STUDENT INFORMATION SYSTEM STATS

Student Information System Statistics (March 1, 2015 – March 31, 2015)

- 105,654 unique visitors
- 375,558 visits
- 1,242,528 page views

Browser

- 44% Chrome
- 21% Safari
- 18% Firefox
- 15% Internet Explorer
- 2% Other

Device

- 81% Desktop
- 16% Mobile
- 3% Tablet

BUGZILLA

Bugzilla Statistics (March 1, 2015 – March 31, 2015)

- 46 new bugs
- 45 bugs closed
- 26 bugs remain open
- 25 bugs in progress
- 13 bugs ready for test
- 18 bugs have been deferred

JIRA STATS

JIRA Statistics (March 1, 2015 – March 31, 2015)

- 442 issues created
- 353 issues resolved
DESK STATS

Desk Statistics (March 1, 2015 – March 31, 2015)

- 850 cases submitted
- 843 cases resolved and not reopened
- 221 cases reopened
- 1,063 cases resolved (Number includes reopens)

Case Breakdown

- Admissions and Recruitment
  - 115 cases submitted
  - 135 cases resolved
- Academic Advisement
  - 56 cases submitted
  - 74 cases resolved
- Business Intelligence
  - 20 cases submitted
  - 22 cases resolved
- Campus Community
  - 54 cases submitted
  - 71 cases resolved
- Financial Aid
  - 67 cases submitted
  - 92 cases resolved
- Student Financials
  - 93 cases submitted
  - 117 cases resolved
- Student Records
  - 72 cases submitted
  - 97 cases resolved
- Access Request
  - 306 cases submitted
  - 384 cases resolved
- Technical Enhancements
  - 0 cases submitted
  - 0 cases resolved

PROJECT STATUS KEY

- In Progress (On Schedule) - Project is progressing as planned and on schedule.
- In Progress (At Risk) - Project is progressing as planned but has had some minor delays or setbacks. If the delays or setbacks are not addressed the project will not be completed on-time.
- In Progress (Critical) - Project is not progressing as planned and has had significant delays or setbacks. If the delays or setbacks are not addressed immediately the project will not be completed on-time.
- In Progress (Missed Delivery Date) - Project is still moving forward but has missed its delivery date.
- Completed (Early) - Project was successfully completed ahead of schedule.
- Completed (On Time) - Project was successfully completed on time.
- Completed (Late) - Project was completed behind schedule.
- Not Started - Project has not begun.
- Deferred - Project has been deferred.
PROJECT STATUS

Academic Advisement

Academic Advising Report Review
This is a joint effort between the Registrar’s Office, Department Coordinators, and Enterprise Systems to review Academic Advisement Reports.

Expected Completion Date: August 31, 2015
In Progress (On Schedule)
The order in which Enterprise Systems will work with colleges to review the advisement reports has been defined. Enterprise Systems is currently working to implement the changes from the Catalog Bulletins that have been approved by the Faculty Senate. The College of Business is scheduled to have their review first. Enterprise Systems will begin the review with them once the updates in Bulletin 9 have been implemented (Enterprise Systems has currently implemented all changes through Bulletin 6).

General Studies - No more than three in UCORE
This project will track efforts to enhance the General Studies advisement report to ensure that more than three courses from a students areas of concentration are used to satisfy UCORE. This update will only impact General Studies students.

Expected Completion Date: May 1, 2015
In Progress (At Risk)
Enterprise Systems has made the required changes to the advisement report for General Studies students. The new academic requirements have been built and testing is complete. Global Campus has confirmed that the portion of the report that fall under their umbrella are correct. Enterprise Systems are waiting for verification of the data from both the Registrar’s Office and General Studies. The project is on hold until those reviews are complete.

General Studies - No more than zero in GER
This project will track efforts to enhance the General Studies advisement report to ensure that more than three courses from a students areas of concentration are used to satisfy UCORE. This update will only impact General Studies students.

Expected Completion Date: August 31, 2015
In Progress (On Schedule)
After meeting with representatives from General Studies and the Registrar’s Office and verifying that we can enforce the General Studies requirements on the advisement report, the decision was made to implement this update AFTER the May 2015 graduating class has been cleared. Focus on the project will resume in the summer.

Graduate Program of Study
This is a continuation of the effort to implement the graduate research management module in conjunction with the Graduate School. This project aims to consume program of study forms submitted by students and automatically determine committee assignments and work-flow approvals.

Expected Completion Date: December 31, 2015
In Progress (At Risk)
With the majority of configuration complete the focus has now turned to the implementation of the electronic program of study form. The decision was made to use the academic planner, the plan by my requirements report, academic requirements, and student exceptions components to build and maintain program of study forms. Enterprise Systems will spend the next several weeks reviewing and updating academic requirements for the pilot departments to reflect the current handbook.

The project status is at risk because of the need to review and update academic requirements for all of the programs within the Graduate School before the end of December 2015. Enterprise Systems is conducting a similar review...
Graduate Research Management

The Graduate School and Enterprise Systems will begin utilizing the graduate research management module to track graduate students. This offers the ability to track candidates’ time to degree, create assignments, and allow for the submission of electronic documents.

**Expected Completion Date:** December 31, 2015

- In Progress (At Risk)

All active graduate students have been added to the research management tables. Graduate School staff will review these files and, where appropriate, update research committee members as well as begin and end dates. Over the next few weeks, Enterprise Systems will finalize the configuration of self service options which will offer students the first opportunity to begin uploading their forms through zzsis.

Phase-Out UCORE Student Group

Enterprise Systems will phase-out the automated assignment of new students to the UCORE Student Group. All incoming students are utilizing the UCORE graduation requirements so the group assignment is no longer needed.

**Expected Completion Date:** October 12, 2015

- In Progress (On Schedule)

Work has commenced to identify the areas that will be impacted by a change in the way GER and UCORE Student Group assignments are made. The majority of work will be to update the processes and components to accommodate the new business practice. That work is scheduled to occur during Summer 2015.

Admission & Recruitment

Accept/Decline Admission

Working closely with the Admissions Office, the project aims to streamline the process for students to accept admission. This will reduce the workload on staff and allow all students to go through a single admission process.

**Expected Completion Date:** July 31, 2015

- In Progress (At Risk)

Work on this has been deferred the past couple of months to address other higher priorities jointly agreed upon with the Admissions Office. Enterprise Systems is hopeful to have this in place prior to the May 1 Confirmation Deadline. Testing should begin in the first half of April. Once testing is complete, we will work to add career-specific links to the page at the end of the process, which is currently a dead-end page with no obvious links back to zzsis or to other useful information.

Evaluate My Transfer Credit

The Evaluate My Transfer Credit component allows students and prospects to self-report transfer credit and view an unofficial articulation report and advisement report based on the information provided.

**Expected Completion Date:** August 31, 2015

- In Progress (On Schedule)

Enterprise Systems has begun to gather technical requirements. Enterprise Systems met with a team of admissions and transfer credit officers. Enterprise Systems will meet with a few other groups for input before compiling, summarizing and submitting the requests to the technical team for review.

International Programs - Transfer Credit Enhancements

International Programs processes transfer credit from a large number of international schools. The goal of this project is to use the SIS to manage conversion tables for courses, credits, grades, and automate as much of the process as possible. These conversion tables are currently maintained in external systems.

**Expected Completion Date:** August 31, 2015

- In Progress (At Risk)
Enterprise Systems has demonstrated the ability to convert international grades and credits to WSU grades and credits by using External Term Types and Grading Bases. Enterprise Systems will be meeting with International Programs to review and define values for the most common conversion rules. Enterprise Systems will also investigate the ability to receive and load electronic A-Level scores.

**PDL Implementation**

Prospect/Admissions Data Load (PDL) enables data loads to Campus Solutions from external sources, including, but not limited to, test scores. Deployment of this new data load feature will allow the system to respond to layout changes announced by various test agencies.

**Expected Completion Date:** May 29, 2015

**In Progress (On Schedule)**

The configuration in Campus Solutions to allow for the automated uploading and posting of IELTS Test Scores is complete. Training was completed last week. The retrieval of IELTS scores from Cambridge is a manual process. Chris Perish is building a process that will automate the retrieval of the scores and transmission to our production server. Enterprise Systems is ready to process scores, but want to be able to take advantage of the automated retrieval and transmission of the test scores. The expected completion date was moved from March 27 to May 29 to create documentation of the process to convert to PDL. This documentation will then be used for all future conversions.

**Enterprise Wide**

**Graduate Business Academic Career**

The purpose of this project is to create a new Business Academic Career and convert Graduate MBA Programs and Students to new Business Career for Fall 2015. This will allow the Graduate MBA Program to manage their own admissions and more effectively track students.

**Expected Completion Date:** August 31, 2015

**In Progress (At Risk)**

Students are now active in BUSN Career Programs as of August 15, 2015 and Term Activated for Fall 2015. Graduate Career Programs have been Discontinued as of August 15, 2015. Registration is scheduled to begin April 2015. Although the project remains on track in terms of sequencing and events, there are two issues that are several weeks behind schedule: (1) Final determination on Satisfactory Academic Progress (SAP) policies and procedures for BUSN Career; and (2) Final determination on minimum number for credits required each Session within Term. Discussion on these two issues continues. The expected completion date was extended to include the running of tuition calculation and advisement reports.

**IALC Integration into the SIS**

The purpose of this project is to create a new Academic Career for Intensive American Language Center and implement the program into the SIS for Spring 2015. Having IALC students in the SIS will allow WSU to easily monitor student progression to enrollment at WSU.

**Expected Completion Date:** May 31, 2015

**In Progress (On Schedule)**

Spring 2015, Session 1 grades have been posted. IALC students who completed program levels in Session 1 have been updated with completion of program and added to a new program level for Session 2. Students are enrolled in Session 2 classes and tuition and fees have been calculated. Session 2 sponsor contracts have been created and students have been assigned to contracts; with exception of one student. Enterprise Systems has encountered issues with the business process for completing program levels at end of Session 1. Specifically, the completion of program and addition of a new program level for Session 2 has caused calculation issues with our minimum/maximum fee codes associated with Student Financials term fees. We have worked around these issues so far by setting the effective date to 05/17/2015 for the Session 1 Program Level Completion. Because the effective date is not until 05/17/2015, the Session 1 program remains active and considered primary for Spring Term. Students are
active in the new program level.

North Puget Sound Everett
The purpose of this project is to implement a new administrative campus for Everett Center in Campus Solutions and define Academic Programs and Plans offered on new Campus for Fall 2015.

<table>
<thead>
<tr>
<th>In Progress (At Risk)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected Completion Date: August 14, 2015</td>
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</tbody>
</table>

Campus, Programs, Plans, Courses, Class Schedule have all been defined for Fall 2015 in production. New students are applying to Everett Campus and programs. Registration process will begin in April for Fall 2015. Review of Student Financial reports, interfaces and processes remains outstanding. Although we will not calculate Tuition and Fees until August 2015, this review is critical to definition, configuration and execution of Student Financials components. The expected completion date was extended to include the running of tuition calculation and enrollment.

Oracle Mobile
Oracle released a mobile application for Campus Solutions (zzusis). The application installs natively on iOS and Android devices. This student facing application will allow students to see their schedule, grades, financial aid, student financials, and add / drop classes from their mobile devices.

| Expected Completion Date: August 28, 2015 |

In Progress (At Risk)
Second round of data validation was completed and all UPKs have been made. The project is currently waiting for a new build of the product to be completed by the technical team. Once this occurs a third round of data validation will occur, device testing will begin, UPKs and training materials will be updated and technical work can begin. It is important that this build be release by the second week of April to keep the project on track. In addition, WSU is working through licensing questions with the vendor that must be resolved soon.

Financial Aid

Audit Tables for Student Financial Services
The purpose of this project is to develop a process to identify and track historical changes that occur on critical Financial Aid Tables.

| Expected Completion Date: May 1, 2015 |

In Progress (On Schedule)
Project was recently added to Financial Aid active projects (February 25, 2015), and is currently in initial planning and business requirements gathering phase. The expected completion date was updated to reflect the delivery date decided on in planning.

External Awards Business Process Re-engineering
The purpose of this project is to review and re-engineer Financial Aid External Awards business processes.

| Expected Completion Date: June 1, 2015 |

In Progress (On Schedule)
Project began with the first business process design meeting on 3/27/15. SFS users Joy Scourey and Alan Shipman provided the scope at the meeting and there are two pieces that Enterprise Systems will be working on to enhance the use of External Awards for 2 different groups that haven’t run through the external process before. The first group is one-term students and the second group is for students who have already been packaged. The 2nd group will tie into the project revalidation as it involves re-validating students for financial aid after the external award is used. Alan will be key and will be providing data for both scenarios to work within testing. The decision at the meeting by SFS was to have the due date as 6/1/15.

Financial Aid Award Letter Print
The purpose of this project is to create a Self-Service mechanism for students to print an official Washington State University Financial Aid Award Letter. Ideally, this functionality will be available beginning with the 2015-2016 Financial Aid Award Cycle. Although Financial Aid Awards are available through Self-Service and can be printed, there is not a current option to print with official Washington State University and Student Financial Services logos and letterhead. Many times students need this official type of notification to present to internal and external entities such as scholarship committees, third party sponsors, employers, and assistance programs.

**Expected Completion Date:** April 10, 2015

- **In Progress (At Risk)**

The Financial Aid Award Letter Print project is currently in technical development stage. Enterprise Systems has an initial prototype back from development and are unit testing technical enhancements associated with printing Award Letter through Student Self-Service. Ideally, enhancements will be given to Student Financial Services (SFS) for integrated testing by Friday, April 03, 2015. Enterprise Systems is optimistic this new feature will be available to students by April 10, 2015.

### Financial Aid Self Service Improvements

The intent of this project is to review and edit content of Financial Aid related Self Service pages to improve readability and general understanding for students.

**Expected Completion Date:** April 17, 2015

- **In Progress (On Schedule)**

Project is being archived and will not appear in April 2015 report. There are multiple self-service improvements needed, and Enterprise Systems will approach each one as an individual project. Financial Aid Award Letter Print project is an example of such improvements. Enterprise Systems anticipates our next project in this area to be display of award activity in self-service.

### Plus Loan Application Improvements

Adds additional functionality to the custom plus loan application that were not able to be incorporated in the initial deployment of the custom process in fall 2014.

**Expected Completion Date:** April 18, 2015

- **In Progress (On Schedule)**

Project is on track and has been handed over to technical team and has 2 bugs set up for work. After meeting with SFS there were 4 items that will be done as the first bug and then the larger item for presenting a processing status and review page to the parent will be done as bug 2. Chad Jeffreys has been assigned both bugs and will be working with Wendy on them.

### Revalidation (Repackaging)

The purpose of this project is to provide more frequent running per-disbursement and award deadline appeals. 2015-2016 aid year will have more revalidation runs to accommodate changes.

**Expected Completion Date:** April 27, 2015

- **In Progress (On Schedule)**

Project is on track to meet scheduled completion date. Revalidation changes in packaging are in place for the first group and have been signed off on by SFS. The second awarding group is underway and will be tested the week of March 30 as part of Group 2 testing. Enterprise Systems and SFS will be meeting the week of March 30 to discuss communication needs for notifying students and staff when they go through revalidation. The expected completion date was extended to incorporate SFS training and communication that will take place after the Enterprise Systems delivers the finished product on April 17.

### SAP Contracts in SNG Variables

This project was requested 1/5/15 as Desk Item 9292. It will allow for the SAP Committee members in Student Financial Services to load SAP Contract data in as variables (most likely using the SNG Variables page) so that at SAP processing time (after the end of a term) the data can be extracted in a query and compared to actual grade
information. This will allow the SAP committee to more easily determine if the terms of the SAP contract were met.

**Expected Completion Date:** May 8, 2015

**In Progress (On Schedule)**

Project is on track to meet scheduled completion dates. Enterprise Systems met with SFS to discuss scope and desired outcomes, decided on a path and provided SFS with the file format that they will need to supply the data in. SFS is currently working on reviewing and will be getting the data in that format for Enterprise Systems to test an upload with a deadline of 4/3/15 so that we can move to the next phase for testing the upload.

**SNG Reporting Changes**

Need to modify the SNG Reporting modification in the SIS so that it pulls from Student Records data for enrollment information versus FA Term. In 2013/2014 and 2014/2015 Enterprise Systems extracted SR enrollment data and blended the delivered report data together using MS Access. Add some other enhancements for 2015/2016 reporting, along with changes made by WSAC. Enhancing this process will allow for faster uploading of data so that SFS staff have the edits to review and fix sooner than the current 8 days prior to the report due date.

**Expected Completion Date:** July 1, 2015

**In Progress (On Schedule)**

Project is on track, however we may decide that it is delayed as SFS prioritized projects take precedence and have deadlines that come first. Will adjust as needed once we know what will be required from the stat for 15/16 in the way of state reporting.

**Student Financials**

**BN Bookie Charges on Student Accounts**

Asst VP Johnston has requested that the SIS post up to $600 in Books and education related expenses from the Student Book Corporation onto the Student Account. Project will be coordinated and implemented in conjunction with Barnes & Noble Corporate Staff.

**Expected Completion Date:** July 24, 2015

**In Progress (On Schedule)**

Project currently on schedule.

**Financial Aid Waivers**

Project is to move institutional waivers from Student Financial Services to University Receivables. The administration and the back-end item-type processing will move from a Financial Aid category to a Waiver Category. This will alleviate issues with 1098-T reporting.

**Expected Completion Date:** August 14, 2015

**In Progress (On Schedule)**

The Financial Aid Waiver project will continue, but it will be restructured. The original intent of the project was to move institutional waivers from Student Financial Services to University Receivables; specifically using the delivered waiver application process in PeopleSoft Campus Solutions; with the administration and the back-end item-type processing moving from a Financial Aid category to a Waiver Category, to alleviate issues with 1098-T reporting. After evaluating this approach and what is needed to address issues with 1098-T processing, Enterprise Systems, Student Financial Services, and University Receivables have determined that we should not move forward with implementation in this manner. The project will be restructured and reclassified under new project that will focus on updating the Financial Aid disbursed waiver detail on the appropriate boxes/fields on 1098-T forms. The new project will appear on April report, and this project will be abandoned.

**HigherOne Cashnet Implementation**

Implement New Cashiering & e-commerce Infrastructure for WSU. HigherOne was the successful vendor from an RFP. Project will encompass Cashiering, Credit Card, eCheck payments, Web Site e-commerce and student account updates to PeopleSoft.
Additional planning meetings have occurred in March and will continue to occur in April with WSU and the vendor.

**SPS Improvements**
Changes to customer & organization account screens to aid Sponsored Program Services in reconciliation and billing of sponsored receivables.

**Expected Completion Date:** October 17, 2014

**In Progress (Missed Delivery Date)**
Project has not moved forward and no work has been performed. The projected completion date was October 2014. Enterprise Systems will evaluate issues and assign appropriate resources to review and reorganize project. A new Project Completion date will be determined and updated on April 2015 report.

**University Receivables-Collections**
The University Receivables-Collections project involves implementing components of the delivered Student Financials Collections module. When completed, University Receivables will be able to Age Receivables, Assign Automated Service Indicators, Place Customers In/Out of Collections, Assign Customers to Collector, Work Collection Cases, Generate Collection/Dunning Letters.

**Expected Completion Date:** April 17, 2015

**In Progress (On Schedule)**
The Collection staff has reviewed the letters and confirmed that they were mailed out on schedule. Enterprise Systems planned for phase 2 and executed the phase by cleaning up Collection records of those students who received an initial dunning letter. Moving forward Enterprise Systems has scheduled training with the University Receivables staff for April 14th to go over the Collection module. At that time the second round of letters will be printed for all aging categories.

**Student Records**

**Campus Solutions Class Scheduler**
Create roles and components necessary to give access to department and college schedulers to class section update in the SIS. Will allow direct update of class schedule information while providing mechanisms to control what data is updated as well as when it is open for update. The project will allow schedulers to perform their work within one system, and allow the legacy ROOMS system to be retired.

**Expected Completion Date:** October 1, 2015

**In Progress (On Schedule)**
Project is on track and Enterprise Systems is in the process of training Pullman and Global Campus schedulers. Vancouver Campus will be trained in April and Tri-Cities Campus was trained in March.

**Final Grade Roster F Grades - Last Date Attended**
Provide records and interface changes to require faculty to assign a Last Date of Attendance for non-earned F grades.

**Expected Completion Date:** November 13, 2015

**In Progress (On Schedule)**
Project is on track for development of table and processes within Campus Solution to capture and retain the Last Date of Attendance for students with ‘F’ grades who stopped attending. Project expected to be ready in November 2015.

**Official Transcript External Interface**
This project will allow the use of a third-party software platform to request and process official transcript requests.

**Expected Completion Date:** August 14, 2015
In Progress (On Schedule)
Project to integrate a third-party software vendor into the SIS for transcript production is feasible and is on track for completion in 2015.

Waitlist Communication to Students
Develop a method to communicate directly to waitlisted students when their status changes on the waitlist.
Expected Completion Date: May 4, 2015

In Progress (At Risk)
The project is behind schedule due to workload and complications with security.

Technical

JIRA and Confluence Migration
Enterprise Systems is in the process of combining multiple systems into one. Desk, Bugzilla and JIRA will all be pushed into a single instance of JIRA. Since JIRA will be adopted as Enterprise Systems software of choice a proper support infrastructure needs to be put in place. This project will ensure that all data is migrated properly, development and production environments are setup and a smooth transition to the new product can take place.
Expected Completion Date: May 11, 2015

In Progress (On Schedule)
The new test environment has been setup and validated. A test run of the migration was completed on production. Enterprise Systems will perform an additional test run this month and begin putting together training materials.

Deferred

Housing Payment Plan Billing
Incorporating housing payment plan billing into standard monthly billing run by University Receivables.
Expected Completion Date: TBD

Deferred
Enterprise Systems, University Receivables and Housing and Dining Services and via the tuition payment plan taskforce have determined the project should be deferred at this time, but will be addressed in the course of the CashNet Point of Sales implementation.

Future

Cancellation of Enrollment System
This system allows students to request cancellation of their enrollment on or after the first day of the term. In addition, offices are notified that a request for cancellation has been entered. This system will be both external to SIS with some development within SIS as well.
Expected Completion Date: TBD

Not Started
Cancellation of Enrollment system is on track for scoping, developing and integrating a cancellation system with zzusis ready in 2015.

Pell & State Need Grant Reconciliation
The purpose of the project is to develop a process to assist with Pell and State Need Grant (SNG) reconciliation.
Expected Completion Date: TBD

Not Started
Project is in initial discussion and planning phases. It will remain categorized as Future Project until we reach
ON GOING MAINTENANCE PERFORMED IN MARCH

Admissions
End of Cycle Processing - 10 Tasks Completed

Financial Aid
2015-16 AY Packaging Planning - 43 Tasks Completed
Bundle Testing - 8 Tasks Completed
CollegeBound Set Packaging Variable Flag - 28 Tasks Completed
External Awards - 11 Tasks Completed
Financial Aid Rollover - 21 Tasks Completed
Prior Year Checklist Close Out - 2 Tasks Completed
Rolling Loan Cancellation Process - 2 Tasks Completed
SNG to Institutional Grant Swap - 4 Tasks Completed
Summer 2015 Packaging - 5 Tasks Completed

Student Records
Fall 2015 Term Scheduling - 16 Tasks Completed
Summer 2015 Term Scheduling - 29 Tasks Completed

Population Update Inactive Aid Files
The purpose of this project is to develop a process that will identify and update inactive Financial Aid files.

Expected Completion Date: TBD

Not Started
This project is currently in the initial discussion and planning phase. It will remain categorized under Future Projects until we reach some key decisions on how and when to move forward. At that time, project will be reclassified under active Financial Aid project.

Single Sign On Student Financial Services Documents

Expected Completion Date: TBD

Not Started
Project is currently in the initial discussion and planning phase and may be implemented in future if needed.
PROJECTS COMPLETED IN MARCH

Class Search Class Fees
The Schedule of Classes search does need to display any course/class fees associated with a class section. This will be visible to the student before and during the enrollment process.

Expected Completion Date: March 6, 2015
Completed (Early)

FLIR Testing
Resolve FLIR issues by running testing to ensure all test cases have been met.

Expected Completion Date: March 13, 2015
Completed (On Time)