



OHIO
UNIVERSITY

Office of the University Registrar

E-mail Announcement

Date: June 14, 2011

To: Assistant Deans and Regional Campus Student Services Directors

From: Debra Benton, University Registrar

Subject: SIS final conversion to PeopleSoft this week!

I wanted to give you a heads up that we are nearing the end of updates to Informs SIS. Here are some important points of which you need to be aware.

1. Effective Wednesday at 5:00 PM updates may no longer be made on many SIS screens (ACPR still available for updates for Spring – see 3).
2. ZEXC – DARS exception processing will be on hold from Wednesday, June 15, 5:00 PM until approximately June 27, 2011. Exceptions will be converted from SIS to PeopleSoft this weekend. DARS exceptions will be reflected on DARS processed out of PeopleSoft beginning Monday, June 20, 2011. Bob DeLong or Laurie Zucker will let you know when DARS exception training will be offered and when you can begin processing DARS exceptions in PeopleSoft.
3. ACPR – Academic probation updates in SIS will need to be made on Thursday or Friday as normal in SIS. Probation status will be converted to PeopleSoft this weekend.
4. Final conversion of students TOOK will be as of Thursday morning (after grade processing Wednesday night).
5. All changes to past terms will be processed in PeopleSoft beginning Monday, June 20.
6. DARS Requests – All requests for students DARS reports will be processed in the Faculty & Advising Center beginning Monday, June 20. In addition to being able to run DARS for students on your advisee lists those that need to will also have access to run DARS for students not on your list. More information will be provided once this is available.
7. Summer and Fall Registration outage planned for Thursday, June 16 from 7:00 PM – midnight due to system maintenance. An announcement will be placed on the portal and sent to all students.
8. Online Address Updates will be temporarily unavailable from Wednesday, June 15, 5:00 PM until Monday, June 20, 2011. Beginning Monday, June 20, 2011 students will make updates to addresses, phones, emergency contacts through the My OHIO Student Center. An announcement will be placed on the portal and sent to all students.

9. NOTE – If you currently make updates to the NOTE screen you may continue to do so. I don't know when the NOTES will be converted to PeopleSoft. We will let you know when you should stop making updates to NOTE.

I know this is a lot of information and may be confusing so please let me know if you have questions.

Thanks for your continued patience.

Please feel free to forward to staff whom I may have missed (my apologies in advance). J

Best regards,
Deb