the SIS Students webpages
5) Report SIS technical issues by email: sishelp@berkeley.edu

Starting now with class enrollment in CalCentral — and as we get deeper into fall semester 2016 activities — students, instructors, and staff will inevitably uncover issues that will need to be resolved. Your patience, collaboration, and support will be invaluable in helping make this a smooth transition. Consolidating and modernizing over 100 disparate systems into one integrated SIS solution will not always be easy, but it is very important for Berkeley’s future.

The SIS project team welcomes feedback and is working quickly and diligently to resolve issues as they arise. For SIS questions, comments, or concerns, please email the project team at sis-project@berkeley.edu. To view the new searchable schedule of classes, go to schedule.berkeley.edu.
Thank you in advance for your assistance with this critical campus effort to improve the student experience.

Best regards,

Catherine P. Koshland
Vice Chancellor for Undergraduate Education
SIS Executive Steering Committee member
Student Information Systems (SIS) - 5.2 Release is Now Available

Dear SIS system users and campus partners,

The SIS 5.2 Release is now available! Here are examples of the new 5.2 Release functionality:

**Staff**

- Advisors and Enrollment Managers will have access to a set of student enrollment reports that feature both summary and detailed views of students’ enrollment activity in the new SIS.
- Phase I enrollment appointments start April 18 in CalCentral.*
- When a student attempts to enroll in two classes that have conflicting time schedules, they will be prompted to submit a request form to override the time conflict restriction. Time Conflict Enforcement (TCE) enrollment overrides will be processed internally by the SIS support team. (Visit the SIS Students Enrollment webpage for more information.)
- Please direct students with questions to the SIS Students Enrollment webpage for information and resources about the new enrollment tools and processes in CalCentral.
- Students who experience unresolved technical issues in CalCentral should e-mail at sishelp@berkeley.edu for assistance.

**Students (in CalCentral)**

- In the past, students could only enroll during their 24-hour appointment windows. In the new system, students will be able to enroll in fall semester 2016 classes from the start of their Phase I appointment to the end of each enrollment phase. Phase I starts April 18 and ends July 15, 2016.*
• Students' appointment priority is now assigned based on number of terms completed, not units. Transfer students will carry a four-term credit.
• Unit Caps for undergraduate (10.5 units for Phase I and 16 units for Phase II) and graduate (12 units for Phase I and 20.5 units for Phase II) students are now enforced.
• Departmental restrictions that prevent undergraduate students from enrolling in graduate courses are now enforced.
• Students can no longer automatically enroll in two classes that meet at the same time. If they attempt to enroll in two classes that have conflicting time schedules, they will be prompted to submit a request form to override the time conflict restriction. The form will be processed by the SIS support team.
• Please direct students with questions to the SIS Students Enrollment webpage for information and resources about the new enrollment tools and processes in CalCentral.
• Please visit the SIS Students Enrollment webpage to review important information about enrolling for fall semester 2016 classes through CalCentral, including:
  o Enrollment Time Conflict process
  o Maximum Unit Caps
  o Course Level Restriction enforcement
  o Final Exam Schedule posting timing

Instructors

• Connect to schedule.berkeley.edu to view PDF versions of the fall semester 2016 Schedule of Classes. Soon, a searchable schedule of classes will be available.
• CalCentral is replacing class administrative functionality that was previously available on Bear Facts for fall semester 2016 classes.
• From their CalCentral My Academics tab, Instructors will be able to view a history of their previously taught classes.
• From their CalCentral My Academics tab, 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 it continues to be UC Berkeley’s official campus Learning Management System (LMS).
• Visit the SIS website for more information and updates SIS changes that impact instructors.

Questions and Support

If you experience any problems with SIS, please let us know immediately. The project team is closely monitoring the system. If any problems or potential issues arise, we will do our best to address them as quickly as possible.

• Please clear your browser cache before logging in to SIS Campus Solutions.
• For updated 5.2 Release information, please visit the SIS 5.2 Release webpage.
• Please direct students with questions to the SIS Students Enrollment webpage for information and resources about the new enrollment tools and processes in CalCentral.
• Students who experience technical issues in CalCentral can e-mail at sishelp@berkeley.edu for assistance.
• For information on how the SIS changes impact students, instructors, and advisors, please visit the

https://sis.berkeley.edu/52-release-now-available[1/10/19, 10:00:15 AM]
new sis.berkeley.edu website.

- If you have any questions or concerns about the SIS project, please email sis-project@berkeley.edu.
- If you have SIS technical questions or need support, please contact SIS Production Support by phone at (510) 664-9000 option 6; by e-mail at sishelp@berkeley.edu; or by submitting a Help Desk ticket.

Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,
Angela Blackstone, Associate Chief Information Officer and Senior Project Executive, Student Information Systems
Karen Kato, Implementation Director, Student Information Systems

TOPICS
Get ready for Phase I Enrollment now!

The start of Phase I appointments is only a few days away. To help you plan, please review the important information below about enrolling for fall semester 2016 classes in the new system through CalCentral.

We understand how important it is to have a reliable system for enrolling in the best classes available to you, and we appreciate that you need to learn a new way to plan your schedule and to enroll in classes. As you dive deeper into fall semester 2016 enrollment, please email us right away at sishelp@berkeley.edu if you experience any technical issues or need assistance. We will do our best to quickly address any immediate technical problems and to continually improve your CalCentral experience over time.

Visit the SIS Students Enrollment webpage now for important information, including:

- Longer Appointment Windows
- Enrollment Time Conflict process*
- Waitlist Time Conflict process*
- Maximum Unit Caps
- Course Level Restriction enforcement
- Final Exam Schedule posting timing

Questions & Support

As you become familiar with the new system, here are some tools to help you through this transition:

- SIS Students Enrollment webpage
- CalCentral videos
- SIS Students webpage
ASUC's berkeleyme
CalCentral technical help sis-help@berkeley.edu
SIS feedback sis-project@berkeley.edu
Advisor support
The SIS Students Enrollment webpage has information about enrolling or waitlisting for classes with
time conflict.

During the coming months, we will continue to expand CalCentral functionality and make improvements to
address technical concerns. We appreciate your patience as we transition to the new system and work to
improve your Berkeley experience. Best regards,

Student Information Systems (SIS) and CalCentral teams
April 5, 2016

SIS Update: Class roster, grading, and more in CalCentral | Bear Facts is going away

Dear UC Berkeley Instructors,

Berkeley's new Student Information Systems' (SIS) implementation is well underway and students are beginning to use CalCentral as their new front-end portal for accessing all of their information on admissions, enrollment, financials, records, and more -- all in one place.

Over the coming months, we will go through significant changes to make this important work possible. The SIS team and key campus partners from across all areas have been working very hard to make it a smooth transition for everyone. However, despite best efforts, we know that not everything will work perfectly at first. As it is to be expected of any project of this magnitude and impact, there will be bugs, issues will be raised, and fixes will be needed.

All students, and every staff and instructor who supports students, will be impacted. As we move through this change, we ask that you please stay involved, be patient, and be supportive of one another and of those around you.

Ultimately, our goal for the campus is to consolidate and modernize over 100 disparate systems into one integrated SIS solution, so we can better serve our students with more reliable, accurate, and secure student systems and data. If you haven't yet, please take a moment to watch the short new SIS video to learn more about the project. By September 2016, SIS will have replaced Tele-BEARS, Bear Facts, MyFinAid, CARS, DARS, and many other existing systems, as SIS becomes Berkeley’s new fully integrated student information system of record.

Beginning with fall semester 2016 registration, you will access all of your instructor class information, roster,
and grading needs through CalCentral. The SIS project team has created a set of online resources to help
the campus community through this transition, including SIS Students, Instructors, Advisors,
and Reporting webpages. They will be updating these webpages regularly with the latest information, dates,
and resources available for you.

Thank you for your patience and collaboration as we work to improve UC Berkeley’s student experience.

Sincerely,

Cathy Koshland  
SIS Executive Steering Committee and Vice Chancellor, Undergraduate Education

Fiona Doyle  
SIS Steering Council Co-Chair and Dean, Graduate Division

Bob Jacobsen  
SIS Steering Council Co-Chair and Interim Dean of Undergraduate Studies in the College of Letters &
Science and Professor of Physics
Student Information Systems

Email to SIS leadership and campus partners

From: Student Information Systems <sis-project@berkeley.edu>
Date: Tue, Apr 5, 2016
To: SIS leadership and campus partners
Subject: Email to SIS leadership and campus partners

Student Information Systems (SIS) Update: FYI - April 5 Email to Instructors

Dear SIS leadership and campus partners,

For your information, the following SIS CalMessage went out to all UC Berkeley Instructors today, April 5, 2016 from SIS executive leaders, Cathy Koshland, Fiona Doyle, and Bob Jacobsen.

Click to view a copy of today's "SIS Update: Class roster, grading, and more in CalCentral | Bear Facts is going away" email to instructors [link removed].

Note: All instructors and advisors received a copy of the original email directly in their inbox.

Information and Support

For the latest information on the SIS project, please visit our new sis.berkeley.edu website.

- Learn about Known Issues
- Report an Issue
- Visit the SIS Students, Instructors, and Advisors webpages
- Watch the new 3-minute SIS video
- Email questions, feedback, or concerns about the SIS project to sis-project@berkeley.edu

Thank you for your involvement, patience, and support. With your collaboration, we will continue to improve UC Berkeley’s student experience.

Sincerely,

The SIS Team

TOPICS
Plan for fall 2016 and explore *My Academics* now!

Get ready for your Phase 1 Enrollment Appointment! Start viewing the Schedule of Classes and selecting the fall semester 2016 classes you are interested in in CalCentral.*

Beginning with fall semester 2016 registration*, you will access all of your enrollment needs in one place: CalCentral.

Watch the short Student Information Systems (SIS) video to learn more about the project that is making this and other CalCentral improvements possible.

**Important fall 2016 dates**

Available in CalCentral:

March 22:
Phase I and II Enrollment Appointment dates posted

March 28:
Schedule of Classes available
Schedule Planner available

April 18 - July 14:
Phase I Enrollment Appointments

July 15 - August 12:
Phase II Enrollment Appointments

New in My Academics for fall 2016 enrollment:

View alerts to see and act on your Holds and Blocks** right from your CalCentral profile. Holds replace Advising Codes starting with fall semester 2016. 1. Plan with your multi-year academic Planner (available later in the Fall)

1. Explore the fall 2016 Schedule of Classes and add selections directly to your shopping cart
2. Schedule an optimal semester using Schedule Planner and then export classes to your Shopping Cart
3. Decide which classes to enroll in from your Shopping Cart to complete your enrollment during your appointment window
4. Adjust classes using Add/Drop/Swap selections

Enjoy longer enrollment appointment windows. Beginning with fall semester 2016 enrollment, you will be able to enroll from the start of your appointment to the end of each phase, e.g. through July 14 for Phase I.

Tip: You can now grant delegated access to trusted individuals in CalCentral so they can view your information or pay your bills online.

Questions and Support

- Submit a Cal Student Central ticket at studentcentral.berkeley.edu/open-case if you need technical assistance.
- If you are not using CalCentral yet, watch this video to Get Started with CalCentral.
- Visit the newSIS Student Webpage for more information on enrollment and other SIS changes you will see in CalCentral.
- Follow CalCentral on Facebook or Twitter to see the latest updates.

Happy Fall Semester Enrollment!

CalCentral and Student Information Systems teams

*Students enrolling in summer 2016 will continue to use Tele-BEARS. This schedule and process does not apply to some graduate programs and professional schools who follow different enrollment cycles.

**As we transition to CalCentral, you will see spring 2016 and summer 2016 “Blocks” (coming from Bear Facts) and fall 2016 “Holds” in CalCentral.
Student Information Systems (SIS) Update: New CalCentral Tools for Undergraduate Students

Dear SIS users with Advising Role access,

As you know by now, beginning with fall semester 2016 UC Berkeley undergraduate students will access their admissions, enrollment, financials, and records information in one online location: CalCentral.

Earlier this month, the SIS Executive Committee sent two SIS CalMessages to the Berkeley community: one about the Exciting Changes for Fall 2016 (related to Tele-BEARS going away) and another one announcing new Go-Live 5 functionality.

This morning, we will email undergraduate students information about new tools available to them for their fall semester 2016 enrollment process in CalCentral. Click to view a copy of today's "Fall 2016 Enrollment for Undergraduate Students in CalCentral" email to students.

Attention for Graduate Advisors

- More information about graduate and professional student enrollment will be available soon.

Highlights for Students

Available now in CalCentral:

- Fall semester 2016 class planning with Schedule Planner and Schedule of Classes
Onboarding messages and checklists for incoming students
Financial aid package information for incoming students
Profile information
Ability to set up delegated access for finances and academics

Available at a later date in CalCentral:

- Fall semester 2016 billing and payment - available in July
- New advising appointments - available in August

For more information, visit the SIS Student Webpage.

In the next few days, we will email advisors and instructors with additional information about the SIS tools that will be available to support students through their Berkeley experience.

Information and Support

We hope you have been finding new SIS tools, like the "View as Student" access, helpful in your work supporting students. As it is true of any major technology change like the one we are experiencing at Berkeley, it will take time to adjust to the new system. We appreciate in advance your patience and collaboration as we work to fine tune the new functionality and complete our replacement and consolidation of over 100 Berkeley student systems, websites, and applications into one fully integrated solution, in the coming months.

If you experience any problems with any of the SIS tools, please let us know immediately. The project team is closely monitoring the system and doing our best to address any problems or potential issues that may arise as quickly as possible.

Here are some resources to assist you:

- Training (including webinars, job aids, and more)
- Learn about known issues
- Request Technical Support
- Visit SIS Student Webpage, SIS Advisors Webpage, SIS Faculty Webpage, SIS Reporting Webpage for more information.
- Watch the new Student Informations Systems Video to learn more about this project.
- If you have questions, feedback, or concerns about the SIS project please email sis-project@berkeley.edu.

Thank you for your involvement, patience, and support. With your collaboration, we will continue to improve UC Berkeley’s student experience.

Sincerely,

The SIS Team

TOPICS
March 21, 2016

Dear Campus Community,

Today, we reach a major milestone in the implementation of UC Berkeley’s new Student Information Systems (SIS). The fifth of seven project “Go-Lives” is now available — 24 hours ahead of schedule!

Here are some examples of the new Go-Live 5 SIS functionality:

- Students can now view their enrollment appointments (available today) and enroll in fall semester 2016 classes in CalCentral. Other new CalCentral features include: scheduling advisor appointments; giving delegated access to selected trusted individuals; paying university bills with a credit card; and having all financial aid and billing information in one place. Visit sis.berkeley.edu/students for more information.

- Staff with advising roles can now assign students to an academic advisor; view and release student “Holds;” and access other relevant student data. Bear Facts reporting users will be able to view selected student data reports in the Reporting Center.

- Instructors will be able to view Class Rosters for fall semester 2016 starting on April 18 and will have access to view relevant student data through SIS Campus Solutions.

Visit the SIS Go-Live 5 webpage for more information on:

- Who’s Impacted by Go-Live 5 and How
- Go-Live 5 Training Information
- What’s Next for the SIS Project

If you have any questions or comments about the SIS project, please email sis-project@berkeley.edu.

Thank you for your patience and collaboration as we work to improve Berkeley’s student experience through the implementation of the new SIS.
Sincerely,

SIS Project Executive Steering Committee

Harry Le Grande, Vice Chancellor, Student Affairs
Larry Conrad, AVC, Information Technology and Chief Information Officer
Cathy Koshland, Vice Chancellor, Undergraduate Education
Rosemarie Rae, AVC, Finance and Chief Financial Officer

TOPICS
(SIS) Campus Solutions is now available

Dear SIS system users and campus partners,

We are excited to inform you that the fifth of seven SIS launches is now available -- 48 hours ahead of schedule! Here are some examples of the new Go-Live 5 SIS functionality:

Students (in CalCentral)

- View fall semester 2016 enrollment appointment dates -- available on March 22
- Schedule and view Advisor Appointments
- View and edit Profile information, including Residency
- Give “Delegated Access” to selected trusted individuals
- Pay fall semester 2016 enrollment fees and other expenses using a credit card
- Freshmen receive Undergraduate Admissions decision information on March 24
- View Schedule of Classes for fall semester 2016 -- available on March 28
- Enroll in fall semester 2016 classes -- enrollment appointments begin April 18
- View available 2016-17 Financial Aid awarding cycle information -- available between late April and May

Faculty (all instructors, including lecturers and GSIs)

- View Class Rosters for fall semester 2016 through SIS Campus Solutions -- available April 18
- Faculty Advisors will have the option to review students’ planned course schedule and related data
**Staff**

- Those with advising roles can assign students to an academic advisor, access the Reporting Center, view and release student “Holds,” and have “View as Student” access to non-private student data.
- Bear Facts reporting users will be able to view select student data reports.
- (Bear Facts will continue to be available for “view only” access through September 2016.)

**Questions and Support**

If you experience any problems with SIS, please let us know immediately. The project team is closely monitoring the system. If any problems or potential issues arise, we will do our best to address them as quickly as possible.

- For more information about this go-live, please visit the SIS Go-Live 5 webpage.
- For information on how and when the SIS changes will impact students, visit sis.berkeley.edu/students.
- If you have questions, feedback, or concerns about the SIS project, please email sis-project@berkeley.edu.
- If you have SIS technical questions or need support, please contact Campus Shared Services IT (CSS IT) by phone at (510) 664-9000 option 1, then 2; by e-mail at sishelp@berkeley.edu; or by submitting Help Desk ticket.

An official CalMessage from the SIS Project Executive Steering Committee will go out to the campus community tomorrow announcing that the new SIS Go-Live 5 functionality is now available.

Thank you for helping us improve Berkeley’s student experience through the implementation of the new SIS.

Sincerely,

Angela Blackstone, Associate Chief Information Officer and Senior Project Executive, Student Information Systems

Karen Kato, Implementation Director, Student Information Systems

**TOPICS**
Dear Campus Community,

Starting this month, UC Berkeley students will experience a new way of enrolling in classes. Beginning with fall semester 2016 registration*, Tele-BEARS will be going away and students will access all of their enrollment needs in one place: CalCentral.

This is an exciting change that will impact all students and thousands of faculty and staff.

Benefits

The CalCentral “My Academics” page offers a streamlined way of researching, planning, and enrolling — and will include functionality such as a Schedule Planner and the Schedule of Classes, along with additional new tools for an integrated class-enrollment process. Another benefit of the new system is that it extends the amount of time students will have to enroll in classes. In CalCentral, students will be able to enroll in classes 24/7, from the start of their appointment to the end of each enrollment phase.

Fall Semester 2016 Enrollment in CalCentral

- On March 22, students will see their Phase I and Phase II enrollment appointments on their My Academics page.

- On March 28, students will be able to: access Berkeley’s fall semester 2016 Schedule of Classes; begin planning their new schedule online using the new planning tool, Schedule Planner; and add classes to their enrollment “Shopping Cart.”
More Information

- To learn more about the SIS project, visit the Student Information Systems project website and watch the new Student Information Systems video.
- For information on how and when the SIS changes will impact students, visit: sis.berkeley.edu/students.
- To learn more about the new CalCentral, visit the CalCentral website.
- For technical issues, email: sishelp@berkeley.edu.

This SIS project would not be possible without the support of many dedicated individuals across campus, both past and present. We thank the Tele-BEARS team, campus partners, students, faculty, and staff who helped make these improvements possible. With your collaboration, we will continue to improve UC Berkeley’s student experience.

Thank you and Go Bears!

Sincerely,

SIS Project Executive Steering Committee

Harry Le Grande, Vice Chancellor, Student Affairs
Larry Conrad, AVC, Information Technology and Chief Information Officer
Cathy Koshland, Vice Chancellor, Undergraduate Education
Rosemarie Rae, AVC, Finance and Chief Financial Officer
Reminder: SIS Campus Solutions Reduced Planned Outage Hours: Saturday, March 19, at 5am to Sunday, March 20, at 5am

Dear SIS system users and campus partners,

We are happy to inform you that SIS Campus Solutions will now be unavailable for 24 hours, only -- instead of four days.

The new outage times are from Saturday, March 19, at 5:00 A.M. to Sunday, March 20, at 5:00 A.M. During this planned outage, the technical team will implement new SIS functionality and load data in preparation for the March 22 SIS Go-Live 5.

Per our February 26 email, the outage was originally scheduled to be from Friday, March 18, at 6:00 A.M. to Tuesday, March 22, at 8:00 A.M. The Go-Live 5 team took great care in planning for this important transition and making sure that everything ran as smoothly as possible. So far, preparations for Go-Live 5 are moving more quickly than anticipated. While this type of effort will not always result in reduced planned outage times, we are fortunate that all of the processes, tests, and checks we put in place have been successful.

Updated Scheduled Outage

- When: From Saturday, March 19, at 5:00 A.M. to Sunday, March 20, at 5:00 A.M.
- What: SIS Campus Solutions and SIS Campus Solutions functionality in CalCentral will be unavailable.*
Actions

- Please adjust your work as needed, based on SIS availability.

We realize that you may be referring to multiple Berkeley system calendars. We will continue to communicate upcoming SIS system down times by email to any impacted SIS users and we will also post this information on the SIS project website.

Questions and Support

- For general information about SIS, please visit the SIS project website.

- If you have any questions regarding this outage or concerns about the SIS project, please email sis-project@berkeley.edu.

- If you have SIS technical questions or need support, please contact Campus Shared Services IT (CSS IT) by phone at (510) 664-9000 option 1, then 2; by e-mail at sishelp@berkeley.edu; or by submitting Help Desk ticket at https://berkeley.service-now.com/ess/create_incident.

Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,

Karen Kato, Implementation Director, Student Information Systems

Angela Blackstone, Associate Chief Information Officer and Senior Project Executive, Student Information Systems

*All other CalCentral functionality and other SIS applications (SIS Slate and SIS Series25) will remain available during this system outage.*
March 16, 2016

From: Student Information Systems <sis-project@berkeley.edu>

Date: Wed, Mar 16, 2016

To: Spring 2016 Video

Subject: Proposal for Consideration
Academic Senate -- Advisory Committee to SIS

Proposal for Consideration

Prepared by Andreas Pinterits March 2016

Background on SIS Project

The Student Information Systems (SIS) project is implementing an integrated campus-wide system to replace a number of aging, disparate and internally built systems. The SIS scope includes data processes related to admissions, advising, class registration, enrollment management, grading, financial aid, and billing and payment. The project has a strong commitment to providing an improved user experience for faculty, students and staff, and to deliver tools and technology that are sustainable, secure, and scalable to meet Berkeley’s future needs.

Proposed Committee Charge

1. Advises Academic Senate on matters related to the SIS project
2. Directs SIS project to appropriate standing senate committees and processes
3. Provides guidance and input to the SIS project on faculty needs and perspectives
4. Reviews key aspects of the new system and their impact on faculty and academic policy
5. Advises Senate on opportunities to leverage new SIS to better serve faculty interests
Suggested Academic Senate Membership (one representative per committee)

- Andrea Green Rush - Executive Director, Academic Senate
- Chair - to be appointed by COMS as “At-large Academic Senate” member (Role: To chair committee discussions, and liaise with other senate bodies or committees)
- Courses of Instruction (COCI)
- Undergraduate Council (UGC)
- Graduate Council (GC)
- Undergraduate Scholarships, Honors, and Financial Aid (CUSHFA)

SIS Project Membership

- Angela Blackstone - Associate CIO and Senior Project Executive, SIS
- Andreas Pinterits - Change Management Lead, SIS
- Additional representatives from SIS will be considered and may attend depending on committee agenda items

Staffing Support

Staffing support will be provided to the committee Chair by SIS, to draft agendas, prepare materials, and coordinate scheduling and logistics.

Time Commitment

- Initial 60-minute meeting in April 2016
- Bi-weekly 30 minute conference calls until July 2016 (to provide guidance during the height of the project implementation)
- Monthly meetings thereafter

TOPICS
Some students see inaccurate data in CalCentral

Dear campus partners,

We have learned of a Student Information Systems (SIS) technical issue that may affect your team or be of interest to you.

**Issue**

- We have learned that some UC Berkeley students have duplicate records in SIS Campus Solutions. This results in inaccurate data displaying in CalCentral and/or other login issues.

**Status**

- The SIS technical team is working to identify and resolve this issue.

**Support / What to do**

- If you learn of students who are encountering this issue, please help them submit a CSS Help Desk ticket by sending an email to sishelp@berkeley.edu. The email should include the student’s name, UID, and a description of the specific issue being encountered. Please submit a separate ticket for each student.

**New SIS "Known Issues" webpage**

https://sis.berkeley.edu/known-issue-students-see-inaccurate-data-calcentral-what-do
We want to keep you informed of known technical issues that may either affect your team or be of interest to you. Beginning today, issues with the potential of impacting a significant number of people will be posted on the new "Known Issues" section of the SIS website, along with status updates and information on what to do.

Questions

For general information about SIS, please visit the SIS project website. If you have any questions or concerns about the SIS project, please email sis-project@berkeley.edu.

Thank you for your help and support as we work to improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,

Jane Valentine, Project Management Lead, Student Information Systems

Anne Aaboe, Cross Campus Lead, Student Information Systems

Karen Kato, Implementation Director, Student Information Systems
Agenda

- Introductions
- SIS Project Background & Status
- Design Samples
- Q&A
- Workshop Discussions
Introductions

Angela Blackstone
Associate CIO and Senior Project Executive

Mariana Corzo
Communications Lead

Bernie Geuy
User Experience Lead

Andreas Pinterits
Change Management Lead

Lisa Feldman
Outreach and Training Lead
Background

• UC Berkeley is investing in a modern, user-friendly system for students.

• SIS is replacing over 100 disparate systems and databases with a single, integrated system for access to real-time student data and transactions.

• SIS is placing students at the center of our design and engaging users in all aspects of the project from system design, development, and testing to outreach, training, and communications.

Students are not satisfied with Berkeley’s existing systems
Project Goals

1. **Increase student, faculty, and staff satisfaction**
   with student technology that is easy to access and use and that provides a unified experience for students, faculty, and staff.

2. **Deliver tools and technology that enable innovation**
   in supporting students, staff and faculty, that eliminate repetitive systems and are sustainable, easily iterated, cost-effective, secure, and scalable; and that will allow the university to effectively continue developing systems to serve the community in the future expansion of services.

3. **Support the development of a high-performance culture**
   that helps staff to do their best work through current tools and technologies, streamlined processes and training.

Transforming the Student Experience

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
### Timeline

**Utilities Dates**
- Go-Live 1 - June 2, 2015
- Go-Live 2 - Aug 18, 2015
- Go-Live 3 - Dec 15, 2015
- Go-Live 4 - Feb 2, 2016
- Go-Live 5 - Mar 22, 2016
- Go-Live 6 - Aug 2, 2016
- Go-Live 7 - Aug 29, 2016

**SIS Project High-Level Timeline**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>June 2015</td>
<td>- Outreach</td>
</tr>
</tbody>
</table>
| Aug 2015   | - Berkeley Summer Experience
              - Live May 3, 2015 |
| June 2, 2015| - Go-Live 1       |

### High-Level Timeline

**Timeline Updated: 2/4/16**

**Dates and activities are not final.**

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**Overview**
- Design
- Configure/Conversion
- Modifications/Interface
- Portal
- System Test
- User Acceptance Testing & Training
- Go-Live
- Ongoing Support

**Timeline**

<table>
<thead>
<tr>
<th>Year</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
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<tbody>
<tr>
<td></td>
<td>Oct Nov Dec</td>
<td>Jan Feb Mar Apr May</td>
<td>Jun Jul Aug Sep Oct Nov Dec</td>
<td>Jan Feb Mar</td>
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<tr>
<td>Reading/Scoring &amp; Grad SIR</td>
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<td>Financial Aid &amp; Urg SIR</td>
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<tr>
<td>Enrollment &amp; Billing &amp; Clearing</td>
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<td>Disbursements &amp; Refunds</td>
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<tr>
<td>Advising &amp; Term Processing</td>
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</tr>
</tbody>
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**Berkeley Student Information Systems Project**

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Project Team

- Program Office
- Technical
- Functional

- User Experience
- Change Management
- Outreach
- Training
- Communications

Tiger
Stakeholders

- Undergraduate Students: 27,496
- Graduate Students: 10,708
- Faculty: 1,537
- Staff: 1,533

Specific Stakeholders:
- Advisors: 700
- Campus IT: 300
- SIS Project Team: 200
- Admissions: 150
- Financial Aid: 70
- Registrar/Student Records: 50
- Student Finance: 25
- Cal Student Central: 23
- Executive Leaders: 15
Needs
- Easy access to student data
- Appropriate privacy of student data
- Increased self-service capabilities
- Intuitive interface
- Information on new system and help desk assistance

Wants
- “Everything I need in one place”
- Modern technology and interface
- User-friendly design
- Participation in identifying design needs

Concerns
- Inability to see all student information in one place
- Added red tape or reduced functionality
- An automated system that limits the ability for exceptions to meet student needs

Channels
- Social media
- High traffic campus areas
- Cal Student Central
- Residence Halls
- Student organizations and meetings
- Administration and system websites

Feedback
- Student organization meetings and leadership
- Online feedback forms
- Design sessions
- System testing
- Focus groups
### Faculty

<table>
<thead>
<tr>
<th>Needs</th>
<th>Wants</th>
<th>Concerns</th>
<th>Channels</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>• An system that continues to serve academic needs (e.g., grading, reporting, etc.)</td>
<td>• System that supports continued flexibility for faculty</td>
<td>• Loss of access to existing functionality provided by tools such as BearFacts</td>
<td>• Existing faculty governance structures and meetings</td>
<td>• Existing faculty governance structures and meetings</td>
</tr>
<tr>
<td>• Improved data reporting capabilities</td>
<td>• User-friendly interface</td>
<td>• New system leading to more transferring of administrative tasks to faculty</td>
<td>• Faculty newsletters and e-newsletters</td>
<td>• Email</td>
</tr>
<tr>
<td>• Clear ownership of faculty-driven processes and data</td>
<td>• Easy access to only needed information about the change</td>
<td>• Considerable changes to way of interacting with current systems</td>
<td>• Faculty listserves /discussion forums</td>
<td>• Online feedback forms</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Websites</td>
<td>• Design sessions</td>
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<td></td>
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<td></td>
<td></td>
<td>• Focus groups</td>
</tr>
</tbody>
</table>

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**Channels**
- Existing faculty governance structures and meetings
- Faculty newsletters and e-newsletters
- Faculty listserves /discussion forums
- Websites

**Feedback**
- Existing faculty governance structures and meetings
- Email
- Online feedback forms
- Design sessions
- Focus groups
**Staff**

**Needs**
- Appropriate access to student data
- Accurate data
- An improved system that supports staff in their role(s)
- Appropriate training and support
- Intuitive interface

**Wants**
- Good overall user experience
- Timely implementation to ensure soonest possible benefit
- Inclusion of students and staff in identifying design needs

**Concerns**
- Loss of current system functionality
- Process changes
- Loss of current system and process mastery
- Loss of job security
- Too many or unwanted changes to current role
- Disruptions to work progress and increased workload

**Channels**
- Staff meetings and events
- Functional workshops and town halls
- Audience specific e-newsletters
- Emails and information from supervisors or campus leaders
- System and function websites

**Feedback**
- Meetings, workshops, and events
- Supervisors
- Email
- Online feedback forms
- Design sessions
- System testing
- Focus groups
Examples of Change Impact for Staff

- Disruption and short-term loss of productivity during transition
- Sharing integrated data: Loss of absolute control at the local level
- Giving up tailor-made systems and silos for shared information and best practices
- Loss of current systems expertise: New learning curve
- Shift from gatekeeper role to increased self-service for students
- The need to rethink the way we work: Processes, roles and culture
SIS Outreach Knowledge Map
Student Involvement

2015 Design Workshops

User Acceptance Testing

Student Leadership

Work Opportunities
Example: Advising Team Outreach
Selected 2015 Outreach & Change Mgmt Activities

14 Outreach Sessions with Colleges & Schools
Chemistry, Education, Engineering, Environmental Design, Haas School of Business, Information, Journalism, Law, Letters & Science, Natural Resources, Optometry, Public Health, Richard and Rhoda Goldman School of Public Policy, Social Welfare

13 Major Presentations
Academic Senate Spring Division Meeting, Deans & Chairs Annual Retreat, Campus Leadership Council (CLC), A&E All-Staff Meeting, SAIT All-Staff Meeting, Student Affairs Roundtable (2), Student Systems Policy Committee (SSPC), Undergraduate Admissions Office All-Staff Meeting, Graduate Student Affairs Office (GSAO) Spring Meeting, Advising Council (2), FASO Training Preview Session

14 Interactive Sessions
Advising Council, Cal Student Central, L&S Dept. Managers, VCSA’s Student Advisory Committee, Student Technology Council (STC), SIS Advising Retreat, Graduate Student Affairs Office (GSAO), L&S Advising, School of Public Health, School of Law, College of Natural Resources (CNR), Summer Sessions Annual Meeting, One-IT Event, Stay Day Conference, ASUC SIS Workgroup, Advising Advancing Practice Workshop

3 Change Management Workshops
Financial Aid & Scholarships Office, Undergraduate Admissions Office, Office of the Registrar
SIS Website

News

SIS Project featured in THE DAILY CALIFORNIAN
January 21, 2016

Help Desk

Updates

Go-Live 4 Announcement

New Functionality*

Students
  • Web-based Forms in PeopleSoft (HRP) system
  • Controlled enrollment (creates and edits forms and information for students)

Staff
  • Emergency Telephone Numbers
  • Training details
  • What's new
  • Previous issues

Project Teams

Team Pages

Audience Pages

Training

Resources for:
  • Academic Affairs
  • Business Affairs
  • Enrollment Management
  • Foundation Planning
  • Information Technology
  • Library

What's changing with SIS

• New functionality

Funding & Paying for my Education Workshop

Important Links for Students:
  • Student Employment Opportunities with the SIS Project
  • Project Teams
  • Project Information
Systems Integration

Class Enrollment

Billing

Financial Aid

Advising

CalCentral

Student Records

Unifying My Berkeley Experience

Berkeley Student Information Systems
## Before and After

<table>
<thead>
<tr>
<th></th>
<th>Class Enrollment</th>
<th>Billing</th>
<th>Financial Aid</th>
<th>Advising</th>
<th>Student Records</th>
</tr>
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<tr>
<td><strong>Pre-SIS</strong></td>
<td>Tele-BEARS</td>
<td>CARS</td>
<td>MyFinAid</td>
<td>bHive (L&amp;S appointments)</td>
<td>BearFacts (Tele-BEARS appts, transcript, grades, blocks, standing, residence, profile, text books, classes &amp; exams schedule)</td>
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<tr>
<td>Schedule Builder</td>
<td>Schedule</td>
<td>CalCentral</td>
<td>CalCentral</td>
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<td></td>
<td>Schedule</td>
<td>(balance &amp; transactions detail)</td>
<td>(messages)</td>
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<td><strong>Starting</strong></td>
<td>March 22</td>
<td>June 13</td>
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<td>August 26</td>
<td>June 13</td>
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<td><strong>SIS Changes</strong></td>
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<td>CalCentral:</td>
<td>CalCentral:</td>
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<td></td>
<td>new Class Enrollment workflow</td>
<td>new financial aid page - budget, awards, messages, loans status, work-study, &amp; profile</td>
<td>continuing students will be able to access their 2016-17 package mid-april</td>
<td>new advising support tools</td>
<td>enrollment appts, transcript, grades, holds, standing, residence, profile, text books, classes &amp; exams schedule</td>
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<tr>
<td></td>
<td>Schedule:</td>
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<td></td>
<td>of classes, Campus Solutions</td>
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<td></td>
<td>Schedule Planner:</td>
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<td>alternative term plans</td>
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<td>Shopping Cart:</td>
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<td>CalCentral:</td>
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<td>Fall ‘16</td>
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<tr>
<td><strong>Future</strong></td>
<td>Planner:</td>
<td>CARS:</td>
<td>Advising Notes:</td>
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<td>Graduation:</td>
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<tr>
<td></td>
<td>template 2/4 yr plans by major</td>
<td>retired &amp; link to view historical transactions via CalCentral</td>
<td>advisors will be able to refer and share a student's questions and status with another advisors to improve service</td>
<td>expected grad term, add to degree list, check-list items</td>
<td></td>
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<td></td>
<td>Academic Progress Report (APR):</td>
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<td>Transfer Credit:</td>
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<tr>
<td></td>
<td>university and major requirements, progress towards degree</td>
<td></td>
<td></td>
<td></td>
<td>credit evaluation, classes taken at other colleges</td>
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<tr>
<td></td>
<td>CARS:</td>
<td>What-if calculator:</td>
<td></td>
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<td>Transcript:</td>
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<td></td>
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<td>housing, summer, etc.</td>
<td></td>
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<td>official and enrollment verification</td>
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<tr>
<td></td>
<td></td>
<td>Loan History: Federal &amp; private loans summary at UC Berkeley</td>
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<td></td>
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<td>Anticipated Aid: view upcoming payouts from Financial Aid</td>
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**Berkeley Student Information Systems**
<table>
<thead>
<tr>
<th><strong>CLASS ENROLLMENT</strong></th>
<th><strong>BILLING</strong></th>
<th><strong>FINANCIAL AID</strong></th>
<th><strong>ADVISING</strong></th>
<th><strong>STUDENT RECORDS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>My Academics &gt; Class Enrollment</td>
<td>My Finances &gt; Details</td>
<td>My Finances &gt; Financial Aid</td>
<td>Alerts, Dashboard &amp; My Academics</td>
<td>Dashboard, Profile &amp; My Academics</td>
</tr>
<tr>
<td><strong>New tools:</strong> what they do and how to access them</td>
<td><strong>Pay by Credit Card:</strong> New payment option</td>
<td><strong>myFinAid:</strong> go here for spring &amp; summer ’16 aid</td>
<td><strong>Advisor Codes:</strong> are being retired and replaced by Academic Holds that are removed by advisors</td>
<td><strong>10-digit Student IDs:</strong> for incoming students</td>
</tr>
<tr>
<td><strong>Tools being retired:</strong> what and when</td>
<td><strong>Payment policy change:</strong> pay minimum tuition amount by deadline (Friday before start of classes) or all classes will be Cancelled for Non-Payment (CNP)</td>
<td><strong>Aid payouts:</strong> delayed? check messages for status and any actions required</td>
<td><strong>Advising Notes:</strong> (new) support improved service, and communications between staff</td>
<td><strong>Graduation List (undergrad):</strong> students will be assessed for their readiness to graduate and put in “applied” status. If a student wants to postpone their graduation term they will need to meet with an advisor.</td>
</tr>
<tr>
<td><strong>Phase I &amp; II changes:</strong> No change for now. 2 phases and same units limits</td>
<td><strong>Package compare:</strong> re-packaged check to see changes</td>
<td><strong>Forms:</strong> online petitions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Phase I = 10.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Phase II - 16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Adjustment = 20.6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New: appointment priority by terms not units</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No warning if final exam date/times conflict</td>
<td></td>
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</tr>
<tr>
<td>Can’t enroll in 2 classes that meet at the same time, including waitlisting for them</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Enrollment</td>
<td>Billing</td>
<td>Financial Aid</td>
<td>Advising</td>
<td>Student Records</td>
</tr>
<tr>
<td>------------------</td>
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<td>-----------------</td>
</tr>
<tr>
<td>My Academics &gt; Class Enrollment</td>
<td>My Finances &gt; Details</td>
<td>My Finances &gt; Financial Aid</td>
<td>Alerts, Dashboard &amp; My Academics</td>
<td>Dashboard, Profile &amp; My Academics</td>
</tr>
<tr>
<td><strong>Meet Advisor:</strong> check for holds (formerly blocks) - meet with an advisor to remove</td>
<td><strong>Bill Paying x 2:</strong> during transition, pay 2 bills (if applicable and not combined) by 2 methods (CARS &amp; CalCentral)</td>
<td><strong>Terms &amp; Conditions, Title IV:</strong> accept to view 2016-17 Aid Package</td>
<td><strong>Alerts:</strong> click on profile pic and act on critical notifications (count in red)</td>
<td><strong>My Classes:</strong> check enrollment and waitlist status</td>
</tr>
<tr>
<td><strong>Plan:</strong> check out the 2/4 year planner</td>
<td><strong>View Bill Summary:</strong> balance, payment due/overdue</td>
<td><strong>Shopping Sheet:</strong> applicants, compare aid package to other institutions</td>
<td><strong>Profile:</strong> (under header picture) view, update contact info, preferred name, etc.</td>
<td><strong>Profile:</strong></td>
</tr>
<tr>
<td><strong>Explore:</strong> classes sites &amp; fall class Schedule</td>
<td><strong>Billing Details:</strong> view &amp; search transaction history</td>
<td><strong>Messages:</strong> check for and act on important action items</td>
<td><strong>My Academics &gt; Profile:</strong> review GPA, college, units, standing, etc.</td>
<td><strong>Semesters:</strong> view your classes upcoming, current and past classes, plus grades. Order transcript, books, and calculate GPA</td>
</tr>
<tr>
<td><strong>Schedule:</strong> map out alternative term plans with Schedule Planner</td>
<td><strong>Delegate Access:</strong> authorize parent, or designee, to view pay bill, view FinAid &amp; classes</td>
<td><strong>Est. Cost of Attendance:</strong> view budget details and estimated annual expenses</td>
<td><strong>Academic Progress:</strong> check progress against requirements</td>
<td><strong>Status and Holds:</strong> check residency, academic standing and Holds reasons</td>
</tr>
<tr>
<td><strong>Enroll:</strong> search and add classes directly to your Shopping Cart, or import plan from Schedule Planner</td>
<td><strong>FPP Sign up:</strong> fee payment program (optional)</td>
<td><strong>Awards:</strong> review, assess and accept a package of gift aid, loan offers, work-study &amp; grad-only aid</td>
<td><strong>Forms:</strong> see online list (fall '16) ex: apply for a major</td>
<td><strong>Graduation:</strong> view expected grad term</td>
</tr>
<tr>
<td><strong>Adjust:</strong> add/drop classes</td>
<td><strong>EFT Sign up:</strong> electronic funds transfer of refunds (recommended)</td>
<td><strong>Profile:</strong> review items that impact Aid, ex: housing type</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## System Retirements and Go-Lives

<table>
<thead>
<tr>
<th></th>
<th>Spring 2016</th>
<th>Summer</th>
<th>Fall</th>
<th>Post Implement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Feb-2</td>
<td>Mar-22</td>
<td>Jul-29</td>
<td>Aug-26</td>
</tr>
<tr>
<td><strong>Bear Facts</strong></td>
<td>Classes, Grades, Transcript &amp; Profile</td>
<td>View only</td>
<td>Retired</td>
<td></td>
</tr>
<tr>
<td><strong>CalCentral</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Schedule Builder</strong></td>
<td>Retired</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Schedule &amp; DARS</strong></td>
<td>thru Summer '16</td>
<td></td>
<td>View only</td>
<td>Retired</td>
</tr>
<tr>
<td><strong>Tele-BEARS</strong></td>
<td>Spring add/drop &amp; Summer enroll)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CalCentral, Schedule (CS), Schedule Planner</strong></td>
<td>2/4 yr Planner ** - Fall '16 classes plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CalCentral &amp; “Shopping Cart”</strong></td>
<td>Fall ‘16 enroll</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Academic Progress Report (APR)</td>
</tr>
<tr>
<td><strong>bHive</strong></td>
<td>Appointments (L&amp;S)</td>
<td>Archive</td>
<td>Retired</td>
<td></td>
</tr>
<tr>
<td><strong>CalCentral</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MyFinAid</strong></td>
<td>Aid Years thru 2015-16</td>
<td>View only</td>
<td>TBD</td>
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<tr>
<td><strong>CalCentral</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CARS</strong></td>
<td>Tuition &amp; Fees thru Summer ‘16</td>
<td></td>
<td></td>
<td>Retired</td>
</tr>
<tr>
<td><strong>CalCentral</strong></td>
<td></td>
<td></td>
<td></td>
<td>Tuition and Fees Fall '16</td>
</tr>
</tbody>
</table>
Class Enrollment

### 1. Meet Advisor

- **Prior to Apr 18**
- You have a hold that may affect your ability to enroll in classes. Schedule an appointment with an advisor.

### 2. Plan

- **Prior to Apr 18**

### 3. Explore

- **Prior to Apr 18**

### 4. Schedule

- **Mon Mar 28**

### 5. Decide

- **Mon Apr 18 | 3:40 PM**

Choose classes for the upcoming semester. Learn more about enrollment rules and information.

### Enrollment Period

<table>
<thead>
<tr>
<th>Phase</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Apr 18</td>
<td>3:40 PM</td>
</tr>
<tr>
<td>II</td>
<td>Jul 6</td>
<td>4:30 PM</td>
</tr>
<tr>
<td>Adjustment</td>
<td>Mon</td>
<td>Aug 15</td>
</tr>
</tbody>
</table>

### 6. Adjust

- **After Apr 18**
Class Enrollment FALL 2016

Action                        When
1. Meet Advisor               Start of Term
   △ You have a hold that may affect your ability to enroll in classes. Schedule an appointment with your advisor.
2. Plan                       Start of Term
3. Explore                    Through Nov
4. Schedule                   Through Dec
5. Enroll                     Jan 10 - Jan 13
6. Adjust                     After Jan 10

Berkeley Student Information Systems
Q & A
Discussion Questions

- How does the SIS relate to your area of work? (benefits, challenges and long-term opportunities) Are there any connections we might not be aware of?
- What lessons-learned have you witnessed in the past that should be applied to this large change initiative? (incl. major pitfalls and best ideas)
- Imagine the following scenario: A tight development timeline, full content knowledge of changes emerges late, and the available time for knowledge transfer and training is reduced. What would you prioritize to help stakeholders get through a difficult transition?
- What roles should leadership and managers play in supporting this change?
Stay involved!

● Help us get the word out!
● Keep us posted on the word on the street
● Share ideas and suggestions
● Visit and direct colleagues to sis-project.berkeley.edu
From: Student Information Systems via CalCentral
Date: Wed, Feb 22, 2016
To: SIS Communications Round Table
Subject: Students Service Benchmarking Follow-up

Communications Roundtable
Student Information Systems
4th Floor, Room #471
11am-1pm

*Link to PDF: [http://sis.berkeley.edu/sites/default/files/sis-communications-roundtabl...](http://sis.berkeley.edu/sites/default/files/sis-communications-roundtabl...)

TOPICS
Let us know if Berkeley's online services support your academic goals.

Hi, there. We recently sent an email about a survey for UC Berkeley's online services and wanted to follow up with you. If you didn't fill out the survey - that's totally okay - we'd greatly appreciate if you could. The survey is quite short, only taking 2 minutes of your time. Your response will shape and improve online services for all students.

Tell Us Now

Sincerely,

UC Berkeley Student Information System Project Usability Team

http://sisproject.berkeley.edu
The Student Technology Council with the ASUC & Student Information Systems presents

**Coming very soon Tele-BEARS Replacement**

Information session about your Fall ‘16 enrollment and much more.

February 18
6:30-7:30pm
Unit 3
All Purpose Room (APR)
Snacks will be provided

*Links to PDFs:


(STC Town Hall presentation): [https://docs.google.com/presentation/d/1zCsB8spI4W_liw3kVsJ9JAuOWSM9gDJQFEQSQX10c2ts=56c7700f#slide=id.g119e1bce2a_1_0](https://docs.google.com/presentation/d/1zCsB8spI4W_liw3kVsJ9JAuOWSM9gDJQFEQSQX10c2ts=56c7700f#slide=id.g119e1bce2a_1_0)
SIS Project and CalCentral: Faculty & Instructors Overview

2/10/16 ASUC Senate Meeting

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 vs. 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
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

Faculty & Instructors:

Important Dates & Systems Changes

Student Information Systems (SIS) Transition Considerations, Spring through Fall, 2016

One-stop access: calcentral.berkeley.edu

CalCentral for Faculty & Instructors

Now:
- MyClasses
- Class Details
- Rosters
- Faculty Resources

Late Spring
- Enrollment 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

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>
</tr>
</thead>
<tbody>
<tr>
<td>Bear, Oski</td>
<td>25000011</td>
<td>1000044</td>
<td>Student</td>
<td><a href="mailto:Oski@berkeley.edu">Oski@berkeley.edu</a></td>
<td>ASTRO 1 DIS 124,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ECON 1 LEC 001</td>
</tr>
<tr>
<td>Bear, Grrr</td>
<td>26999991</td>
<td>1234567</td>
<td>Waitlist Student</td>
<td><a href="mailto:GrrrBear@berkeley.edu">GrrrBear@berkeley.edu</a></td>
<td>ASTRO 1 DIS 103,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ASTRO 1 LEC 001</td>
</tr>
<tr>
<td>Bear, Panda</td>
<td>21122334</td>
<td>1099999</td>
<td>Student</td>
<td><a href="mailto:Panda@berkeley.edu">Panda@berkeley.edu</a></td>
<td>ASTRO 1 DIS 114,</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td>ASTRO 1 LEC 001</td>
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<tr>
<td>Bear, Pappa</td>
<td>25257878</td>
<td>1087777</td>
<td>Waitlist Student</td>
<td><a href="mailto:PappaBear@berkeley.edu">PappaBear@berkeley.edu</a></td>
<td>ASTRO 1 DIS 104,</td>
</tr>
<tr>
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<td></td>
<td>ASTRO 1 LEC 001</td>
</tr>
<tr>
<td>Bear, Fluffy</td>
<td>26784555</td>
<td>1099999</td>
<td>Student</td>
<td><a href="mailto:Fluffy@berkeley.edu">Fluffy@berkeley.edu</a></td>
<td>ASTRO 1 DIS 105,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ASTRO 1 LEC 001</td>
</tr>
</tbody>
</table>

Excel File
Faculty Research and Design

Interviews: The SIS UX team conducted 24 individual interviews with instructors and 1 with a scheduler

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.

Resources for Faculty and Instructors

CalCentral Website: CalCentral.berkeley.edu

(CalNet login)

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

Additional Slides

Student Experience: sis.berkeley.edu/students

Processes included in SIS

Admissions

1- Outreach

2- Applications
2- Prelim Norming
3- Reading and scoring
3- SIR Graduate
5- Selection
5- Yield
5- SIR Undergrad
5- Clearing
7- Transfer Admissions

Student Financials
3- SIR Deposit
5- Maintain Receivables
5- 3rd Party Billing
5- Tuition Calculation
5- Billing
5- Cashiering
5- General Ledger
5- Payment Plans
6- Refunding
6- Taxes
7- Collections

Financial Aid
4- Aid Year Setup
4- ISIR Load
4- CAL ISIR
4- Methodologies
4- FA Term
4- Budgets
4- CAL Grant
4- Special Aid Programs
4- Verifications
4- Packaging
4- Imaging
4- Scholarships
5- Loans
5- Satisfactory Academic Progress
6- Disbursements
6- Return to Title IV Aid

Students and Academics
2- Catalog & Schedule 2016
2- Defining and Maintaining Course Requisites
3- Room Scheduling (Series 25)
5- Enroll Students
5- Maintaining Student Residency 5- Transfer Credit Articulation
5- Preparing for a New Term 5- Managing FERPA
5- Student Indicators/Groups 7- End of Term Processing
7- Graduating Students
7- Enrollment Reporting
7- Processing Transcripts
7- Verifying Enrollment

Academic Advising
5- Dashboard
5- Student Planner
5- Workflow
6- Appointments
6- Shared Notes
7- Academic Progress Report (Degree Audit)

System Retirements and Go-Lives
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
February 9, 2016

Let us know if Berkeley's online services support your academic goals.

It's just a quick, 2 minute survey.

In an effort to improve our online services (such as Tele-BEARS, Bear Facts, CalCentral, bCourses, and others), UC Berkeley is conducting a research study with a select group of students. Your input will help us shape the future of these services in improving them for all students.

Tell Us Now [link removed]

We would appreciate your response by February 15th.

Your input is very important to us and will be kept strictly confidential (used only for the purposes of research for this project).

Sincerely,

UC Berkeley Student Information System Project Usability Team
Dear Campus Community,

Today, we reach another milestone in the implementation of Berkeley’s new Student Information Systems (SIS). This is the fourth of seven scheduled “Go-Lives” and the last of the more internally-focused Go-Lives for the project.

Beginning at the end of March, Berkeley will be rolling out new SIS functionality that will touch almost everyone on campus. By September 2016, SIS will include functionality in many areas of university life, including student recruitment, admissions, billing, registration, enrollment, financial aid, student records, and academic advising. Many of these new systems will live in CalCentral. For the latest information on the upcoming changes, please visit the SIS website at sis-project.berkeley.edu.

Thanks to the new SIS functionality from this Go-Live, UC Berkeley fall 2016 admitted undergraduate students will use CalCentral to process their Statement of Intent to Register (SIR) and receive campus onboarding messages and checklists; Undergraduate Admissions staff will use SIS to admit the new cohort of fall 2016 freshmen; Financial Aid and Scholarships Office (FASO) staff will access 2016-17 awarding cycle functionality in SIS; and more. In addition, due to the flexibility the new SIS provides, a limited number of high-achieving and high-potential undergraduate students will now be admitted in mid-February, giving them more time to explore the option of becoming Berkeley students.

Visit the following SIS web links for more information:

- Go-Live 4
- Who’s Impacted
- Training Information
- What’s Next for the SIS Project

Working together, we will enhance UC Berkeley’s student experience by delivering improved access to
student information and will continue to move toward a university environment that is more transformational and less transactional.

Please join us in celebrating this critical milestone for our campus.

Sincerely,

SIS Project Executive Steering Committee
Harry Le Grande, Vice Chancellor, Student Affair
Larry Conrad, AVC, Information Technology and Chief Information Officer
Cathy Koshland, Vice Chancellor, Undergraduate Education
John Wilton, Vice Chancellor, Administration and Finance
Rosemarie Rae, AVC, Finance and Chief Financial Officer
Student Information Systems (SIS) Campus Solutions is now available

Dear SIS system users and campus partners,

We are excited to inform you that SIS is now available -- 24 hours ahead of schedule.

The Go-Live 4 team took great care in planning for this important transition and making sure that everything ran as smoothly as possible. While this type of effort will not always translate into an early go-live, we are fortunate that all of the processes, tests, and checks we put in place were successful.

We realize that this is a critical time for our admissions partners, and we are very pleased that all went as planned.

Questions and Support

If you experience any problems with SIS, please let us know immediately. The project team will be closely monitoring the system. We will do our best to address any problems or potential issues as quickly as possible.

- If you have SIS technical questions or need support, please contact Campus Shared Services IT (CSS IT) by phone at (510) 664-9000 option 1, then 2; by e-mail at sishelp@berkeley.edu or by submitting Help Desk ticket at https://berkeley.service-now.com/ess/create_incident.
- For more information about this go-live, please visit the SIS Go-Live 4 webpage.
- If you have questions, feedback, or concerns about the SIS project, please email sis-project@berkeley.edu.
An official CalMessage from the SIS Project Executive Steering Committee will go out to campus tomorrow announcing that the new SIS Go-Live 4 functionality is now available.

Thank you for helping us improve Berkeley’s student experience through the implementation of the new SIS.

Sincerely,

Angela Blackstone, Senior Project Executive and Associate CIO, Student Information Systems
Karen Kato, Implementation Director, Student Information Systems
1/30/16 Advising Matters Newsletter - SIS Blurb

SIS to Launch Fall 2016 Enrollment through CalCentral - Replacing Tele-BEARS

Starting this spring, UC Berkeley students will use CalCentral to enroll in fall 2016 classes. The Student Information Systems (SIS) project team has completed initial designs of the new enrollment system. Visit the SIS website’s Advising webpage to view demonstrations of the new designs. For more information about SIS, visit their website at sis-project.berkeley.edu.

(Note: Students enrolling in summer 2016 and UC Berkeley Extension classes will continue to use Tele-BEARS.)
# Newsletter Content for Student Affairs

**From:** Student Information Systems  
**Date:** Fri, Jan 27, 2016  
**To:** Student Affairs (RSSP)  
**Subject:** Newsletter Content for Student Affairs

---

**SIS Update**

The fourth of seven Student Information Systems (SIS) launches will take place on February 2 and will include the following:

- Statement of Intent to Register (SIR) for fall 2016 admitted undergraduate students in CalCentral
- Centralized onboarding checklists and messages for fall 2016 admitted undergraduate students in CalCentral
- Functionality for Undergraduate Admissions to admit new cohort of fall 2016 freshmen through SIS
- Launch of Financial Aid and Scholarships functionality for the 2016-17 awarding cycle through SIS
- Select Financial Aid and Scholarship and Graduate Student reports
- Form and workflow for requesting an academic classroom

Questions and comments about the SIS project can be directed to [sis-project@berkeley.edu](mailto:sis-project@berkeley.edu). For more information, please visit [sis-project.berkeley.edu](https://sis-project.berkeley.edu).

---

**TOPICS**
From: Karen Kato, SIS  
Date: Thu, Jan 26, 2016  
To: SIS Users  
Subject: Go-Live 4 Outage Email

Reminder: SIS Campus Solutions will be unavailable January 29 to February 2, 2016

Dear SIS system users and campus partners,

Per our January 13 email, this is a reminder that the Student Information Systems (SIS) will have a planned outage beginning this Friday. During the outage, the technical team will implement new SIS functionality and load data in preparation for the February 2 SIS Go-Live 4.

Scheduled Outage

- When: From Friday, January 29, at 6:00 A.M. to Tuesday, February 2, at 8:00 A.M.
- What: SIS Campus Solutions* will be unavailable.

Action

- Please adjust your work as needed, based on SIS availability.
- We realize that you may be referring to multiple Berkeley system calendars. Please note that we will continue to communicate upcoming SIS system down times by email to any impacted SIS users and we will also post this information on the SIS website.

Questions and Support

- For general information on Go-Live 4, please review the SIS Project Timeline on the SIS website.
- If you have questions regarding this outage or concerns about the SIS project, please email sis-project@berkeley.edu.
If you have SIS technical questions or need support, please contact Campus Shared Services IT (CSS IT) by phone at (510) 664-9000 option 1, then 2; by e-mail at sishelp@berkeley.edu or by submitting Help Desk ticket at https://berkeley.service-now.com/ess/create_incident.

Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,

Karen Kato, Implementation Director, Student Information Systems

*Note: Only the SIS Campus Solutions modules will be unavailable. Other SIS applications (i.e., SIS Slate and SIS Series25) will remain available during the system outage.
From: Angela Blackstone, SIS
Date: Sun, Jan 22, 2016
To: Admissions, Financial Aid, Cal Student Central Staff, SAIT, ETS
Subject: SIS Booklet Print

Dear SIS system users and campus partners,

We want you to be the first to know that the fourth of seven Student Information Systems (SIS) launches, Go-Live 4, will take place on February 2 and it will include the following:

**New SIS functionality available February 2 in CalCentral:**

- Statement of Intent to Register (SIR) for fall 2016 admitted undergraduate students
- Centralized onboarding checklists and messages for fall 2016 admitted undergraduate students

**Additional SIS functionality available February 2:**

- Functionality for Undergraduate Admissions to admit new cohort of fall 2016 freshmen through SIS
- Launch of Financial Aid and Scholarships functionality for the 2016-17 awarding cycle
- Select Financial Aid and Scholarship and Graduate Student reports
- Form and workflow for requesting an academic classroom

The SIS Executive Steering Committee will send out an email message to the broader campus community on the date of the Go-Live.

**Questions and Support**

- Go-Live 4 training and additional information will be available on the [SIS project website](http://sis.berkeley.edu/pre-go-live-4-memo) on February 2.
2.

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

Thank you for helping us improve Berkeley's student experience through the implementation of the new SIS.

Sincerely,

Angela Blackstone, Senior Project Executive and Associate CIO, Student Information Systems
**Daily Cal: Tele-BEARS, other campus sites to be absorbed by CalCentral**

<table>
<thead>
<tr>
<th>From:</th>
<th>Daily Californian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Thu, Jan. 21, 2016</td>
</tr>
<tr>
<td>To:</td>
<td>General Public</td>
</tr>
<tr>
<td>Subject:</td>
<td>Tele-BEARS, other campus sites to be absorbed by CalCentral</td>
</tr>
</tbody>
</table>

January 21, 2016

Tele-BEARS, other campus sites to be absorbed by CalCentral

BY MAYA ELIAHOU | DAILY CAL STAFF

Tele-BEARS will disappear in late March as the campus rolls out a new system through CalCentral that will integrate traditional campus student information sites.

Announced in July 2014, the new campus Student Information System will move information services — including admissions, enrollment, financial aid, course approval, schedule building, academic planning and advising — to CalCentral.

Such services currently operate independently through a constellation of smaller, decentralized websites such as Tele-BEARS, MyFinAid, CARS, DARS, BearFacts, ScheduleBuilder, guide.berkeley.edu and a variety of others. These sites will be integrated into and all functional system activities will be accessible on CalCentral.

According to Angela Blackstone, SIS senior project executive and associate chief information officer, all continuing students will use the new class enrollment system for the fall 2016 semester. Students enrolling in summer classes and UC Berkeley Extension programs will use the existing Tele-BEARS system.

Class enrollment will continue using the current Tele-BEARS phase format, but the project team is open to changing the phase system in the future, according to Maria Corzo, SIS project communications manager.

The new information system is an Oracle-based, large enterprise system that provides a common data
element for a variety of campus websites. The new system will update data in real time, as opposed to the existing system, where some websites have more accurate data than others.

Blackstone explained that UC Berkeley will have more integrated registration, enrollment, advising and financial aid processes because there will be a central data store.

The SIS project team has been working closely with the ASUC and campus’s Student Technology Council to craft an interface that reflects the needs of students and campus administrators.

According to ASUC Chief Technology Officer Mihir Patil, the SIS project is advocating for the creation of an application programming interface, or API, to allow students access to campus information and data in a controlled way.

“With an API, student developers can create applications for the benefit of campus and can build their systems more easily,” Patil said.

Many of the systems being synthesized by CalCentral are outdated, including Tele-BEARS, which has been in operation for approximately 30 years. Many students and faculty members have experienced trouble with the class enrollment system in the past, and the program was identified as a “pain point” by the SIS project team.

“There are issues when you hit the back button, there are ghost students, there are a variety of loopholes that allow people to bypass waitlists and people can disenroll themselves from the university because it isn’t clear what to do,” Patil said.

Campus freshman Lukas Schwab said he found Tele-BEARS complicated and convoluted.

“As a new user, I certainly had a lot of trouble with it, and I heard other people were running into the same problems,” Schwab said.

As the March launch date approaches, students can look forward to using CalCentral more, and look back on the days when Tele-BEARS, BearFacts and dozens of ScheduleBuilder tabs defined their enrollment experiences.

“It might be a hard transition for students at first, but the incoming class of 2020 that will enroll for Fall 2016 will never know anything different,” Blackstone said.

Maya Eliahou is the lead student life reporter. Contact her at meliahou@dailycal.org and follow her on Twitter at @MayaEliahou.

TOPICS
Change & The Campus Community

UC Berkeley has made a strong commitment to provide comprehensive change management support to students, faculty, and staff. More than just a technology project, SIS is a major campus initiative that supports the Chancellor’s priority for undergraduate education. The SIS team recognizes that the systems’ users will be the ultimate drivers of a successful change.

We seek direct engagement from the campus community by:

- Including campus subject matter experts from many departments in fit/gap analysis and design sessions
- Partnering with faculty, students and staff to include their perspectives, ideas, and needs
- Starting the training effort early, and including users in the design and development of training
- Utilizing a strong user experience (UX) design team
- Recognizing and supporting managers’ roles as change agents

Supporting Change

What you can expect from the SIS Change Management team:

- Receive timely project information
- Our shared desire to do the best for our campus
- One-stop source for questions
- Openness to your ideas and feedback

Contact Andreas Pinterits at: apinterits@berkeley.edu
Sept 2016:
- Ongoing SIS Project Support Begins
- Phase 2 Planning & Evaluation Begins

Contact us:
Student Information Systems (SIS) Project
2850 Telegraph Ave., Suite 600 (MC 4910)
Berkeley, CA 94705-1192
sis-project@berkeley.edu
sisproject.berkeley.edu

The SIS Project

The Student Information Systems (SIS) Project will replace the current constellation of aging, disparate, and internally built and maintained student systems with a modern, nimble and effective vendor-supported system that will include admissions, enrollment, registration, financial aid, student accounts, and advising.

The Journey to Now

This mission-critical solution began nearly ten years ago and is marked by a shared understanding of the risks that our current systems present, intense research and planning, and an unprecedented alignment of awareness and campuswide collaboration.

of the SIS Project

4. Financial Aid Packaging
   (Jan/ Feb 2016)

   Launch Components:
   - ISIRs Load
   - Awarding and Packaging Simulation
   - 3C's (checklists, comments, communications)

5. Enrollment
   (March/ April 2016)

   Launch Components:
   - Financial Aid Packaging
   - Transfer Credit
   - SIR (UG & GRAD)
   - Schedule of Classes Published
6. Billing & Payment
(July/ August 2016)
Launch Components:
- Disbursements
- Refunds

7. Advising & Transcripts
(Sept 2016)
Launch Components:
- Advising (for Spring 2017):
  - Case Management
  - Planning
  - Appointments
  - Degree Audit
- Graduation
- Grading
- Transcripts
- Other Term Processing

The journey to now...

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<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Student Affairs began the effort to replace vulnerable SIS</td>
<td>Kuali Consortium identified as path forward</td>
<td>Student Affairs coordinated tech program and portfolio management</td>
<td>First ever crosscampus risk assessment, inventory, &amp; audit of SIS</td>
<td>End of UC Berkeley participation in Kuali Consortium</td>
<td>Vendor Exploration &amp; Logical Architecture Mapping</td>
<td>System Testing for Billing &amp; Payment</td>
<td>User Accept Testing Trainin Billing &amp; Payment</td>
</tr>
</tbody>
</table>

The complexity of our current systems environment demonstrates a compelling case for change.

The journey ahead...
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>System Planning &amp; Discovery begins</td>
<td>System Fit/Gap Analysis &amp; Design begin</td>
<td>System Configuring &amp; Developing begin</td>
<td>System Configuring &amp; Developing begin</td>
<td>User Acceptance Testing &amp; Training for Prospect</td>
<td>System Testing for Application Review</td>
<td>Go Live for Prospect</td>
<td>User Acceptance Testing &amp; Training for Application Review</td>
<td>Go App Rev</td>
</tr>
</tbody>
</table>

The Seven Launches

1. Prospect
   (June/ July 2015)
   Launch Components:
   - Outreach in Slate (admissions software) (UG)
   - Graduate Outreach
   - Authentication Integration between Slate & Campus Solutions (PeopleSoft)
   - Configuration between Slate, JAZZEE & Campus Solutions

2. Application Review
   (Aug/ Sept 2015)
   Launch Components:
   - Application Processing
   - Reader Norming
   - Test Score Load

3. Application Scoring
   (Dec 2015)
   Launch Components:
   - Class Scheduling
   - Reading
   - Scoring
   - Decisions
   - Transfer Credit

The SIS Project Difference
The SIS Project applies lessons learned from past campuswide projects, and commits to the following principles

Placing students and faculty at the center of our design

- Engage users in all aspects of the project: design, prototyping, testing, training, and support
- Inform users about plans, engagement opportunities, progress, and decisions
- Dedicate a User Experience/Portal Team to ensure that the product meets requirements and is user-friendly

Leveraging the expertise of internal campus community members and external implementation experience

- Partner with Sierra-Cedar, an implementation vendor with a proven track record of delivering on time and on budget, to guide the implementation of PeopleSoft’s Campus Solutions
- Create a team of Subject Matter Experts (SMEs) from campus departments to partner with Sierra-Cedar for the ideal blend of campus knowledge and experience

Supporting culture change

- Rethink the way we work to fully leverage the abilities of the new SIS
- Embrace new technologies that enhance and change the day-to-day work of end users
- Create a dedicated training team and change management team to engage users early in the project to develop a comprehensive training plan and program

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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>System Testing for Financial Aid Packaging</td>
<td>User Acceptance Testing &amp; Training for Financial Aid Packaging</td>
<td>Go Live for Financial Aid Packaging</td>
<td>System Testing for Enrollment</td>
<td>User Acceptance Testing &amp; Training for Enrollment</td>
<td>Go Live for Enrollment</td>
<td>Several “near misses” of critical systems such as TeleBears and Degree Audit</td>
<td>First phase of project. Developing and refining scope and requirements</td>
</tr>
</tbody>
</table>

*Link to PDF: [http://sis.berkeley.edu/sites/default/files/sis-booklet-print-final2.pdf](http://sis.berkeley.edu/sites/default/files/sis-booklet-print-final2.pdf)
### My Campus

### My Academics

### My Dashboard

### My Finances

---

**My Academics » Summer 2014 » SOC WEL 148**

#### Class Information

- **Class Title**: Substance Abuse Treatment
- **My Enrollment**:
  - Section: CCN
  - LEC 001: 75298
  - DIS 105: 25395
  - LAB 014: 45612
- **Class Info**:
  - **Course Offering**: 2.0
  - **Grading**: Letter
- **Section Schedules**:
  - LEC 001: TuTh 9:30A-11:00A | 145 MOFFITT
  - DIS 105: Tu 4:00P-6:00P | 30 WHEELER
  - LAB 014: W 8:00A-11:00A | 140 CORY

#### Instructor

- **LEC 001**: Dr. Amanda E., Reiman, PhD
- **DIS 105**: Dr. Feng Pan, PhD
- **LAB 014**: EMINE YEGAN ERDEM

#### Webcasts

- Lecture 13
  - Also available at iTunes U

#### Textbooks

- **Required**
  - **Title**: Addictions Treatment
  - **Author**: Vanwormer
  - **ISBN**: 9780840029164
  - **Edition**: 3rd
  - **Publisher**: Cengage Learning

#### Class Sites

- SOC WEL 148

---

**calcentral.berkeley.edu**
My Academics » Fall 2014

Enrollment

Current
Course Number | Title | Grade Option | Units
--- | --- | --- | ---
ASTRON 122 | Kepler and Exoplanets | Letter | 3
LEC 020 | | | 
BID 1A | General Biology | Letter | 4
LEC 021 | | | 
DIS 017 | | | 
JOURN C103 | Edible Education and the Era of Participatory Gastronomy | P/NP | 3
SEM 003 | | | 
MATH 1B | Calculus | Letter | 4
DIS 030 | | | 

Wait Lists

CHM ENG 24 LAB 011 | Freshman Seminar | 7th on list for class of 30
ASTRON 24 DIS 012 | Topics in Solar Topologies | 12th on list for class of 60

Final Exam Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue May 6</td>
<td>10am</td>
<td>BARRONS 06</td>
<td>ANTHRO 31AC</td>
</tr>
<tr>
<td>Wed May 7</td>
<td>11am</td>
<td>FREESTEL 106</td>
<td>MATH 1B</td>
</tr>
<tr>
<td></td>
<td>2pm</td>
<td>LS IB 173</td>
<td>BID 1A</td>
</tr>
<tr>
<td>Fri May 9</td>
<td>3pm</td>
<td>BARRONS 06</td>
<td>JOURN C103</td>
</tr>
</tbody>
</table>

Appointments

Tele-BEARS for Spring 2015
Advisor Code Required? Y
Phase I Start Fri Jan 10 | 1:40pm
End Mon Jan 13 | 1:40pm
Phase II Start Wed Jan 28 | 3:00pm
End Thu Jan 30 | 3:00pm

GPA Calculator

Estimate your grades for Fall 2014
Current GPA:
Class | Units | Grade
--- | --- | ---
ANTHRO 31AC | 4.0 | A
BID 1A | 3.0 | A
JOURN C103 | 4.0 | A
MATH 1B | 4.0 | A

Estimated semester GPA: 3.73
Est. new cumulative GPA: 3.18

This calculator provides a "best guess" calculation of your GPA based on available data... Show more

Your class wait list status
Your current semester’s classes
Your current schedule for final exams

calcentral.berkeley.edu
<table>
<thead>
<tr>
<th>Course Offering</th>
<th>Class Info</th>
<th>Section CCN</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIS 105</td>
<td>Tu 4:00P-6:00P</td>
<td>30 WHEELER</td>
</tr>
<tr>
<td>LEC 001</td>
<td>TuTh 9:30A-11:00A</td>
<td>145 MOFFITT</td>
</tr>
</tbody>
</table>

**Final Exam Schedule**

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>9am</td>
<td>Fri May 9</td>
</tr>
<tr>
<td>2pm</td>
<td>Fri May 9</td>
</tr>
<tr>
<td>10am</td>
<td>Tue May 6</td>
</tr>
<tr>
<td>10 am</td>
<td>Tue May 6</td>
</tr>
</tbody>
</table>

**Grading**

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEC 001</td>
<td>Letter 4.0</td>
</tr>
<tr>
<td>LAB 014</td>
<td>Letter 3.73</td>
</tr>
</tbody>
</table>

**Wait Lists**

- DIS 005  MATH 1B
- DIS 007  LEC 001
- DIS 007  LEC 020
- ASTRON 122

**Course Number**

- ASTRON 24
- DIS 012
- LAB 011
- CHM ENG 24

**Enrollments**

- Tuesday APR 23
- Calculus  MATH 1B
- General Biology  BIO 1A
- Kepler and Exoplanets  ASTRON 122

**Activities**

- Review chem notes 4/19
- Make sure to study for the test 4/19
- The test is next week! Review chapters 17 – 19. Focus on reductions and catalysis. Count for 30% of term grade. See handout in canvas of bio 1A.

**GPA Calculator**

- This calculator provides a “best guess” calculation of your GPA based on your current grades and credits.

<table>
<thead>
<tr>
<th>Course</th>
<th>Estimated Semester GPA</th>
<th>Grade Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1A</td>
<td>3.73</td>
<td>Letter A</td>
</tr>
<tr>
<td>ANTHRO 31AC</td>
<td>4.0</td>
<td>Letter A</td>
</tr>
<tr>
<td>JOURN C103</td>
<td>3.0</td>
<td>Letter B+</td>
</tr>
<tr>
<td>MATH 1B</td>
<td>4.0</td>
<td>Letter A</td>
</tr>
</tbody>
</table>

**Financial Aid Alerts:**

- Blocks: 2
- Amount Due Now: $23,331.75

**Other Resources:**

- login.berkeley.edu
- calcentral.berkeley.edu
- mydashboard.berkeley.edu

**Mobile Options:**

- Works on your mobile device

**Important Dates:**

- 4/19: Developing a POV
- 4/20: Review chapters 17 – 19. Focus on reductions and catalysis. Count for 30% of term grade. See handout in canvas of bio 1A.
- 4/23: Lab Observations: Monotremes
- 4/26: Call Angie about trip
- 4/28: Order shuttle ticket

**Other Resources:**

- Cinephiles, Dec 1 2012
- BIOD 1A, Jan 5
- BIOD 1A, Feb 8
- MATH 1B, Apr 10
- BIOD 1A, Apr 17
- ASTRON 122, Apr 18

**Midterm grades posted**

- ASTRON 122, Apr 18
- ASTRON 122, Apr 18
- ASTRON 122, Apr 18

**Assignments:**

- Assignment 1 (due 4/19)
- Assignment 2 (due 4/26)
- Assignment 3 (due 4/28)

**Instructor:**

- Dr. Feng Pan, PhD

**Schedule:**

- Phase I
- Phase II
- Phase III
- Phase IV

**Status:**

- Blocks: 2
- Amount Due Now: $23,331.75

**Financial Aid Alerts:**

- Blocks: 2
- Amount Due Now: $23,331.75

**Recent Activity:**

- 2 Assignment Changes
- ASTRON 122, Apr 18
- Practice moved to Underhill
- Valley boarding: Apr 17
- Midterm grades posted
- BIOD 1A, Apr 17
- ASTRON 122, Apr 18
- Quiz grades posted
- BIOD 1A, Apr 17
- Lab results ready for pickup
- BIOD 1A, Apr 17
- Rubric for lab observations
- BIOD 1A, Apr 17
- Dinner after Troufaus showing
- Sinepuxet, Dec 1 2012
- Midterm grades posted
- ASTRON 122, Dec 15 2012

**To Do:**

- Review chem notes 4/19
- Make sure to study for the test 4/19
- The test is next week! Review chapters 17 – 19. Focus on reductions and catalysis. Count for 30% of term grade. See handout in canvas of bio 1A.
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Type</th>
<th>Due</th>
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<tbody>
<tr>
<td>09/24/13</td>
<td>Student Service Fee</td>
<td>$770.00</td>
<td>Charge</td>
<td></td>
</tr>
<tr>
<td>09/20/13</td>
<td>Emergency Loan</td>
<td>$1,500.00</td>
<td>Award</td>
<td></td>
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<tr>
<td>09/18/13</td>
<td>BILL Refund Cash/Rebate</td>
<td>$1,030.00</td>
<td>Refund</td>
<td></td>
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<tr>
<td>08/26/13</td>
<td>Drop Enrollment Fee</td>
<td>$20.00</td>
<td>Charge</td>
<td></td>
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<tr>
<td>08/20/13</td>
<td>ASTRON 117</td>
<td>$1,588.00</td>
<td>Charge</td>
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<tr>
<td>08/20/13</td>
<td>UC Undergraduate RTA Grant</td>
<td>$1,675.00</td>
<td>Award</td>
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<tr>
<td>08/19/13</td>
<td>E-Check Payment</td>
<td>$67.00</td>
<td>Unapplied</td>
<td></td>
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<tr>
<td>08/19/13</td>
<td>Summer Abroad Stipend</td>
<td>$1,600.00</td>
<td>Refund</td>
<td></td>
</tr>
<tr>
<td>08/15/13</td>
<td>Rm &amp; Brd Unit 2</td>
<td>$1,850.00</td>
<td>Charge</td>
<td></td>
</tr>
</tbody>
</table>

**Billing Summary**

- Deferred Payment Plan: $1,310.00
- DPP Normal Installment Amount: $605.00
- Amount Due Now: $1,969.00
- Charges Not Yet Due: $1,154.00
- Account Balance: $3,143.00

**Last Statement Balance (07/15/14):** $25.00

**Payment Details:**
- Transaction #: RF0004393370
- Department: Billing and Payment Services
- Payment Method: Paper Check
- Action: Picked Up
- Action Date: 05/05/14
- Term: Spring 2014

**Activity Filters**

- Balance
- Include Subtotals
- Include Details
- Include Unapplied
- Include Overdue

**(calcentral.berkeley.edu)**
CALCENTRAL
Your campus info...anywhere!

My Finances

My Finances

Billing Summary
Details

- Amount Due Now
  - Includes Past Due Amount of $20.80
  - $1,989.00
- Charges Not Yet Due
  - $1,154.00
- Account Balance
  - $3,143.00

Make Payment

Cal 1 Card

Debit Account
Your current balance:
- $1,356.24

Meal Plan • Resident
Your current balance:
- 2,156.74 pts
- $1,356.24

Transaction History

Financial Messages

1. Defaulted Loan in Bankruptcy
   Financial Aid
   Status: Action required, missing document

2. Eligible Non-Citizen Statement
   Financial Aid
   Status: Action required, missing document

3. File Incomplete
   Financial Aid

4. FAFSA Dependency Status Change
   Financial Aid
   Status: Action required, missing document

5. FAFSA Income or Asset Change
   Financial Aid
   Status: Action required, missing document

6. No FAFSA
   Financial Aid

Financial Resources

Billing & Payments
- e-bills
- Payment Options
- Registration Fees
- Form 1098-T

Financial Assistance
- FAFSA
- Financial Aid & Scholarships Office
- Graduate Financial Support
- MyPath
- Student Budgets
- Work-Study

Leaving Cal?
- Have a grad?
- Withdrawing or Canceling?

Summer Programs
- Schedules & Deadlines
- Summer Session

Financial Aid
- Cal Student Housing

Cal 1 Card

Account balance

Calcentral.berkeley.edu

Works on your mobile device

Billing summary

Cal 1 Card account balance

Financial messages

Financial resources
Dear Campus Community,

We are pleased to announce that the third of seven Student Information Systems (SIS) project’s “Go-Lives” is today.

UC Berkeley students can now update their profile information in CalCentral; admitted graduate and professional students can process their Statement of Intent to Register (SIR) and receive campus onboarding messages and checklists in CalCentral; in January 2016, student groups and staff will be able to make classroom reservations for events for fall 2016; and more.

Visit the following SIS weblinks for more information:

- Go-Live 3
- Who’s Impacted
- Training Information
- What’s Next for the SIS Project

Together, we will continue to enhance UC Berkeley’s student experience by delivering improved access to student services, faculty support, and a university environment that is more transformational and less transactional.

Please join us in celebrating this critical milestone for our campus.

Sincerely,

SIS Project Executive Steering Committee
Beginning 12/15/15, new students will access their New Student Checklists and Messages in CalCentral.

Dear Campus and Departmental Partners,

Good news: starting on 12/15/15 with New Student Checklist items and Messages, newly admitted graduate and professional students will be able to access an increasing amount of the information they need in a single location, CalCentral.

Campus new student messages are now centralized! Departments will no longer need to communicate key central campus messages to new students. This is great news for all — and we need your help making it a smooth transition for Berkeley’s admits. Please read through for information on which messages are now centralized and for action needed on your part.

Action Needed

By 12/14/15, to help with this transition and avoid confusion for your new students, please:

1. Remove from your departmental websites, publications, and communications:
   A. any web links that direct newly-admitted students to non-CalCentral campus systems and
   B. information on any of the topics included in the currently scheduled CalCentral Onboarding Checklist items and Messages for Graduate and Professional Students.

2. Avoid sending duplicate communications by checking your upcoming checklist items and messages to
new students against the [CalCentral Onboarding Checklist items and Messages](#) for Graduate and Professional Students.

3. Direct new students to check their CalCentral student page for important information and actions needed as part of their UC Berkeley onboarding.

By the following dates, newly-admitted students will be able to access onboarding checklists and messages in CalCentral:

- 12/15/15 New graduate/professional students
  (Rolling date - students are admitted on different dates into their programs)
- 3/24/16 All new undergraduate students

**This is just the beginning!**

As part of UC Berkeley's effort to improve student services, the Student Information Systems (SIS) project will also transition important student information about admissions, registration, student records, financial aid, billing, class enrollments, and advising to CalCentral by fall 2016. New and continuing students will be able to access their information in one centralized location and avoid the frustrating process of needing to gather this important information through multiple systems.

**Legacy Systems**

The SIS project team is currently working with campus partners to determine which legacy systems will no longer be in operation (and when), as part of these transitions. We will provide this information to impacted campus students, instructors, and staff as it becomes available. You may also visit the [SIS project website](#) at any time for the latest updates.

Thank you very much for your collaboration as we move to improve Berkeley’s student information systems. We are excited for the changes that will result from a modern and integrated system that is more convenient for Berkeley’s students and more sustainable, secure, and scalable for the university.

Please contact [sisproject@berkeley.edu](mailto:sisproject@berkeley.edu) if you have any questions or concerns.

Thank you,
The SIS Team

**TOPICS**
New SIS Go-Live 3 functionality available December 15!

Dear SIS users and campus partners,

The Student Information Systems (SIS) project team is pleased to announce that the third of seven SIS launches, Go-Live 3, will be available December 15! This Go-Live includes new functionality that will help students keep their profile data accurate and up-to-date, streamline the graduate student onboarding, and improve the classroom reservation workflow.

New SIS functionality available December 15 in CalCentral:

- Updatable student profile information (name, address, email, and phone)
- Statement of Intent To Register (SIR) for newly admitted graduate and professional students
- Ability to pay for SIR deposits using credit cards
- Centralized onboarding checklists and messages for graduate and professional students

Additional SIS functionality available December 15:

- General Assignment classroom scheduling for fall 2016
- Classroom reservations for events for fall 2016

Questions and Support

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

- For SIS technical questions or support, please contact Campus Shared Services IT (CSS IT) by phone at (510) 664-9000 option 1, then 2; by e-mail at sishelp@berkeley.edu; or by submitting a Help Desk ticket at https://shared-services-help.berkeley.edu/new_ticket/it.
- For information and updates on the SIS project, please visit the SIS project website.

Thank you for helping us improve the Berkeley student experience through the implementation of the new SIS.

Sincerely,

Angela Blackstone, Senior Project Executive and Associate CIO, Student Information Systems

TOPICS
November 24, 2015

SIS Campus Solutions Unavailable December 11-15, 2015

Dear SIS system users and campus partners,

At the center of what we do is our passion for helping our world-class UC Berkeley students reach further. In your crucial role as one of the first to use Berkeley’s new Student Information Systems (SIS), you help us shape a new generation of integrated student information technology designed to improve every aspect of the Berkeley student lifecycle, from recruitment to graduation and everything in between.

Scheduled Outage

- When: From Friday, December 11 at 5:00 A.M. to Tuesday, December 15 at 8:00 A.M.
- What: SIS Campus Solutions* will be unavailable.

This planned system outage was part of UC Berkeley’s standard process for preparing for a new software launch. In this case, the outage prepared for SIS Go-Live 3, which was the third of seven approved Go-Lives for the project. (The final SIS Go-Live took place in Fall 2016.)

Actions

- Please adjust your work as needed, based on SIS availability.

We realize that you may have referred to multiple Berkeley system calendars. Please note that we will continue to communicate upcoming SIS system down times by email to any impacted SIS users and we will also post this information on the SIS website®.
Updates

- During this scheduled outage, the SIS technical team implemented new SIS functionality and loaded data in preparation for the December 15 SIS Go-Live 3. For information on Go-Live 3, please review the Project Timeline on the SIS website.

Questions and Support

- If you have questions regarding this outage or concerns about the SIS project, please email sis-project@berkeley.edu.
- If you have SIS technical questions or need support, please contact Campus Shared Services IT (CSS IT) by phone at (510) 664-9000 option 1, then 2; by e-mail at sishelp@berkeley.edu; or by submitting Help Desk ticket at https://shared-services-help.berkeley.edu/new_ticket/it.

Thank you for your help in improving the Berkeley student experience through the implementation of the new SIS.

Sincerely,

Angela Blackstone, Senior Project Executive and Associate CIO, Student Information Systems
Karen Kato, Implementation Director, Student Information Systems

*Note: Only the SIS Campus Solutions module will be unavailable. Other SIS applications (i.e., SIS Slate and SIS Series25) will remain available during the system outage.
The Student Information Systems (SIS) project team, in collaboration with UC Berkeley students and campus partners, is consolidating and modernizing over 100 existing information systems into one integrated campus-wide solution. SIS will transform the student experience to match our information technology to Berkeley’s high caliber of faculty and students. Three out of the seven approved project Go-Lives will have been completed by the end of 2015. The remaining four will be completed by Fall 2016. By renewing the systems that touch students, instructors, and staff, SIS will transform how the Berkeley community accesses crucial student information, including: admissions, financial aid, registration, enrollment, course management, advising, billing and payment, records, and more. For more information, visit the Student Information Systems website.
Dear Colleague,

You have been identified as a Student Information Systems (SIS) Systems Integration Test (SIT) participant for Go Live 3. Your early feedback will help us identify any issues we need to address. Thank you in advance for your participation!

**Laptops and location:**

Laptops: Please bring a laptop with current browsers or let us know ASAP if you need one.

Location: 2850 Telegraph Ave, Berkeley – 4th Floor, Conference Room 471

Testing Dates: SIT will begin November 2 during morning and afternoon time slots.

In the next few days, you will receive a bCal invite with the date, time, and meeting room for the activities you have been identified to participate in as a tester or for technical support. (Note: to facilitate greater focus and speed of execution, systems validation personnel will be asked to gather in one testing room for this critical activity).

**Go Live 3 testing timeline:**

Testing Dates Action and Objectives

Week of Monday Nov 19 - Prepare Testing Database Systems

Week of Monday Oct 26 - Prepare Testing Data via Application Data Load of Graduate Applications

Week of Monday Nov 2 - Systems Integration Testing Begins (please see detailed overview of GL3 SIT and...
related business processes below)

Week of Monday Nov 9 - SIT testing continues, Load & Performance testing begins (holiday, Nov 11)

Week of Monday Nov 16 - Issues Resolution and Retest, SIT Concludes

Week of Monday Nov 30 - User Acceptance Testing

**Sis System Integration Testing - Business Processes:**

As a SIT participant, you will be validating the readiness of current business processes' system integration. Testing will focus on reviewing data loads' conversion and application results, testing functionality, verifying application security, and validating functionality configured for the following business processes:

**Business Process Systems Being Integrated**

Graduate Onboarding, SIR Deposits, Tasks and Notifications, and Profile Update/Self-Service CalCentral, Campus Solutions, Higher One, BFS, HCM

Graduate Application Load Processes Campus Solutions Integration Framework & iHub

Room Scheduling Campus Solutions and Series 25

Maintaining Personal Identification Data, Maintaining Organization Data, Maintaining Health Data and Accommodations CalCentral, Campus Solutions

Conversions of External Organizations, Career/Program/Plan, Residency Campus Solutions

**Transportation and parking:**

There is a Law School shuttle between 2850 Telegraph Ave and the main campus. Street parking and a dedicated lot behind the building are available as well if you wanted to drive to this location. The nearest UCB lot is the Ellsworth Structure at Channing Way and Ellsworth Street with 180 spaces. Please see the Google Parking Map or the downloadable PDF map for more parking lot locations.

Thank you again for your participation in SIS Systems Integration Testing. If you have any questions or need clarification, please contact Heart Miller or George Betak.

**TOPICS**
Advising Team Outreach
Where We Have Been

1 visit = ○
2-5 visits = ●
6+ visits = ●●

8 Barrows
1 Blum
2 Boalt
1 Campbell
3 Cheit
4 Cory
1 Davis
1 Doe
12 Dwinelle
5 Etcheverry
2 Evans
1 Giannini
3 Haviland
2 2607 Hearst
1 Hearst Field Annex
1 Hearst Memorial
Mining Building
1 Koshland
2 Kroeber
1 Latimer
3 LeConte
1 Life Sciences Annex
1 McConne
1 Morgan
1 Mulford
1 North Gate
1 2232 Piedmont
1 South
1 Stanley
1 Sutardja Dai
1 Tan
7 Tolman
8 University
1 Wellman
4 Wurster
CalCentral v.44 contains a spruced up My Academics to focus on the current semester and the things that are most important to the student.

New Features

L&S Advising Appointments.
CalCentral is now integrated with bhive, the new L&S advising appointment system. L&S Students can see their upcoming advising appointments, a list of past appointments and can link off to bhive to create new appointments.

Fixes and Enhancements
Design improvements for My Academics to highlight the most immediate and important information.
- The GPA calculator now uses more data from BearFacts to produce a more accurate estimation of a student's future GPA.
- Improved block message for students with double majors.
- Restored the capture of page views for Google Analytics.
- Improved a few places where content was getting cut-off or squished on mobile devices.
- No longer displaying a GPA of 0 for new students and students in programs where a GPA isn't relevant.
- Display of undergraduate requirements now dependent on a student's standing.
- Default to audio webcasts for classes that don't have video webcasts.
- Minor reorganization of My Finances and My Campus to better indicate the importance of the two tabs.
- Improvements for the Add People tool in bCourses.
- Improved print view for roster photos in bCourses.
- Fixed a bug in bCourses caused by a department or course id that contained a "/".

CalCentral v.45 is scheduled to be deployed on Friday, October 3rd at 6am.
User Acceptance Testing (UAT)

UAT’S PURPOSE
- Make sure system has been configured with UCB specific values and converted data (results from IDP sessions, workshops, meetings, etc)
- Surface issues to be tracked and corrected

YOUR ROLE
- Experience hands-on system functionality tailored to UCB business processes
- Use provided Test Scripts to test business processes in the new system
- Track the progress and results of your testing

NEXT STEPS
- Results from the testing will be tracked using a Test Status spreadsheet
- Each issue will be evaluated and scored
- Issues will be resurfaced with appropriate team for resolution
System Testing

SYSTEM TESTING’S PURPOSE
- Ensure the system is prepared for business process testing

YOUR ROLE
- Validate Configuration
- Validate Converted Data (as available)
- Verify that the Data can be viewed and updated properly in the system
- Verify account access and security to menu
- Verify that reports can be run
- Verify that the functions delivered by each module within Campus Solutions work as expected

NEXT STEPS
- Prepare system for User Acceptance Testing (UAT)
New SIS Project Structure
Conceptual Model
(September 18, 2015)

Senior Project Executive
(Angela Blackstone)

Executive Director
(Pat Furze)

Project Coordination
(Jane Valentine)

Change Management & Communications

Program Office

Technical Teams
(Karen Kato)

Campus Community
Data Conversion & Data Warehouse
Development & Infrastructure
Integration
Portal/User Experience
Reporting

Functional Teams
(Kim Roberts)
Admissions
Advising
Cross-Campus*
Financial Aid
Student Financials
Student Records
Testing
Training

Project Coordinators

*Cross-Campus Team (Anne Aaboe)
This new cross-functional team will be focusing on:
Campus Community | Concurrent Enrollment | Onboarding | Summer Sessions | Transfer credit
This new cross-functional team will be focusing on: Campus Community, Concurrent Enrollment, Onboarding, Summer Sessions, Transfer credit...
August 18, 2015

Dear Campus Community,

The Student Information Systems (SIS) Project Team is pleased to announce the second of seven “Go-Lives.” The modules of Go-Live 2 include the conversion of course catalog data to the new SIS, the creation of bio-demographic data, new functionality for class scheduling, and tools for managing student applications.

Learn more about …

- Go-Live 2
- Why it Matters
- SIS Training Information
- What’s Next for the SIS Project

Working together, we will continue to enhance the student experience by delivering a single point of access to student services, support for faculty in managing courses, and a work environment that is less transactional and more transformational.

We celebrate this critical milestone, and we look forward to Go-Live 3.

Sincerely,

SIS Project Executive Steering Committee

- Cathy Koshland, Vice Chancellor, Undergraduate Education
- Harry Le Grande, Vice Chancellor, Student Affairs
- John Wilton, Vice Chancellor, Administration and Finance
- Larry Conrad, Associate Vice Chancellor, Information Technology and Chief Information Officer
- Rosemarie Rae, Associate Vice Chancellor, Administration and Finance, and Chief Financial Officer

Website: sisproject.berkeley.edu | Email: sis-project@berkeley.edu
Go-Live 2 is August 18: What's Included for Office of the Registrar

- Fall 2016 class scheduling moves to the new SIS.
- Course catalog data is converted to the new SIS.

What's Changing for You

- The Office of the Registrar and departmental schedulers will schedule Fall 2016 classes within the new SIS.

Training Information

Classroom training is scheduled for the week of August 17-21, 2015. eLearning materials will be available beginning September 1, 2015.

Classroom Training Courses:

- Managing the Schedule of Classes (Choose one three-hour session)
  Monday (8/17) - morning
  Wednesday (8/19) - afternoon
  Friday (8/21) - morning
- Managing the Course Catalog (Choose one three-hour session)
  Tuesday (8/18) morning
  Thursday (8/20) morning
Please take some time to review the PeopleSoft Basic Navigation video.

System Access: Staff will access the new SIS using their existing CalNet ID. Access permission is defined by a user's specific functional role and will be activated after the staff member has completed the applicable training. Additional details on access will be provided during training.

**What Systems Are Impacted**

**Going away**
- Nothing at this time.

**Staying the same**
- CMS

**Continue to use for now**
- DB2 for academic year 2015-2016 classes

**User Acceptance Testing (UAT)**

In software development, user acceptance testing (UAT) – also called beta testing, application testing, and end user testing – is a phase of development in which the software is tested using 'real world' scenarios by the intended audience.

UAT for Go-Live 2 is scheduled for August 10-13, 2015.

[UAT team for Go-Live 2](#)

**What's Happening for Others in Go-Live 2**

**Undergraduate Admissions:**
- New format for preliminary norming

**Ongoing Support**

Comprehensive help desk support will be provided by teams from CSS-IT and SIS. Details will be made available during training sessions.

**The SIS Project**

The Student Information Systems (SIS) Project will enhance the student experience by delivering single-point access to student services, providing support to faculty in managing courses, and creating a transformational work environment.

[Learn more about the SIS Project](#)

**Go-Live 2 Timeline for Office of the Registrar**

August 10-13, 2015
User Acceptance Testing
August 17-21, 2015
Classroom Training
August 18, 2015
Go-Live 2

Coming Soon: Go-Live 3 December 2015
Including:
- Room scheduling
- Undergraduate admissions reading and selection
- Graduate SIR
- Collecting SIR deposits
- Graduate student onboarding – self-service

TOPICS
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Go-Live 2

Coming Soon:
Go-Live 3
December 2015
Including:

- Room scheduling
- Undergraduate admissions reading and selection
- Graduate SIR
- Collecting SIR deposits
- Graduate student onboarding – self-service

TOPICS
Advising Team Outreach
Where We Have Been This Summer

1. Blum
2. Dwinelle
3. 2607 Hearst
4. Koshland
5. Mulford
6. 2232 Piedmont
7. Davis
8. Evans
9. Haviland
10. Tolman
11. LeConte
12. LSA
13. McCone
14. Barrows
15. Wurster
16. Stanley
17. Etcheverry
18. Cory

# of plans:
1 visit = 
2 visits = 
3 visits = 

1
7
25
10
10
3
2
2
5
3
2
5
15
10
7
21
2
2
2
5
15
10
7
21
# Communications

## Executive Communications

**Examples of Content:**
- Moratorium
- Go Live Announcements

**Audience:**
- Campus Wide

**Channels:**
- CalMessages
- Short with links to content on website

## Stakeholder Communications

**Examples of Content:**
- Functional Area Updates
- Training Information

**Audience:**
- Functional Area
- Training Pool

**Channels:**
- Emails
- Meetings
- Trainings

## News/Announcements (Non Go Live)

**Examples of Content:**
- Student Recruitment
- Announcement of SIS Project Events

**Audience:**
- Campus Community with ties to the project

**Channels:**
- Partner Email Lists
- Partner Social Media

## Casual Communications

**Examples of Content:**
- Social Media Post
- Monthly News Update

**Audience:**
- Opt-in via social media or sign up list

**Channels:**
- Facebook & Email Opt-in list
- Forwarding of content by staff

## Face to Face Communications

**Examples of Content:**
- Presentations
- Departmental Visits
- One on One

**Audience:**
- Campus Community
- Faculty, Staff, Students

**Channels:**
- In person
Advising Team Outreach
Where We Have Been In June 2015

Barrows
Evans
Dwinelle
Tolman
LeConte
Cory
LSA
McConne
Stanley
University
Valley Life Sciences
2232 Piedmont (Demography)
Soda
Koshland
Cheit (Haas)
Goldman School (Public Policy)
10 Transformative Features of the New SIS

1. Integrated Technology
The SIS Project will create a single, integrated database for records, financial aid, advising, and student financials. The UC Berkeley campus currently functions with several stand-alone databases that create obstacles in support, time of transaction, and functional stability.

2. Access to Data
Due to the integration of systems, data will be more readily available. The new SIS will also provide added functionality and access to data that once required requests from campus partners and overnight data transfers.

3. Real Time Data & Transactions
The new SIS will allow for real time data flow and real time transactions across functional areas. The improved data flow will enable improved student services by eliminating inefficient data transfers.

4. New Tools
Along with the central PeopleSoft’s Campus Solutions, the SIS Project will be bringing on other integrated tools to assist with UC Berkeley’s unique admissions and classroom scheduling challenges. The addition of these tools creates a comprehensive integrated system.

5. New Transfer Credit Process
The SIS Project has created an opportunity for the campus to redesign the entire transfer credit process for articulation of courses. The redesign will be supported by new technologies that will support and enhance the transfer student experience.

6. Improved Billing Services
The integration of financial aid, registration and billing systems into a central database will improve the overall billing experience for students and parents. The SIS Project will deliver enhanced capabilities for an improved user experience.

7. Comprehensive Advising Records
The SIS Project will provide for one comprehensive advising record for each student. This new functionality will provide advisors with access to real time data enabling a richer conversation with students, as well as the ability to share notes.

8. User-Friendly Degree Audit
Included in the new SIS is an accurate, functional, user-friendly degree audit application for undergraduate and graduate students. Students will be able to create comprehensive academic plans and follow their progress throughout their career.

9. UX Designed Dashboards
The SIS Project is dedicated to creating an intuitive and empowering user experience (UX) with the new systems. The Project has a dedicated UX Portal Team that is building personalized dashboards and more, with the right information at your fingertips, and alerting you to things that are important and need your immediate attention.

10. Improved Student Services
With the new SIS students will be positioned to make better choices about their education. With access to real time data, dashboards that alert them to tasks that require action, and advisors that have more comprehensive view of their academic standing, students will benefit in ways unimagined until now.
<table>
<thead>
<tr>
<th>SIS Project Go Live Dates</th>
<th>SIS Project Go Live Dates</th>
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</tr>
</thead>
<tbody>
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<td>5 = Go Live Five (March 2016)</td>
<td>5 = Go Live Five (March 2016)</td>
<td>5 = Go Live Five (March 2016)</td>
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<tr>
<td>7 = Go Live Seven (Sept 2016)</td>
<td>7 = Go Live Seven (Sept 2016)</td>
<td>7 = Go Live Seven (Sept 2016)</td>
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</tr>
</tbody>
</table>

**ACADEMIC ADVISING:**
- Dashboard
- Outreach
- Applications
- Prelim Noring
- Reading
- Selection
- SIR Graduate
- SIR Law
- Yield
- SIR Undergrad
- Clearing
- Transfer
- Admissions

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**FINANCIAL AID:**
- Aid Year Setup
- ISIR Load
- ISIR Special Aid
- Special Aid Programs
- Scholarships
- Loans
- Disbursements
- Return to Title IV Aid
- Satisfactory Academic Progress

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**STUDENT FINANCIALS:**
- SIR Deposit
- Maintain Receivables
- 3rd Party Billing
- Tuition Calculation
- Billing
- Cashiering
- General Ledger
- Payment Plans
- Refunding
- Taxes
- Collections

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For more information please visit sisproject.berkeley.edu

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Graduate Program Requirements Workshop
Wednesday, June 3  10:00-12:00 (370 Dwinelle)  &
Wednesday, June 24  10:00-12:00 (Cory 521 Hogan)

Join us informally on a drop-in basis for this requirements gathering workshop, and we'll gladly answer any questions and help you get started!

- Heard about the SIS Project and not really sure how this affects you?
- Want to have a way to track student academic progress for both your department and Graduate Division, and not sure where to start?
- Need help organizing and aligning graduation requirements in the new system?

Things to bring:
- open mind
- department handbooks, memos, checklists that include rules and regulations for your majors, concentrations, and/or emphases
- contact information for anyone else in your department who needs to approve changes
- something to take down notes

We will provide worksheets, samples from other departments, fresh perspectives, snacks, and lots of encouragement!!

Please RSVP (bmanly@berkeley.edu)

sisproject.berkeley.edu
Governance Model

Faculty & Student Oversight/Advisory Bodies

Executive Steering Committee

Steering Council

SIS Project

Student Advisory Bodies
(ASUC, Graduate Assembly, Student Technology Council)

Faculty & Academic Advisory Bodies
(Academic Senate, Council of Undergraduate Deans, Advising Council, IT Governance)

TOPICS
Transformative Features of the New Student Information System

- A single, integrated database for all student records
- Access to real-time data and transactions
- Comprehensive advising records for each student
- A functional, user-friendly degree audit for undergraduate and graduate students
- Dashboards with accurate, real-time information and alerts enable effective decision-making

For more information visit:
sisproject.berkley.edu
ONE IT PRESENTS:

SIS Project Open House

Building A Bridge

Wednesday, April 8, 3:30-5:30
2850 Telegraph Avenue

The Student Information Systems (SIS) Project invites you to come:

- Connect with fellow IT colleagues
- Hear about the work we are doing
- Enter to win prizes
- Take a tour of the SIS Project office space
- Have your SIS Project questions answered
- Participate in literal bridge making

Light Refreshments and beverages will be provided.

For more information, including transportation options, and registration at:
technology.berkeley.edu/one-it

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The SIS Project &
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Berkeley
UNIVERSITY OF CALIFORNIA
Supporting Change

The CAO Project is committed to providing effective support for the coming changes. It is important to engage and support students, faculty, and staff as they move through what will be a significant change in how they accomplish some tasks.

The approach for facilitating SIS change is based on the ADKAR model of change, which recognizes that in order to be successful, participants of change need:

- Have an awareness of the need for change
- Have the desire to support the change
- Acquire the knowledge they need to implement the change
- Gain the ability to navigate the change successfully
- Reinforce the change to sustain its success.

Future Cases

The SIS Project would appreciate your help.

We need your real-world experience and expertise to help us come up with some future cases of how the system will work. We are looking for specific business processes that we can apply against the projected new functionality of the SIS. It’s also an opportunity for you to surf a specific task that you have concerns or suggestions around transitions to a new and improved system.

Please share your questions and Future Cases with:

- Anahita Serades (anahitas@berkeley.edu)

Contact Us

Student Information Systems (SIS Project)

100 Berkeley Way, Suite 200
Berkeley, CA 94720

sisproject@berkeley.edu

TOPICS
The Student Information System (SIS) Replacement Project will replace the current collection of aging, labor intensive, and vulnerable systems into a unified, efficient, agile, and progressive solution.

The New SIS will enable:
- Needed Efficiencies
- Service Opportunities
- Technological Security
- Functional Consistency
The Journey to Now

The journey to this mission critical solution started nearly ten years ago and is marked by campus wide collaboration, near collapse of the current SIS, and intense research and planning.

2005 - Student Affairs began the effort to replace vulnerable SIS

2006 - Kuali Consortium identified as path forward

2009 - Student Affairs coordinated tech program and portfolio management

2010 - First ever cross-campus risk assessment, inventory, and audit of SIS

2011 - End of UC Berkeley participation in Kuali Consortium

2011 - Vendor Exploration & Logical Architecture Mapping

2012 - Several “near misses” of critical systems such as TeleBears and Degree Audit

2013 - First phase of project. Developing and refining scope and requirements

2014 - CalCentral created as improved interface of BearFacts
The current SIS is greatly hampering the ability to provide efficient service to students creating financial, registration, course planning, and advisement issues that result in unneeded expense and delayed graduation.

**The Current SIS fails to:**
- Warn students that withdrawing from a course will impact their financial aid.
- Provide efficient and intuitive registration process
- Assist students with mapping a path to on-time graduation
- Provide proactive academic/financial warnings (close to failing a course...)
Faculty Are Suffering

The aging SIS system is also a pain point for the faculty who are unable to adequately manage the basic issues around course management. The current labor intensive solutions take precious time away from faculty and staff.

Faculty Pain Points:
- grade submission
- registration request
- student advising
- waitlist
- drops
- course evaluations
- room assignments
- course prerequisites
- tracking students
- along with several unique graduate student issues (Committees, appointments...)
The SIS Replacement Project is a large undertaking and has a proportional large financial investment. This is not the type of project that should be done “on the cheap”. A quality, comprehensive, unified SIS supports the entire infrastructure of academic success.

**Investment:**
- Project Implementation Costs: $82.8m
- True Project Costs: $54.3m
- Software: $4.8m
- Generally Donated Costs: $17m
- Hardware: $1.45m
- CS License: $3.36m
- Consulting: $21.68m
- Exist Staff: $12.51m
- New Staff: $15.82m
- Proj Space: $1.34m
- COS: $9.7m
- Risk Mtg-Com/Chg: $3.0m
- Misc: $0.78m
- Contingency: $8.44m

**Return:**
- Delivery of proven SIS with the assistance of a proven consulting agency
- Reliable system that does not risk failure of critical processes (admissions, enrollment, …)
- Students and faculty will spend less time navigating outdated technology and more on teaching, learning, and research
- Staff will use tools that enable them to provide better and more integrated service
- Holistic view of richer student data, enabling stronger research on students and more comprehensive advising
One of the important strengths of the SIS Replacement Project is the investment of strategically creating an knowledgeable staff. The Project has hired Sierra-Cedar consulting firm and paired their consultants with UC Berkeley Subject Matter Experts from partnering campus offices. The result is a team that is familiar with the campus needs and SIS implementation know how.

Investing our staff into project execution with consultants gives us:

- Reduced cost of consulting
- Core knowledge of systems design and usage
- Eliminates costly and potentially ineffective hand off of system at the end.
Do Nothing:
Leaves students and faculty woefully underserved and campus systems vulnerable to failure.

Implement Partial scope:
No piece of this project exist in isolation. Not delivering on any one piece of the project still impacts students and faculty by leaving their needs unmet.

Implement Full Scope:
Service and stability of the SIS is drastically improved free students and faculty to focus on enriching the academic experience.
Future State: Students

The new SIS will be able to prompt students when they are in the “warning zone” for financial or academic issues. It will empower students to create course plans to ensure timely graduation. It will free them from the frustration of the Telebears process.
Faculty will be freed from the tedious manual tasks that they are now forced to do. This new found efficiency will enable them to focus more on advisement and other student services. They will also be supplied with new information that will empower them to make informed decisions based on data.
In Closing

UC Berkeley is long overdue to implement a unified, efficient, agile, and progressive SIS. Our students, faculty, and staff have been resourceful and patient with the current system but that system has been holding them back from achieving the mission of expanding undergraduate academic services. Unburdened by technological limitation our students, faculty, and staff will continue to make UC Berkeley the Greatest University in the World.
From: Patrick Furze/ CalShare
Date: Wed, Feb 4, 2015
To: SIS Project Staff, Sponsors, Campus Partners
Subject: Project Charter
Version 50 includes better handling of Tele-BEARS advisor code requirements, improvements to bCourses course site creation and Roster Photos, and miscellaneous fixes.

CalCentral Fixes and Enhancements

- Handle important advisor-code status in Tele-BEARS.
- Updated Help and Feedback pages.
- Automatic term transition handling in class schedule bCal integration.
- Show a "log back in" link when the user logs out of CalCentral.
- Miscellaneous bug fixes, updates, and improvements to testing and operations.

bCourses Fixes and Enhancements

- Instructors will see an improved design with more context for class sections when creating a course site.
- Roster Photos is much faster now for large course sites, and the redundant scroll bars have been eliminated. A header has been added to the print-out view.
- Important context provided for Files feature.
- Improved handling of academic term transitions.
- Miscellaneous bug fixes in course site creation and user searches.
FACULTY and the SIS Project

Thanks To You
Thanks to the valuable input of faculty, staff, and students the Student Information Systems (SIS) Project is well underway to planning and building a new student information solution that the entire campus will be proud of.

We Are Making It Better
We have heard your frustrations of the issues surrounding the lifecycle of a class and the need to reduce the complexity and time commitments for key tasks.

This is what the SIS Project is committed to addressing:
- grade submission
- student advising
- drops
- room assignments
- tracking students
- registration request
- waitlist
- course evaluations
- course prerequisites
- along with several unique graduate student issues (Committees, appointments...)

With the new SIS, you will be able to simplify a number of tasks that you have to complete for a class. Additionally, you will have easy access to student and class information that will enable you to make real time and well informed decisions.

For The Entire Campus Community
We understand that you have been resourceful and patient with the current student systems, but these systems have been holding you back from achieving the mission of expanding academic services. Unburdened by technological limitations, and with improved faculty services, we know you will continue to make UC Berkeley the Greatest University in the World.

We Still Need You
As the SIS Project continues to make progress, we will be looking for faculty, staff, and student engagement on how to best meet your needs. To be notified of engagement opportunities please contact:

Andreas Pinterits (apinterits@berkeley.edu)

The SIS Project Modules
- Admissions
- Advising
- Financial Aid
- Records
- Student Financials

Keys to Success
- Intentional Project Structure
  To ensure a blend of leadership that knows the uniqueness of UC Berkeley and the intricacies of SIS implementation each of the project modules are guided by Co-Leaders:
  - A subject matter expert from a UC Berkeley home office
  - A Sierra-Cedar partner who has a proven successful track record of system implementation

- Continuous Engagement
  It is critical that the project sustain engagement with faculty, staff, and students. The SIS Project is for the campus by the campus.

- A Focus On User Experience
  The team includes the developers of CalCentral who designed and built the highly acclaimed new student portal on campus, which serves up dashboard information in a user-centered way.
Interactive Design and Prototyping (IDP)

IDP SESSIONS’ PURPOSE
- Introduce users to the new system
- Demonstrate how work may be done with the new technology
- Analyze requirements and business processes
- Identify gaps between the new system’s core capabilities and the unique needs of the campus

YOUR ROLE
- Become informed and share unique business process that may need to be added to the core capabilities of the system
- Bring forward requests for additional functionality that may now be possible with the new system
- Ask questions and voice concerns about the transition process

NEXT STEPS
- Next steps will include the analysis and design of the system, identifying which gaps will be approved for customizations
- Once solutions are selected the system will be configured to UC Berkeley’s needs
- After the system is configured and integrated the team will begin to test and train users on the system
- Once the new system is validated through testing the new product will be deployed for general use

Photo by: George A. Suennen
This morning the CalCentral/bCourses teams deployed CalCentral version 48.

Version 48 is a maintenance release, including bCourses support for E-Grades downloads, software library updates, and miscellaneous fixes.

**CalCentral Fixes and Enhancements**

- Can now add a CalCentral bookmark to home screens on iPhone and Android devices.
- Fix for final exams with multiple locations.
- Prevent early loss of Tele-BEARS appointments during academic term transitions.
- Improved icon for Google OAuth screen.
- Fix occasional synchronization issues for bCal course schedules.
- Fix year ambiguities in L&S Advising for My Academics.

**bCourses Fixes and Enhancements**

- E-Grades download option for Grades in course sites which are linked to official UC Berkeley classes.
- Improved Roster Photos performance.
- Fixed bug with administrative Course Provisioning and User Provisioning apps.
This morning the CalCentral/bCourses teams deployed CalCentral version 47.

Version 47 is a maintenance release, including software library updates, more automated tests, and miscellaneous fixes.

CalCentral Fixes and Enhancements

- New My Campus link to explain SHIP waivers.
- Fix to bCal events for Tele-BEARS appointments.
- Restore Recent Activity for certain bCourses accounts.
- Fix to My Finances when the search term includes a dollar sign ($).
- Fix unexpected behavior in GPA Calculator.
- Improved server health checks.
- More flexibility for administrative views.

bCourses Fixes and Enhancements

- bCourses course site provisioning for instructors now handles cross-listed courses.
- Course site members can be manually re-added after being automatically dropped.
SIS Project Kickoff Video
This morning the CalCentral team deployed CalCentral version 46.

Version 46 is mostly small enhancements, fixes and software library updates including some code and a feature to be able to support custom functionality and content for law students developed by Berkeley Law.

### Fixes and Enhancements

- Back-end call to identify when a student is enrolled in Berkeley Law.*
- Law students are now directed to the Law School booklist website when accessing booklists in CalCentral.*
- Updates for a few links in My Campus
- Preparation and testing to support project sites in bCourses.
- Improvements to the scripts that import students into bCourses.
- Validation of TeleBEARS appointments and Spring enrollments which both appeared in CalCentral during this sprint.
- Performance improvements to My Fin Aid messages and Recent Activity.
- Minor text alignment fix when printing the My Finances detail view.
- Support for the "Misc" block, although it doesn't appear to ever used.
- CalCentral no longer displays the number of overdue tasks in red if the number is 0.
- Fixed a bug where webcasts for courses with a slash in their title could not be displayed.
Fixed a bug in My Finances where the "Show More" button is displayed even when there are no additional items to display.

- System improvements to use fewer resources and improve performance.
- Numerous improvements to diagnostic messages and monitoring for the system operations team and developers.
- Numerous updates to system libraries and frameworks.

* Feature developed by Berkeley Law for inclusion in CalCentral.

CalCentral v.47 is scheduled to be deployed on Monday, November 17 at 6am.
CalCentral, v.45: In addition to a number of significant enhancements, this release introduces a feature allowing students to add and maintain their course schedule in their primary bCal calendar. This feature is disabled by default and only available to students who connect CalCentral to their bConnected account. See below for how to enable the feature.

**New Features**

Student course calendar support in bCal
CalCentral can display and maintain a student's course schedule in their primary bCal calendar. This new feature is disabled by default and only available for students who have connected CalCentral to their bConnected account.

To connect to bConnected and enable class schedule integration, log into CalCentral and visit the Settings page found under the Gear menu. Once activated, it can take up to a full day for your course schedule to appear in bCal.

Support for the recently announced Harassment Training block
As announced by the chancellor, the campus will add an academic block to students who have not completed sexual assault training. Once added to a student's academic record, the block will be displayed in My Academics along with information on how to complete the training requirement and lift the block.
Fixes and Enhancements

- My Academics design improvements, including:
  - major design improvements for small and medium display devices such as phones and tablets.
  - improved organization and navigation for instructors.
  - display of student ID and UID for students.
- In a number of places, CalCentral now truncates long lists and provides a Show More button to display more items.
- On devices with smaller display areas such as phones, the primary navigation can be swiped to close.
- Improvements to how CalCentral is tested to ensure excellent performance for increased usage.
- Better caching in My Campus and My Finances to improve performance during subsequent visits.
- Numerous updates for supporting frameworks and libraries.
- Fixed a bug where students enrolled in classes with a special preparation section scheduled before the actual lecture saw themselves as enrolled in preparation section.

CalCentral v.46 is scheduled to be deployed on Friday, October 3rd at 6am.
CalCentral v.19 rolls out multiple semester views for students, instructors and GSIs, along with a number of bug fixes and other important improvements.

New Features

Course lists in My Academics for GSIs and Instructors: CalCentral now includes information in My Academics for instructors and GSIs about current and past courses that they have taught.

Multiple Semesters in My Academics: In addition to the current semester, CalCentral now displays data for previous semesters. To ensure performance, CalCentral only displays semesters for the student's current
standing and only going back to Spring 2010.

Fixes and Enhancements

Filtering out inactive and administrative groups from CalLink: CalCentral no longer displays student groups that are inactive or that have been created for administrative use in My Groups on the dashboard.

Improved views for graduate students: CalCentral now uses labels to describe certain fields that are more in keeping with the names used in graduate programs. For example, School and Program are used instead of Collage and Major.

Accessibility improvements: Working with campus accessibility experts, we continue to refine layout and labels to improve use by keyboard and screenreader users.

Bug fixes and performance improvements: Many bug fixes and a few speed ups, including more reliable links to bMail messages, correctly displaying AP and non-AP levels, and faster database queries for students and instructors who have a lot of courses, sections or semesters.

Next Release

CalCentral v.20 is scheduled to be deployed on Monday, October 7th at 6am.
CalCentral v.43 is an interim release to improve the accuracy and timeliness of course enrollments and automate the process of updating members of the campus community in bCourses.
CalCentral Release Notes - August 27, 2014

From: Educational Technology Services
Date: Aug. 27, 2014
To: Campus
Subject: CalCentral Release Notes - August 27, 2014

August 27, 2014

CalCentral v.42 includes a number of important bug fixes, upgrades, and enhancements for CalCentral and bCourses.

Fixes and Enhancements

- Improved experience for adding people to bCourses courses.
- The new campus student store is now the source for textbook data.
- Added the ability to display more items in To Do and Recent Activity lists.
- Improved sorting for To Do items.
- Improved display of wait listed courses on Semester pages.
- Improvements to the display of audio and video webcasts.
- Support for full-screen webcast videos in bCourses sites.
- Better busy indicators.
- Fixed a problem where CalCentral would never display the latest data and instead would rely on the last data stored in cache.
- Numerous updates for supporting libraries and frameworks, including AngularJS 1.2.21 and Rails 4.1
This morning's version 41 release of CalCentral includes a number of bug fixes and enhancements for CalCentral and bCourses.

**Fixes and Enhancements**

- Fixed a case where some classes with special codes were not showing up in My Academics.
- Improved scalability by not caching extraneous copies of data in memory.
- Improved handling of campus guest accounts in bCourses.
- Improved caching of Bear Facts data.
- Migrated away from deprecated Google APIs.
- Updates for the following libraries: JRuby 1.7.13, TorqueBox 3.1.1, AngularJS 1.2.20.
- Back-end support for a student course calendar feature to be released during the Fall term.

**Known Issues**

Keyboard users, if you are having trouble accessing video webcasts and you use a browser other than Chrome, please go to [http://www.youtube.com/html5](http://www.youtube.com/html5), and select *Request the HTML5 player*. This configuration must be set for every browser you use.

CalCentral v.42 is scheduled to be deployed on Thursday, August 21 at 6am.
CalCentral version 40, released moments ago, includes numerous enhancements and bug fixes.

**Fixes and Enhancements**

- Links to online course sites in bSpace and Canvas are displayed for previous semesters when available.
- New: details for payment items in My Finances now includes status, date and type.
- Improved display of My Campus and My Academics for ex-students.
- Minor accessibility fixes for webcasts and footer links.
- Better campus bookstore link in book lists.
- Enhancements for bCourses including support for TAs and GSIs to see roster photos and improved webcast support.

**Known Issues**

Keyboard users, if you are having trouble accessing video webcasts and you use a browser other than Chrome, please go to [http://www.youtube.com/html5](http://www.youtube.com/html5), and select *Request the HTML5 player*. This configuration must be set for every browser you use.

CalCentral v.41 is scheduled to be deployed on Monday, August 4 at 6am.
CalCentral version 39, released moments ago, includes numerous enhancements and bug fixes.

Fixes and Enhancements

- Registration status and alerts have been turned off until a bug with how registration status is retrieved from BearFacts is fixed or until the beginning of the Fall term. Until this issue is resolved, please see BearFacts to verify your registration status.
- Design and layout improvements including removing duplicate drop-down arrows in Internet Explorer and fixes for the date-picker in *To Do* and in *My Finances* — it is now possible to click on the Month or Year and pick a new value from a drop down menu.
- The addition of audio webcasts for courses with audio webcasts, along with download links and links to the course page in iTunes U when available.
- Improved feedback in bCourses while provisioning courses.
- Numerous fixes to improve keyboard and screenreader access to webcasts.
- Links to CalCentral's Twitter and Facebook accounts can now be found in the CalCentral footer.
Updated policy on supported browsers and system requirements

In order to ensure quality, functionality and accessibility for the maximum number of users, CalCentral is only tested and supported on the last two major browser versions on Windows and Mac OS and on the most recent version of the default browser on the iOS and Android mobile platforms. Other operating systems and browsers might work with CalCentral. However, we can't guarantee that all features will work as expected. For details on which browsers are supported please see CalCentral System Requirements and Supported Browsers.

Known Issues

Keyboard users, if you are having trouble accessing video webcasts and you use a browser other than Chrome, please go to http://www.youtube.com/html5, and select Request the HTML5 player. This configuration must be set for every browser you use.

CalCentral v.40 is scheduled to be deployed on Monday, July 14 2nd at 6am.
CalCentral version 37, released moments ago, includes numerous enhancements and bug fixes.

Fixes and Enhancements

- My Classes now provides one-click access to class sites in bCourses and bSpace.
- Students taking more than one of the same primary section in a single term will now see all of their sections listed.
- Improved display of grades for past semesters.
- New introduction video on the CalCentral Splash page.
- Faster updates for financial data in My Finances when new information is available from CARS.
- Improvements for webcast videos, including better front-end performance and a new data source to provide access to more webcasts when available.
- Accessibility fixes for webcasts, including a better keyboard control and a better reading of the page in JAWS, VoiceOver and ChromeVox.
- Accessibility fixes for webcasts, including a better keyboard control and a better "reading" of the page in JAWS, VoiceOver and ChromeVox.
- Better descriptions for some My Campus listings.
- Financial Resources are now displayed last in My Finances.
- Improved academic information for incoming students still in the process of registration and enrollment.
activities.

- Faster and more accurate display of bCourses tools with an API to determine whether a user should be displayed a particular tool.
- Upgrade to Rails 4.0.5

Known Problems

- Webcast videos are not currently keyboard accessible in Safari.

CalCentral v.37 is scheduled to be deployed on Monday, June 2nd at 6am.
CalCentral version 34, rolled out this morning, contains numerous enhancements, updates and bug fixes. Research Hub groups are back in My Groups, CalCentral can now display messages for multiple financial aid years, and there is new functionality and enhancements for tools in bCourses.

**New Features**

Financial Aid notifications, status messages and alerts from the current aid year and the next aid year are now available in Recent Activity on the CalCentral dashboard.

Research Hub groups are back in My Groups, after being disabled while the CalCentral team investigated and fixed a problem with groups not showing up for some users and links to groups going to the wrong place.

bCourses course provisioning tool for instructors is enabled in bCourses. CalCentral provides a number of tools to bCourses, the campus' new learning management system. This release adds a self-service course provisioning tool for instructors.

**Fixes and Enhancements**

- Include Pass/No-Pass (P/NP) as an option in the GPA calculator.
- Tele-BEARs advisor code information is available now on the main My Academics page.
- The textbook list now provides a link to Google Books instead of Google Play in order to provide additional sources for purchasing or reading online.
- Improvements for the display of Summer term data.
- Improvements for the Add People tool in bCourses.
- Course rosters now appear on Class Pages for instructors.
- Upgrades of a number of back-end libraries and enhancements to support CalCentral development.
- Improvements to CalCentral administrative tools to aid end-user support and testing.
- Updated to the latest version of Google Analytics.
- Fixed a bug where today's calendar wouldn't update when there are no events for the current day.

CalCentral v.35 is scheduled to be deployed on Monday, April 21st at 6am.
CalCentral version 33 brings back financial aid messages that were temporarily removed after the launch of v.32.

New Features

Financial Aid notifications, status messages and alerts from MyFinAid now show up in CalCentral. Find out when your status changes or when your need to submit a document to move your aid application along and much more right on the CalCentral dashboard.

Fixes and Enhancements

CalCentral now supports Summer and Fall 2014 courses in My Academics and in bCourses.

Upcoming Releases

CalCentral v.34 is scheduled to be deployed on Monday, April 7th at 6am.
Financial Aid messages, rolled out with version 32, have been temporarily removed from the Dashboard while we resolve an issue.

**New Features**

CalCentral system alerts will appear on every page when needed. These alerts are rare and are used to inform you about critical changes or downtime for CalCentral.

Financial Aid notifications, status messages and alerts from MyFinAid now show up in CalCentral. Find out when your status changes or when you need to submit a document to move your aid application along and much more right on the CalCentral dashboard. See above.

**Fixes and Enhancements**

A consolidated textbook list is available now for reference and for printing as well as course specific book lists.

Bug Fixes:

- Fixed a bug where some courses didn't have a grade type and where incorrectly represented in My Academics and the GPA calculator.
- Links to individual pages in CalCentral now work. You can now bookmark My Finances, My Academics or one of your class pages.
- Fixed a minor formatting and layout issues.
- CalCentral now supports YouTube's HTML 5 player as well as the regular player for playback of webcasts.
Upcoming Releases

CalCentral v.33 which includes support for Summer and Fall 2014 classes is scheduled to be deployed *next week* on Monday, March 24th at 6am.

CalCentral v.34 is scheduled to be deployed on Monday, March 31st at 6am.
March 17, 2014

CalCentral is now running version 32. Financial Aid messages, notifications and alerts have joined Recent Activity on the CalCentral dashboard along with other new features, enhancements, and bug fixes. See below for details or sign in and check it out yourself.

New Features

Financial Aid notifications, status messages and alerts from MyFinAid now show up in CalCentral. Find out when your status changes or when your need to submit a document to move your aid application along and much more right on the CalCentral dashboard.

CalCentral system alerts will appear on every page when needed. These alerts are rare and are used to inform you about critical changes or downtime for CalCentral.

Fixes and Enhancements

A consolidated textbook list is available now for reference and for printing as well as course specific book lists.

Bug Fixes:
- Fixed a bug where some courses didn't have a grade type and where incorrectly represented in My Academics and the GPA calculator.
- Links to individual pages in CalCentral now work. You can now bookmark My Finances, My Academics or one of your class pages.
- Fixed a minor formatting and layout issues.
- CalCentral now supports YouTube's HTML 5 player as well as the regular player for playback of webcasts.

Upcoming Releases

CalCentral v.33 which includes support for Summer and Fall 2014 classes is scheduled to be deployed next week on Monday, March 24th at 6am.

CalCentral v.34 is scheduled to be deployed on Monday, March 31st at 6am.
March 3, 2014

Version 31 of CalCentral includes a *Print* button and more advanced searching and filtering in My Finances as well as other enhancements and bug fixes.

**New Features**

Expanded Filters and Printing in My Finances:

- CalCentral v.30 introduced an enhanced print style sheet for My Finances. This version makes printing even easier to use and much easier to discover with the inclusion of a *Print* button. You can continue to select *Print* in your browser.
- My Finances in v.31 also has expanded searching and filtering options making it easier to dig through your financial transactions.

**Fixes and Enhancements**

New administrative privileges: CalCentral now includes three special administrative roles: Super-User, View As, and Authoring. How we will be using these privileges will be announced soon.

My Academics: The list of courses for faculty are now organized by term making them easier to find.
Textbook feed: The textbook feed has been added to the Instructor view of Class Pages. Added Google Play to the list of purchasing options for textbooks. At this time, Google Play has a fairly limited collection.

My Finances: Added a link to Cal Student Central for questions about your bill.

CalCentral Splash Page: Added more vignettes explaining the features of CalCentral.

All Areas: Many small bug fixes and minor wording and layout improvements in all areas.

**Next Release**

CalCentral v.32 is scheduled to be deployed on Monday, March 17th at 6am.
February 20, 2014

Version 30 CalCentral adds webcasts to the class pages where available as well as many design and technical refinements.

New Features

Webcasts on Class Pages: you can find a list of the public webcasts for a course on the course's class page. This list only shows up for classes that have video webcasts. This feature was built by one of CalCentral's student developers.

Print stylesheet for My Finances: My Finances is now enhanced with a special stylesheet optimized for
Fixes and Enhancements

Recent Activity now includes all the current activity from bCourses.

Today's calendar: a long standing bug that caused the display of old calendar data has been fixed. If you have connected your CalCentral account with your bConnected account, you should always see today's data in the calendar on the dashboard.

My Campus: many new and updated descriptions for links in My Campus. The descriptions display when hovering over a link, or tap and hold on a link in a mobile browser if your browser supports that gesture.

Class Pages: CalCentral now displays a courses bSpace or bCourses sites on class pages for instructors.

Textbooks: minor improvements for error handling, design and messages.

My Finances: a number of design improvements.

GPA calculator now correctly calculates failing grades.

Platform Upgrades: Updated AngularJS.

Next Release

CalCentral v.31 is scheduled to be deployed on Monday, March 3rd at 6am.
Version 29 CalCentral now displays a list of textbooks on class pages where available. This release also includes a short list of financial resources in My Finances, refinements for bCourses tools, and other enhancements.

New Features

TextBooks on Class Pages: For courses where the instructor has registered a set of textbooks, the class page for that course now displays that list as well links to the campus bookstore and online sources where available. This feature was built by one of CalCentral's amazing student developers.

Financial Resources: My Finances now contains a short list of campus financial resources.
Fixes and Enhancements

Wait List information: My Classes on the CalCentral dashboard, now indicates wait-listed classes and the position on the wait list.

bCourses: numerous enhancements to bCourses course management tools, including support for guest accounts.

Performance: CalCentral, when needed, can now pre-fetch academic and financial data for the entire campus over the course of a single day.

Platform: a number of upgrades for backend and front-end libraries.

Next Release

CalCentral v.30 is scheduled to be deployed on Tuesday, February 18th at 6am.
My Finances in CalCentral is back!

On Tuesday, 1/7 the My Finances tab was removed from CalCentral when it was discovered that Amount Now Due was missing some fees. We've updated the code that does the calculation and have re-enabled My Finances.

My Finances should now appear for all graduate and undergraduate students.
This release of CalCentral focused primarily on performance, bug fixes and security enhancements.

**Fixes and Enhancements**

- Security - The SAIT security team conducted a thorough security review of CalCentral which uncovered some minor edge cases which were quickly fixed.
- Performance Improvements - improved data caching and cache refreshing, and other performance refactoring.
- Bug fixes - accessibility improvements and other bugs fixes.

**Next Release**

Scheduled for: Monday, April 29th, 2013
The primary features included in this release of CalCentral are enhancements to Task editing and the addition of My Campus pages.

**New Features**

**My Campus**

This first release of My Campus provides students, staff and faculty with a directory of campus systems and services personalized for their role.

**Task Editing**

We have greatly expanded personal task management in this release with the ability to edit and delete bCal (Google) tasks from within CalCentral. You can also delete your completed bCal tasks.
Expanded Student Academic Profile

Students are now alerted when they have an active block and can also confirm their residency status, education level and number of enrolled units from inside CalCentral.

Fixes and Enhancements

- Improved handling of task dates and times for Tasks - Google & Canvas tasks have a more consistent look and feel. Along with the date, you can now see a due time (when available) for Canvas Assignments.
- Student Group Links - A bug was resolved with links to CalLink student groups. Now all student group links go directly to student groups site in CalLink.
- Hidden bSpace Sites - If you hide a course or project site in bSpace, those sites will now also be hidden from My Classes & My Groups in CalCentral.

Next Release

Scheduled for: Monday, April 1st, 2013
The primary feature included in this release of CalCentral is a consolidated Recent Activity Feed that includes bSpace Announcements.

New Features

Consolidated Activity and Notifications
The Recent Activity feed now includes all announcements, notifications and activity in one filterable list. This both simplifies the user experience and provides more control over the view.

bSpace Announcements in Recent Activity
The Recent Activity feed now includes bSpace announcements, providing students and faculty a way to view announcements from all their sites in one place.
bCal Status Badge

The bConnected shortcuts now display a count of new unaccepted bCal events as well as the number of unviewed bDrive documents. The next release will include a count of unviewed bMail messages.

Fixes and Enhancements

• Performance - Improvements to support more concurrent users and to reduce the size and number of resources sent to the browser.

Next Release

Scheduled for: Monday, April 15th, 2013
The primary features included in this release of CalCentral are CalLink student groups, BearFacts notifications and a bDrive status badge.

### New Features

#### CalLink Student Organization Memberships

In collaboration with our partners in Student Affairs, CalCentral has integrated with [CalLink](#), the campus student organization management system. Students will now see their student organization memberships in My Groups within CalCentral.

#### Notifications from BearFacts
Building on our work with Student Affairs IT, IS&T and the Registrar's Office on the student's academic status, we are now able to deliver notifications to students within CalCentral based on changes in Registration Status. This work lays the foundation for additional notifications coming from campus systems including BearFacts, learning management systems, and financial aid.

**Status Badge for bDrive**

As part of our bConnected integration, we are working to reflect bMail, bCal and bDrive activity in CalCentral. This release introduces a status badge for new and recently modified documents shared with users in bDrive.

As of March 4, we are waiting on a small configuration change to the campus Google account to enable this feature for bDrive users. We are releasing this feature now because we expect the issue to be resolved shortly.

Status badges for bCal and bMail are in the works and will be rolled out over the next couple of releases.

**Fixes and Enhancements**

- **Settings Page** - The settings page in CalCentral has been re-designed based on user feedback to inform users about the services they are accessing, to be more intuitive, and to fix a bug in accessing the Canvas LMS.
- **News and Release Notes links** - To help communicate about CalCentral, we have included a link to the current release notes on the Splash Page in addition to adding a News link in the footer that shows all news related to CalCentral.
- **Service Integration Enhancements** - CalCentral now gracefully handles interruptions to our various integrated services so users can continue to use CalCentral even when one is unavailable (even Google goes down sometimes).
- **Administration Features** - We took some time during this past sprint to build administration features to enable our support and development staff to better track down problems with individual user accounts.

**Next Release**

Scheduled for: Monday, March 18, 2013

**TOPICS**
From: Educational Technology Services
Date: Feb. 19, 2013
To: Campus
Subject: CalCentral Release Notes - February 19, 2013

New Features

Recent Activity

From Recent Activity, users will be able to get a sense of changes in their course and collaborative groups. For this release, we have integrated CalCentral with our Canvas LMS pilot to display Canvas course activity in CalCentral. In the coming weeks and months we will be integrating with other campus systems.

Student Academic Status

For students, this release of CalCentral brings the first iteration of Student Academic Status. Initially Student Academic Status simply reflects current Registration Status, but in the coming weeks we will include additional alerts and status indicators.

To deliver this feature, we are relying on services and integrations from our partners in Student Affairs IT, IS&T and the Registrar's Office. We are very excited to deliver this feature and are thankful to our partners for their responsiveness and enthusiastic support of CalCentral.

Fixes & Enhancements

- Mobile Device Support - CalCentral is designed to support mobile devices! A few bugs were identified in the last release that have now been fixed.
- Security Audit - Thanks to our partners in Student Affairs IT (SAIT), we were able to complete our first (of many) security audit. We are happy to report that CalCentral passed after quickly resolving a low-risk security issue. Thanks SAIT!!
Internet Explorer Improvements - CalCentral does not officially support Internet Explorer 8, however we made several enhancements in this release that improve the IE 8 Experience.

Next Release
Scheduled for: Monday, March 4, 2013
January 28, 2013

Educational Technology Services and the CalCentral Team are pleased to announce today's launch of what we're calling the "Platform Release" of CalCentral. This release delivers the foundational software we need to connect with the first of many campus systems, along with an integrated and personal dashboard experience.

CalCentral is a one-stop, online system that will eventually deliver a unified and personalized experience to students, faculty and staff, facilitating the navigation of campus resources, delivering personal notifications from key campus systems, and supporting learning and the academic experience.

You can try it out here: https://calcentral.berkeley.edu

This Platform Release will enable us to:

- Pilot Canvas as our replacement learning management system (LMS) to bSpace, and
- Showcase CalCentral, a lightweight technology platform built by ETS, and its user-centered dashboard and campus navigation solution design.

The key to the CalCentral's project success is the ability to surface and aggregate information from a variety of campus systems on the Dashboard. We have planted the seeds of many cross-campus collaborative partnerships over the past six months, which will deliver increasing end-user value in the coming months.

CalCentral Release Notes: Platform Release

CalCentral is built using an "Agile development" methodology, which means we'll be iterating and adding features and functionality to the platform every few weeks. Here's what you can expect now and through the summer.
<table>
<thead>
<tr>
<th>Feature</th>
<th>Platform Release</th>
<th>In The Pipeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up Next</td>
<td>See a display of your current day’s events from bCal</td>
<td>Inclusion of additional campus calendar data, such as personal class schedules, academic and administrative deadlines.</td>
</tr>
<tr>
<td>My Classes</td>
<td>Lists and links to your current semester bSpace classes</td>
<td>Canvas pilot users will see both Canvas and bSpace classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Integration with edX</td>
</tr>
<tr>
<td>My Groups</td>
<td>Displays memberships to bSpace groups</td>
<td>Student Group memberships, integration with CollegiateLink</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Connections to campus collaboration tools: Box, Research Hub and Google Drive</td>
</tr>
<tr>
<td>Assignments</td>
<td>View and add tasks to your bCal task list</td>
<td>Display assignments from Canvas classes</td>
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<tr>
<td>and Tasks</td>
<td></td>
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<tr>
<td>Notifications</td>
<td>Receive campus notifications of Registration Status changes and when end of semester grades are posted to BearFacts</td>
<td>Alerts from financial aid, integration with ProSAM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Notifications about registration blocks and class enrollment status changes</td>
</tr>
<tr>
<td>My Campus</td>
<td>n/a</td>
<td>Very basic navigation (links) to key student service categories</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BLU for staff replacement exploration – basic navigation to staff services and resources</td>
</tr>
<tr>
<td>My Finances</td>
<td>n/a</td>
<td>A simple personalized student billing and financial aid information page</td>
</tr>
</tbody>
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