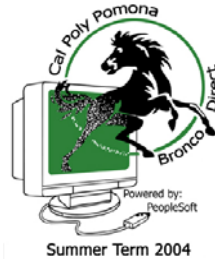




Cal Poly Pomona PeopleSoft Student Administration October 2003

Admissions Features offered on BroncoDirect

Web Self-Service will be available to students, faculty and advisors as the various PeopleSoft functionality is enabled during our phased implementation schedule.



Admissions has also been working to set up their content and options for BroncoDirect, which will provide web-based self service. BroncoDirect will provide the ability for students to:

- ✓ Check admissions status
- ✓ Accept or decline their admission to Cal Poly Pomona

You will hear more about other options available through BroncoDirect as other modules (Student Records, etc.) begin their design process.

Admissions is on its way to Success!

Successes continue in many areas of the Admissions testing as we approach our go-live dates. Some of the testing includes the 3 C's engine, which will allow Admissions to pre-assign any communications, comments or checklists based on changes in a student's application, like when status is changed to admit.



Eye On... Prospect & Admissions

Our first PeopleSoft module to go-live will be Prospect in December;



closely followed by Admissions processing in January. Our Admissions team is led by Pachune Herrod (pictured left).

Bob Hancock (pictured right) works with the Admissions Team to provide guidance and expertise in the implementation process. The admissions team meets daily to review PeopleSoft functionality and makes the necessary setup decisions. Currently the team is beginning their testing phase, developing business process documentation and writing training materials.

Reporting on Reports

Cathy Bates and Rose Kukla are co-leading the reporting sub-team. One of the first tasks for the reporting sub team is to identify all the reports currently used on campus which reference data from the student administration system. To-date, the inventory process has identified over 760 reports and the list is still growing. The next steps for the group will be to review the list for duplicates or overlapping reports, as well as begin the process of documenting the functional and technical specifications.

BroncoFusion

The Project Office recently hosted a table at Bronco Fusion to promote BroncoDirect with free tri-lighters for the students. After being briefed on what services they could expect with BroncoDirect, they were asked to complete a “survey” of what they were just told. We also hosted a raffle for two \$25 gift certificates at the bookstore.

Linda Tran, our student intern, explains BroncoDirect to a student.



Winnie Wong, our student intern, meets and greets students at Bronco Fusion

Our two student raffle winners: Brian and Shakera, both first-time freshman at Cal Poly.



Open House at Fall Conference

The Project Office was all spic-and-span during our open house during Fall Conference. Project team members and consultants were on hand to answer visitor questions regarding our upcoming rollout of PeopleSoft Student Administrations.

Slide shows were ongoing showing screens and features of BroncoDirect (web self-service) and other administrative functions. Thanks to Winnie Wong, our student intern, for an outstanding job in designing and developing the screen shows.

Abel Zamora, I&IT, and Jennifer Andelin greet visitors and answer questions.



✂ 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
Cashier/Payments	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 recently asked questions regarding our implementation process or our new PeopleSoft student administration system.

* * * * *

Are we on schedule?

Monthly, the Project Office completes a status report detailing the progress of our project. Below is our high-level graph showing our progress and status as of October 31. The left axis shows the number of total tasks associated with our project. By the time we complete the project, we will have completed over 1300 tasks!

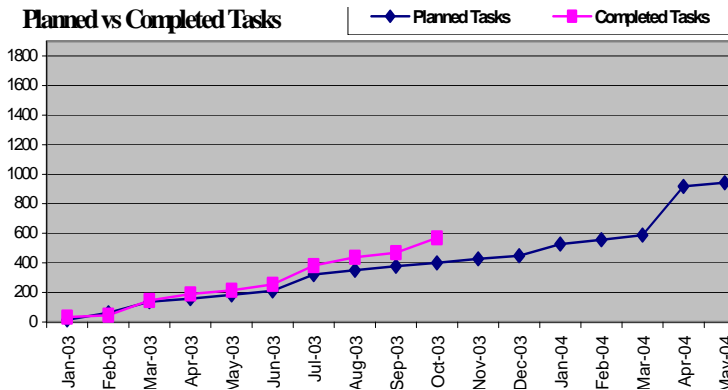
How am I going to learn how to use the new system?

To ensure that end-users of the new student system are provided with the necessary documentation and/or classroom instruction, we have established an End-User Assistance (EUA) team. Carin Ruiz leads the EUA team. Our EUA Team consists of the leads for the various PeopleSoft Modules.

The members of the team are writing documentation for their modules and providing training to their various functional areas and constituents. The EUA team meets monthly to share documentation, concerns, and ideas.

Training is scheduled independently by each module based on various business processes and training audiences. Bob Hughes, who is coordinating the training for the Financial Aid department, offered the first training class this month.

If you have any questions regarding EUA, contact Carin Ruiz (x6408) or Email her at clruiz@csupomona.edu .



To see a complete copy of our monthly status report, refer to our project website (www.csupomona.edu/psp).

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*