

PEAK Student Administration Project

Project Director's Report 4 – April 2004

Admissions Success

March was an exciting month for Brandeis University. The undergraduate admissions office used PeopleSoft to generate letters for the incoming class of 2008. The process went smoothly. Congratulations to the staff in the Admissions office!

Students Register on sage

The PeopleSoft student registration system, called **sage**, went into production this spring. On March 25, students began pre-enrolling into courses for the fall 2004 term. Students received user IDs and passwords in the weeks before registration and had an opportunity to learn how the system worked. Training and documentation materials are available on the **sage** web site: <http://sage.brandeis.edu>.

Support for the pre-enrollment process was a team effort. Students working at the UNET help desk tested and refined the system documentation as members of a development team, which also included staff from the Office of the University Registrar, ITS, and Academe Solutions, Inc. The team spent many hours reviewing input screens, practicing the enrollment process, and developing troubleshooting methods. At 6:00 a.m. on the 25th, students began the pre-enrollment process and the team was ready. By 6:00 p.m. that day, over 1600 students had used the system to select classes for the fall. By April 5 at 5:00 p.m., the end of the pre-registration period, over 1980 classes and close to 2500 students will be paired for the fall term. Congratulations to the **sage** team on a job well done!

New Housing Module Rolls Out

In upcoming weeks, the Residential Life office will roll out its new housing module in PeopleSoft. This module will allow staff to track housing assignments, view vacancy and occupancy statistics, and generate housing-related financial statements. The new module, which replaces a cumbersome manual process, will eventually provide historical data. Residence Life staff worked on this project with Academe Solutions, Inc.

Other Developments

The Health Insurance form goes live in the first week of April. This form allows students to either select health insurance coverage from the University, or waive coverage and use their own personal provider.

The Brandeis University graduate schools are collaborating on a combined online application form for their next recruitment cycle.

A team of admissions staff members is working with Academe Solutions to develop a new process for managing graduate applications.

Student Financials Next

The student financials team will be next to have a “go live.” They are preparing to convert student balances in June, and to produce student bills to send out on July 1.

System configuration has been under way for nearly a year, and segments of the system are moving into place. For example:

- ♦ PeopleSoft is tracking deposits from next fall’s new students.
- ♦ The tuition calculation process is tested and ready.
- ♦ The interface between Student Administration and Finance is in place.

To find out more about the project, go to the PEAK web site

[<http://www.brandeis.edu/projects/peak/student/>]or the **sage** web site

[<http://sage.brandeis.edu>].