



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

September 20, 2006

MEMORANDUM

TO: President Martin Nadelman, Alamance CC
President Darrell Page, Bladen CC
President Matthew S. Garrett, Central Carolina CC
President L. Steve Thornburg, Cleveland CC
President Ronald K. Lingle, Coastal Carolina CC
President Scott Ralls, Craven CC
President Phail Wynn, Jr., Durham TCC
Interim President Harold Mitchell, Halifax CC
President Ann R. Britt, Martin CC
President Bryan Wilson, McDowell CC
President Mary Kirk, Montgomery CC
President F. Marion Altman, Jr., Pamlico CC
President Ralph Soney, Roanoke-Chowan CC
President Kathleen S. Matlock, Southeastern CC
President Cecil L. Groves, Southwestern CC
President G. Frank Sells, Surry CC
President Norman Oglesby, Tri-County CC
President Randy Parker, Vance-Granville CC

FROM: Sandra Wall Williams
Vice President for Administration

SUBJECT: CIS Phase 2C Cutover Planning Meeting

As you know from the presentations and discussions of the CIS Project at the Presidents Association meetings over the past several years, “lessons learned” are a very important aspect of the success of this project. In the previous phases, we have learned that the successful implementation is significantly enhanced by a comprehensive, campus-wide plan for migrating or “cutting over” from the legacy student system to the CIS student system. In that context, I am writing to alert you to a web-based meeting on September 29, 2006 concerning the “cut over” strategies that the Phase 2C colleges will use. This is a very critical planning activity that will be critical to your college’s success in going live with the CIS student system next spring and summer. For that reason, I am asking you to

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CIS Phase 2C Presidents

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encourage your senior staff in curriculum and continuing education instruction and student services, along with financial aid, human resources and business office (especially those involved with student billing and accounts receivable) to participate in this planning session.

Your college CIS Project co-managers have been provided with the attached agenda, and I am sure that they will appreciate your assistance in ensuring that your key vice presidents and/or deans participate in this session.

If you have any questions, please feel free to contact me by phone at (919) 807-6976 or by email swilliams@nccommunitycolleges.edu.

SWW:sh

Attachment

c: CIS Phase 2C Project Managers
CIS Phase 2C Business Officers
CIS Phase 2C Instruction Officers
CIS Phase 2C Continuing Education Officers
CIS Phase 2C Financial Aid Officers
CIS Phase 2C Registrars
CIS Phase 2C System Administrators
Dr. Douglas Eason, Chair, Information Systems for the Future Steering Committee
Dr. Edward H. Wilson, Information Systems for the Future Steering Committee
Dr. Larry B. Norris, Information Systems for the Future Steering Committee
Dr. H. James Owen, Information Systems for the Future Steering Committee
President H. Martin Lancaster
Mr. Fred G. Williams
Mr. Kennon D. Briggs
Dr. Delores A. Parker
Dr. Larry Keen

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North Carolina Community College System (NCCCS)

Student Cutover Plan Webinar

Phase: 2C

Date/Time: September 29, 2006 9:00AM – 12:00PM

Target Audience: Each college should bring a representative from the following areas: College President, Vice Presidents and Deans and key staff of Finance, Financial Aid, Admissions, Basic Skills, Continuing Education, Curriculum, Business Office and the college project managers.

Webinar Instructions Have all participants in one location with computer and LCD projector so all can see the webinar. Have a speaker phone so all can participate in the conference call.
Use the following link to log in to the Webinar –
http://207.192.29.23:80/ncccs/join_meeting.html?meetingId=1156537354943
If this is the first time you will be using Elluminate, you may be prompted to download some software which may take anywhere from 2 to 20 minutes depending upon your Internet connection speed. You can pre-configure your system with the required software by going to the support page located at:
<http://207.192.29.23:80/ncccs/support.help>
The username is your college name. There is no password for this meeting. Join the conference call at 919-501-4274.

Meeting Description: This meeting will address the timeframe and strategy for cutting over from legacy to the new CIS system.

Meeting Objectives:

- Introduction/Welcome
- Accounts Receivable & Cash Receipting
- CU Registration and AR/CR impact
- Financial Aid
- Pre-req checking and advising
- CE Registration
- BSP
- SBC
- LEIS
- Conversions
- Go-live support
- Lessons Learned from Phase 2B
- Questions and Answers