



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

January 14, 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
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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 (S05-002 Revised)

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 1:00 p.m. to 4:00 p.m. The session will provide a broad overview of the student application and introduce the concept of the integrated nature of the software for the three academic levels: Continuing Education, Curriculum, and Basic Skills. An agenda will be provided to your CIS Project Manager in the near future.

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 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 8th 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.

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