



March 2007

Milestones

A 5-year Odyssey

Summer 2002 - Planning began

2002-03 - Business process analysis began with each division.

July 2003 - Finance module training began in Wilmington and Charlotte.

April 2005 - Banner Finance goes "live," the first UNC campus to do so.

November 2006 - Human Resources launched; training continues.

March 2007 - Admissions and Financial Aid launched.

March 2007 - Student module launched.

April 2007 - Students will register for fall classes for the first time using Banner.

Late Fall 2007 - Advancement to launch.

Conversion era closes

Banner Student is underway

*By Dr. Maurice Mitchell,
Associate Vice Chancellor
Information Resources*



Mitchell

The primary initiative for this month is... "Banner Student is Live!"

After more than two years of sweat and tears (and probably some blood) by a large number of staff, UNCP is finally beginning the transition to the Banner student module from the old Student Information System (SIS).

Several changes will begin to take place as the transition unfolds. See the story and timelines by Bonnie Howard and the Banner Core Team in this issue.

One significant change that is coming with the Banner Student "go live" is the credentials that the UNCP community will use to access Banner (all native modules) and BraveWeb. See the related article by Maureen Windmeyer in this issue.

Banner Student is live!

*By Bonnie Howard
and the Banner Team*

After three years of training, meetings, trials, errors and successes Banner Student is live in March. The student system joins Human Resources and Finance in this monumental milestone.

Implementation of Banner Student has touched every area of the campus community and has demanded time and commitment from dozens of employees. Administrative offices as well as the academic community have been involved in decision making and trouble shooting. Numerous committees have been formed to ensure every area is well represented. The implementation has involved building hundreds of validation and rules tables and migrating over 750,000 pieces of data. All of the data had to be

verified with numerous validity checks and balances. Along with Banner, DARS - a comprehensive degree audit system - is being built and tested to replace the current degree audit system. The process also involved building a new and improved Braveweb for students, staff and faculty.

The challenges of such a huge undertaking have been numerous and will continue long after the "go live" dates. The foremost challenge is having to operate from two systems. Due to financial aid constraints, the academic year (Fall 2006 - Summer II 2007) must be processed in SIS. This means that spring grading and graduation, summer registrations, grading and

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New! Access to BraveWeb is changing



Windmeyer

On March 2 at 5 p.m., portions of BraveWeb were taken offline to perform upgrades. Some functions, such as the password reset and student directory will

remain online. Access to grades and course look-up will be off-line. Banner HR and Banner Finance will also be off-line. Banner Finance and Banner HR were back online Monday, March 5. All BraveWeb functions were back online by 8 a.m., March 8.

When BraveWeb is brought online University users will no longer use a UserID (SSN) and PAC to gain access.

If there are faculty or staff that do not have UNCP account numbers because they never or seldom come to campus and therefore do not have accounts on this listserv, then

*By Maureen Windmeyer
Director, Client Services*

On March 8, BraveWeb will be accessed with the same UNCP network accounts that are currently used to access BlackBoard, WebMail and campus computers.

please contact them and let them know they need to apply for an account by completing the form which can be obtained at <http://www.uncp.edu/ucis/forms/index.htm>, select Academic Account Application. Check the "Network Account" box, complete the information, sign and return the application to UCIS, Room 1300, Oxendine Science Building, P.O. Box 1510, Pembroke, N.C. 28372. An account will be created, and the information sent to the requestor.

This form may not be faxed or emailed. An original signature is required.

This is also true for students. In an effort to get the word out to students, UCIS attended a meeting of the Student Government Association and a representative requested that the office email faculty to ask them to remind students in their classes that they also need to have an active UNCP network account to access BraveWeb. That step has been taken as requested.

If a student has never accessed their account, they may receive their account information at www.uncp.edu/ucis/accounts. A student's username consists of two or three initials, followed by enough numbers to total six characters in the username. (Examples: mww001 or mw0001). This with "@uncp.edu" is the student's UNCP email account. If they have that already, they're good to go.

Faculty & Advisors: Frequently Asked Questions

What a faculty member and/or advisor needs to know for pre-registration that began April 2.

Q. When will Banner be available for faculty and advisors?

A. There will be two versions of BraveWeb: BraveWeb (SIS) and BraveWeb (Banner) with both versions being accessed with your domain account (UNCP email username and password). BraveWeb (SIS) will point to the current SIS system and will continue to be used for spring and summer grading and to access the degree audit system. BraveWeb (Banner) will be used to access the fall schedule of classes, registration and to access your current advisee list.

Q. When will BraveWeb (Banner) be available?

A. There will be two versions of Braveweb, BraveWeb (SIS) and Braveweb (Banner) with both versions being accessed by domain accounts (UNCP email username and password). BraveWeb (SIS) will point to the current SIS system and will continue to be used for spring and summer grading and to access the degree audit system. BraveWeb (Banner) will be used to access the fall schedule of classes, registration and to access your current advisee list. **BraveWeb (Banner) version will be available March 19.** The BraveWeb homepage will clearly distinguish the two systems.

Q. I have heard the terms "native Banner" and "self-service." What does that mean?

A. **Native Banner** is the driver of the system. It houses thousands of rules, validation tables and forms that contain information about courses, students, employees and financial/budget information. Native Banner will be available to department chairs and their designees to perform functions in addition to what is available in BraveWeb. The majority of faculty and advisors will be able to obtain the information they need from BraveWeb.

BraveWeb is what UNCP has named the **self-service portal** of Banner, which allows access to data in a more controlled and friendlier environment.

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graduation will occur in SIS. The fall schedule of classes was built into Banner, and students will register for their fall courses in Banner. Every effort is being made to minimize any confusion on what must be done in which system. A helpline will be established during the April pre-registration period to assist faculty and students with any questions or problems that may occur during the registration process. Along with other changes students and faculty will now use their domain account name and password instead of their social security number to access BraveWeb. This change is being heavily publicized and steps are being put in place to ensure a smooth transition.

Following is a highlight of events:

- **March 19** - BraveWeb live
- **April 2 - 13:**
 - Pre-registration for fall in Banner
 - Pre-registration for summer in SIS
- **April 30 - May 7** - Spring grading in SIS
- **June/July** - Summer activities in SIS
- **July 1** - Student accounts goes live with fall billing
- **August 15**
 - Banner Student totally live.
 - SIS becomes a query-only database
 - DARS (degree audit) live

The suite of Banner products will position the University to utilize the latest in technology and enable the University to add new functionality and enhancements in the coming years. The commitment made to this project will afford huge benefits not only for staff and faculty but also for students.

With each challenge, comes the opportunity to reassess and improve the way we do business and implementing Banner has forced UNCP to do just that. SIS has been in existence for 20 years and just as it did with SIS, it will take time for the full benefits of Banner to be utilized effectively and efficiently.

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Q. When will I be trained?

A. The majority of faculty and advisors will only need to use BraveWeb (Banner) and no formal training is necessary. We will provide online instructions and have open labs on March 21- 22. More information about the open labs will become available soon.

For those few who will need more access than BraveWeb (Banner) allows, there will be training the week of March 26 in Native Banner. Additional information will be sent to those who do need to attend training.

Q. What will I do differently in BraveWeb (Banner)?

A. You will find the new system very similar to the old. You will have more access to student information and will find there are many more hyperlinks that you can click to display data. At your class list page,

you will have an email icon for each student**. By clicking on the icon, an outlook window will open for you to email the student. You will also have an email icon to email the entire class. The same functionality is available when you access your advisee list.

** *The UNCP email account has been declared as the student's official email and that is the only address that will be used. Students may have their UNCP emails forwarded to another account by notifying UCIS.*

Q. I am advising for pre-registration. What system will I be using?

A. For this pre-registration only, you will continue to access the advising tools as you have in the past using BraveWeb (SIS). BraveWeb (Banner) will display a student's academic transcript but there is currently no degree audit.

The new degree audit system (DARS) will be available in August in BraveWeb (Banner).

Q. How will students register for Summer school?

A. Students will register in BraveWeb (SIS). However, they must logon using their domain account information (UNCP email username and password).

Q. Is there anything different about Summer school?

A. Since students' registration will be housed in SIS, prerequisite checking will not be enforced. Also, as in the past, you will be required to remove the registration flag in order for a student to register.

Q. Why do students have to register in two separate systems for summer and fall?

A. Due to Financial Aid regulations

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controlled by the Federal government, the academic year (fall 2006 through summer 2007) had to be completed in the current SIS system.

Q. How will students register for fall?

A. Students will be directed to Banner BraveWeb. Prerequisite checking will be enforced, which means a student will be prevented from registering for a course in which they do not have the prerequisite. The first year will be challenging with registration for summer and fall occurring in separate systems. For example, a student registers in summer for a course that is a prerequisite for a course they wish to register for in the fall; the student will get a message that they need a prerequisite. The student would need to contact the department chair to be issued an override.

Q. I have heard about overrides, what are they?

A. Faculty will have the option to give an override, using BraveWeb (Banner), to a student for a class that has an "instructor permission" restriction or to a student who may have a time conflict with a particular course. The instructor may only give an override for a class he or she is teaching. The override does not register the student for the course, it allows the student to register without getting an error message.

There will be other types of overrides that can be given by departmental chairs in Native Banner, such as the ability to give a student an override for a closed or restricted class or a prerequisite constraint.

Q. Is there anything different I need to know about advising for fall?

A. There will be no registration flags to lift in Banner. Students will be assigned an alternate PIN in order to

register. Alternate PINs are a way to enforce advising and a student is stopped from accessing registration until they have entered their alternate PIN. Advisors will have access to the student's alternate PIN on their BraveWeb (Banner) advisee listing. Once the student has had a successful registration using BraveWeb, they will not need to enter their alternate PIN again for that term. Advisors using BraveWeb only have access to the alternate PIN for their advisees. Those who have Native Banner access will have broader access. Students receive a new alternate PIN for each pre-registration period.

Q. What else?

A. Students will be given a **time ticket** that will control when they can begin registering. A student's time ticket will be based on earned hours. The student must access BraveWeb (Banner) to see their time ticket. Time tickets will be available beginning March 19. The time ticket is good from the start time through the pre-registration period.

Q. I am teaching spring and/or summer, so where will I enter my grades?

A. Grades for spring and summer will be entered in BraveWeb (SIS). This is also where students will obtain their spring and summer grades.

Important notice concerning future BraveWeb access

Beginning March 8, clients will no longer be able to access BraveWeb with their user IDs and PACs.

BraveWeb will be accessed with the same UNCP network accounts that are currently used to access BlackBoard, WebMail and campus computers. There will be no need to remember a separate userID and PAC for BraveWeb.

Access to BraveWeb is important, as it is the method by which students check grades and register for classes and for faculty to input grades.

On March 2 at 5 p.m., portions of BraveWeb were taken off-line to perform the necessary upgrades. Some functions, such as the password reset and student directory, remained online. Access to grades and course look-up were off-line. Banner HR and Banner Finance were also off-line. Banner Finance and Banner HR were put back online Monday, March 5. All BraveWeb functions were back online by 8 a.m. on March 8.

Any questions or concerns may be addressed to the UCIS helpdesk at 910-521-620 or at helpdesk@uncp.edu.

GLOSSARY OF TERMS

Native Banner: The internal workings of Banner that house all the data. Native Banner will not be needed by most faculty/advisors.

Self-service: BraveWeb Domain: UNCP username/password is used to access UNCP email and BraveWeb.

Alternate PIN: Allows student access to the registration pages in BraveWeb.

Time Ticket: Controls the starting time a student may register.