



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
***H. Martin Lancaster, President***

January 13, 2005

**TO:** President William C. Aiken, Sampson CC  
President Brantley Briley, Lenoir CC  
President Gordon Burns, Wilkes CC  
President John Dempsey, Sandhills CC  
President Gary M. Green, Forsyth TCC  
President Nathan Hodges, Haywood CC  
President Diane Honeycutt, Richmond CC  
Interim President Marvin Joyner, Nash CC  
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President David McLawhorn, Beaufort County CC  
President H. James Owen, Piedmont CC  
Interim President W. Michael Reaves, Brunswick CC  
President Donald L. Reichard, Johnston CC  
President Lawrence Rouse, James Sprunt CC  
President Stephen C. Scott, Wake TCC  
President Patricia A. Skinner, Gaston College  
President Michael R. Taylor, Stanly CC

**FROM:** Sandra W. Williams  
Vice President for Administration

**SUBJECT:** CIS Phase 2B Student System Kickoff

As you may know, the colleges that are implementing the CIS student system in Phase 2A are completing their training, data conversion and testing and are going live with admissions and financial aid in January and February. These colleges have made excellent progress during the past year.

At the same time, the CIS Project Team has been completing the planning for the colleges in Phase 2B for the implementation of the student system. The first event is the CIS Phase 2B Student System Kickoff which is scheduled for Tuesday, March 8, 2005. This event will be held at Guilford TCC's Applied Technology Center auditorium from 10 a.m. to 1 p.m. The detailed agenda for this event is attached.

It is critical that the key administrators from your college, including those responsible for the functions that are included in the CIS student system: Curriculum Combined Course Library and Program of Study, Continuing Education Master Course List, Curriculum Recruitment/ Admissions and Demographics, Financial Aid, Registration and Academic Records, Continuing

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Education, Basic Skills and Degree Audit, all participate in the student system kickoff to obtain an understanding of the overall system and the interaction of the various functions within the system.

We have reserved ten seats for each college for the March 8<sup>th</sup> kickoff. Your college's CIS Project Manager should register your key administrators at the CIS Project's web site (where the overall training schedule for Phase 2B colleges is also available):  
([http://www.ncccs.cc.nc.us/Training/CIS\\_Training/CISclassschedulephase2B.html](http://www.ncccs.cc.nc.us/Training/CIS_Training/CISclassschedulephase2B.html)).

A template for the student system implementation will be provided to your college's CIS Project Manager prior to the kickoff meeting. The ACS CIS Student System Implementation Consultant will then work with your college Project Manager to complete the detailed project plan and schedule your student system implementation.

If you or your senior administrators have questions about the student system implementation, please contact me, or Bob Blackmun, Associate VP for Information Resources and Technology, or Marcia Daniel, CIS Project Co-Manager.

Attachment

c: President H. Martin Lancaster  
Mr. Fred Williams  
Dr. Delores Parker  
Dr. Larry Keen  
Mr. Bob Blackmun  
Ms. Marcia Daniel  
Phase 2B College Project Managers

# North Carolina Community College System (NCCCS)



## CIS Phase 2B - Student System Overview

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**Scheduled Session:** Tuesday, March 8, 2005

**Location:** Applied Technology Center Auditorium  
Guilford Technical Community College

**Time :** 10:00 am to 1:00 pm

**Advance Preparation:** All participants can download the Powerpoint presentations from the specified URL. If you do not have the login and password, please contact your campus project manager. The documents will be in a folder called Student Overview March 2005.

[http://www.ncccs.cc.nc.us/CIS\\_Docs/](http://www.ncccs.cc.nc.us/CIS_Docs/)

**Target Audience:** CIS Phase 2B college staff

**Leads:** Marcia Daniel, NCCCS  
Dianne Garrett, Datatel  
Michelle Spindler, Datatel  
CIS Phase 2A College staff members

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**Overview Description:** This session will provide an overview of the Core and Student applications for the new NCCCS Student Information System and a briefing of the enhancements.

Agenda:

- ?? Welcome, Agenda Review and Introductions
- ?? Colleague Overview and User Interface
- ?? Courses, Sections, and the Combined Course Library
- ?? Student Data
  - ?? Recruitment/Admissions and Demographics
  - ?? Financial Aid
  - ?? Registration and Academic Records
- ?? Degree Audit
- ?? Program of Study Enhancement
- ?? Other Student Enhancements
- ?? Questions & Close