



Background

Cal Poly Pomona is in the process of implementing a PeopleSoft student administration system to replace Banner, the current student administration system. Cal Poly is one of 23 campuses involved in an overall CSU project to replace campus administrative system (HR, Finance, and Student) with related PeopleSoft applications.

Cal Poly Pomona began the planning phase for the Student Administration (SA) project in October of 2002. We began the implementation process in January 2003.

The Project Team

Our core implementation team consists of 15 team members with representation from Admissions, Academic Programs, Financial Aid, Financial Services, Institutional Research & Planning, Registrar's Office, Student Affairs, and I&IT. A list of the core project team as well as other key project team members is provided on page 3.



We also have consultants from Cedar who provide PeopleSoft expertise from other Universities which includes campuses within the CSU.

The SA Project Mission

One of the first steps for the SA project team was to develop the project's mission and vision statement. The following is the mission statement created by the SA project team:

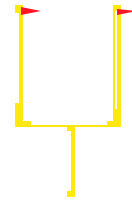
The mission of the Student Administration Project is to enable Cal Poly Pomona faculty and staff to successfully attract, retain and graduate students by collaboratively and smoothly transitioning to a reliable, flexible student system that is

- *implemented on time and within budget,*
- *interfaced to internal and external systems, and*
- *capable of supporting current and future needs for high quality services available through self-service options and/or personalized assistance.*

SA Project Goals

The SA implementation project strives to achieve the following goals:

- Optimize the self-service capabilities of the Student Administration system and enable those who serve students to deliver personalized service.
- Streamline and improve processes through new technical capabilities, appropriate business process changes and policy adaptation, following best practices guidelines.
- Configure and implement the system so that it ultimately is integral to the learning process and enhances the institutional image.





Keep the Project Rollin'

The PeopleSoft SA project team recently had a Bronco Round Up party to mark our crossover into the final phase of our implementation process. We also celebrated the many milestones accomplished so far....

- ✓ The conversion of 231,617 people with a data error rate of less than 1%.
- ✓ The conversion of over 11,000 course catalog records.
- ✓ The successful conversion of 11,000 catalog entries into our new system.
- ✓ The successful test of Financial Aid ISIR loads.
- ✓ The import of official ACT scores
- ✓ The creation of prospect data from official test scores.
- ✓ The import of applicants from Mentor into PeopleSoft.

This event included pony pictures with Billy Bronco pictured with VP Gary Fredrickson.



Bob Hughes was the winner of the Cow Calling Contest.

President Mike Ortiz and VP Mike Berman lended their support to the project team at the Bronco RoundUp.



Facts & Stats

The implementation of a new student system not only involves setting up various business processes such as student registration, it also involved converting information from the old system to the new system.

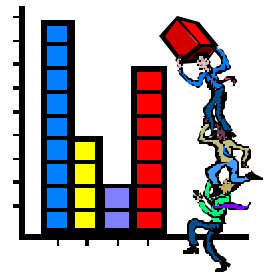
Abel Zamora and Karin Schott (pictured right), from I&IT, work with the various business function teams



to map the data from the old to new system, write the numerous computer programs, as well as coordinate with Zainab Al-Shabibi, Associate Registrar, to correct of any errors identified in the process.

Below are some facts and stats that you may not know about data conversion. Our implementation process involves converting:

- ✓ 231,617 people,
- ✓ 11,000 course catalog entries since 1992,
- ✓ 124,000 courses scheduled since 1992,
- ✓ over 4 million academic history items for students attending since 1992,
- ✓ and thousands of other historical academic records for students attending since the beginning of our electronic records in 1955.





Pieces and Parts

Our SA Project is organized into the following modules:

- Admissions (includes prospective students)
- Financial Aid
- Student Financials
- Student Records (includes Catalog & Schedule)
- Transfer Credit and Prerequisite Checking
- Academic Advisement (Degree Progress)

In addition to these core modules, the project also includes:

- Data Warehouse and Reporting
- Conversion of Data
- Interfaces to other systems
- Extended Education
- BroncoDirect – Web Self-Service
- System Access and Security
- Documentation and End User Training

BroncoDirect

Web Self-Service will be available to students, faculty and advisors in coordination with the rollout of various campus business processes.



More details coming in the next issue!

Key Project Team Members

Any successful project relies on the right combination of skills and expertise. At Cal Poly Pomona, we are fortunate to have project team members who are dedicated individuals who bring in depth knowledge and expertise about CPP to the project team. Our key Project Team members are:

<i>Academic Programs</i>	<i>Lucy Carreras</i>
<i>Admissions</i>	<i>Pachune Herrod</i>
<i>Financial Aid</i>	<i>Bob Hughes</i>
<i>IRP</i>	<i>Lino Barro & Cathy Bates</i>
<i>Student Records</i>	<i>Nancy Hendricks</i>
<i>Transfer Credit</i>	<i>Jason Shaw</i>
<i>Student Financials</i>	<i>Sheryl Cincush</i>
<i>Degree Progress</i>	<i>Jennifer Andelin</i>
<i>End-User Assistance</i>	<i>Carin Ruiz</i>
<i>I&T Analysts</i>	<i>Karin Schott & Abel Zamora</i>
<i>DBAs</i>	<i>Bev Geuting, Bill Manes,</i> <i>May Tang & Betty Wu</i>
<i>Student Implementation Mgr.</i>	<i>Rose Kukla</i>
<i>Project Director</i>	<i>Carol Heins-Gonzales</i>

In reviewing the PeopleSoft functionality, the project team works with other campus constituents, the consultants, as well as other CSU campuses to put together the best possible software design for our campus.

✂ Mark these dates!

The go-live dates for our new PeopleSoft Student Administration system are as follows...

Prospect.....	December 2003
Admissions.....	January 2004
Financial Aid.....	March 2004
Catalog & Schedule	March 2004
Transfer Credit	April 2004
Registration	April 2004
Tuition Calculation	April 2004
Student Fee Bill.....	May 2004
Disbursement:.....	June 2004
Grading.....	June 2004
Advisement/Degree Progress.....	Oct. 2004



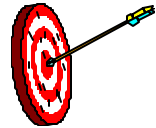
“I heard it through the Grapevine”...

Below is a list of questions most commonly asked regarding our implementation process or our new PeopleSoft student administration system.

* * * * *

Are we on time? We are actually slightly ahead of schedule. (Knock on wood!) To view our current progress status, refer to our monthly CMS status report available on our project website.

Are we over budget? We are within our budget projections. Refer to our project website for more information on the project’s budget.



Will the new system do less than our current system? The primary goal of the project team is to ensure that everyone has the tools they need to do their job. When the system does not provide a standard solution, alternative systems and processes are being developed to meet those needs. To make sure that we understand those critical functions used by the campus, the project management team is currently scheduling focus group meetings with various departments and colleges.

What new functionality will we have with the new PeopleSoft Student system? We will have a lot of new features that will benefit our campus. The new features include on-line grading, web registration, prerequisite checking, and degree status reports.

Will it be harder to use? Anytime we need to change from our old way of doing something to a new way, it seems harder. However, we hope to make this easier with training, quick-reference guides, and business process guides.



Where can I get more information?

The Project Office hosts a project website (www.csupomona.edu/psp) with information related to all of our PeopleSoft applications (HR, Finance and Student Administration). Information is available related to our project status, prototyping process and decisions, as well as archives of information related to our prior implementations.

For any questions or concerns regarding Cal Poly Pomona’s PeopleSoft project or our current SA implementation, contact:

- Carol Heins-Gonzales, Project Director, at x6335 or Email at *cheins*
- Rose Kukla, Student Implementation Manager, at x6376 or Email at *rkukla*