Student Records Functional Needs

The functional needs listed below were developed in discussion with the primary stakeholders of the Student Records module of SIS+, namely, academic advisors and staff in the Office of the Registrar.

Existing functionalities

The following SIS+ strengths are critical to UCR student records processes and should not be compromised:

- Speedy access to live data
- The integration of a broad range of data
- A data structure that is largely dynamic.

Needed functionalities

- A reporting tool that is both simple to use and powerful was far and away the top requested functionality. There is a need for a wide variety of users to run online queries for some standardized reports (for example, list of addresses or e-mails for students in a given major). Additionally, it is necessary for a number of users to quickly develop fairly extensive ad hoc queries. Some users would like the ability to extract data from modules other than student records, such as financial aid.

- The second most requested functionality was for a system structure that would allow for easier designing or modifying of screens

- Robust class wait list feature.

- An advising notes module or capacity. This would be an area specific to the record keeping needs of academic advisors; access would be limited to these users. The module would be used to keep track of individual advising records on a per-student basis. The ability to tie a note to one of a series of preidentified flags (for example, “sent e-mail student regarding upcoming enrollment period”; “student requested appointment to discuss major selection”; “student requested signature for add/drop”, etc). A robust deployment would allow for the automatic generation of e-mails or letters to a student selection identified by the advisor (using the reporting structure mentioned earlier) and the posting of a flag to the notes module indicating date e-mail was sent and general content of the message. Advisors could also record free-form notes.

- Automated calendaring system. This system would rely on both the capacities of SIS and the portal. Students would have the opportunity to sign up for an advising appointment with an individual counselor and later receive an e-mail reminder of
the appointment date. Students would also have the option of selecting from a preidentified list of advising needs (discussion of possible major change, discussion of graduation requirements, discussion of career opportunities) and have their appointment directed to an advisor in the appropriate area (college office, major department, Career Services, etc.). Advising periods from the preidentified list would all have established time lengths. Appointments would be reflected on a full-featured calendar used by academic advisors for all other calendaring needs. In a robust implementation, the calendar and note taking system should be tied together in what can be turned an “advisor’s toolkit.”

• Ability for students to self submit and track the progress of a number of common petitions, such as petition to major change, application for graduation, application for readmission, etc.)

• Extended integration with other campus systems (Housing, Alumni, etc.).

• Expanded online transfer evaluation tools for students, including continuing and prospective students. This includes a robust articulation database; a mechanism for prospective students from multiple community colleges to review the applicability of their existing work against UCR admission requirements or against specific degree requirements; online reporting tools for students; etc.

• The desire for a web-based interface to the system for advisors and records staff was mentioned rarely, if at all. There was a call for a more intuitive interface for occasional users (e.g., faculty) and expanded help information.

• Degree audit tool with user-friendly interface, the ability to provide “drill-down” reports that focus on a particular portion of the degree (breadth requirements, major requirements, etc). Ability for students to do course planning online and see instant feedback on their plans.

• Expanded search capacity, particularly for partial SSNs or any prior SSN.

• Easier navigation and mining of information from the financial support and student financials modules, particularly for graduate advisors.

• A system that accommodates multiple types of input (i.e., not limited to keyboard data entry).

• Extended audit functions in some areas, not so much to track the actions a student has taken but the actions of administrative users.

• Improved handling of special program admissions

• An automated mechanism for coding repeated units.
• Availability of live class availability information for students

• Improved dynamic updating in a few areas, particularly in the Scheduling screens and the interface between Scheduling and Catalog information.

• Improved handling of crosslisted courses.

• Less reliance on batch processes.