Tufts’ new Integrated Student Information System (iSIS) has been designed to support the needs of Tufts’ students, faculty, staff and schools. iSIS completely replaces the student records portion of legacy (“old”) SIS, which includes grades, records, transcripts, graduation and advising. iSIS revises how students view their financial accounts, and it includes technical interfaces to all Tufts admissions and financial aid systems. iSIS also interacts with a new data warehouse, which enhances our ability to report institutional data to federal and state agencies.

While the concept of “integration” is not new for Tufts, iSIS marks the start of a new era for student services, one that relies on an integrated connection between people and data.

An Overview of iSIS for Administrators and Staff at Tufts

Common Questions

Why do we need a new SIS?
Portions of the current Student Information System are 25 to 30 years old. The old system is cumbersome and inefficient to use, does not interface well with related, modern applications, and challenges us to provide needed cyber-security. In addition, it is difficult and risky to make changes to SIS, including modifications needed to support changes in academic policy.

Will I use iSIS?
If your role involves the management or input of official student or course data, you may be an iSIS user. Your school representative and/or registrar will notify future iSIS users. If your role involves the consumption of official student or course data, e.g., for departmental planning, you may not be an iSIS user.

Who is going to touch which screens?
In iSIS, every one sees the information they need consistent with their role in supporting students and faculty. Each iSIS user will be assigned a role, which gives them access to the menus, pages, and data they are supposed to see.

What do I need to do now?
We plan to notify future iSIS users about training opportunities as close to each rollout as possible. To help you plan, please review the timeline and classroom training schedule available on the back of this document. Should you have any questions, please contact sisproject@tufts.edu.

In the meantime, we invite you to view the growing collection of information about iSIS on the SIS Project website, at go.tufts.edu/sis.

During the transition to iSIS, you may need to stop and think about which system to use. If your work involves spring 2013 and summer 2013 information, the student data will be viewed and managed in the current SIS (including SIS/HSF Online). If your work involves information collected for the fall 2013 term (and beyond), data will be viewed and managed in the new iSIS.

<table>
<thead>
<tr>
<th>SPRING 2013</th>
<th>SUMMER 2013</th>
<th>FALL 2013 &amp; BEYOND</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you’re thinking about a course offered this spring or summer, go to SIS (SIS/HSF Online).</td>
<td>If you’re thinking about a fall 2013 course, go to iSIS.</td>
<td></td>
</tr>
</tbody>
</table>
A Glimpse of iSIS

One Integrated Student Information System for Tufts

iSIS has been designed by Tufts’ registrars, bursars, admissions, financial aid and student services personnel, and information technology experts.

Cummings School of Veterinary Medicine
- Barbara Berman, Assistant Dean, Student Affairs
- Sandra Galley, Assistant Registrar

Central Administration
- Mark Damas, Director, Enterprise Applications
- Angie Milonas, Director, Administration and Finance, UIT
- Martha Pokras, Executive Director, Planning and Administration
- Dawn Terlka, Associate Provost, Institutional Research and Evaluation

The Fletcher School
- Noa Moser McMillan, Registrar and Manager of Student Academic Programs
- Gerard F. Sheehan, Executive Associate Dean

School of Arts and Sciences
- Carol Downing, Associate Registrar
- Gretchén Irman, Director of Graduate Student Services
- Kevin Jack, Registrar and Student Services Desk Manager
- Tricia Sheehan, Director, Student Information Systems Technology
- Paul Stanton, Dean of Student Services

School of Dental Medicine
- Robert H. Kasberg, Jr., Associate Dean for Admissions and Student Affairs
- Bridget McCabe, Admissions Coordinator

School of Medicine
- Sharon Freeman, Program Manager
- John Matias, Associate Dean, Admissions and Enrollment

School of Medicine, Public Health and Professional Degree Programs
- Janez J. Bobek, Registrar
- Robin Glover, Associate Dean

Student Financial Services Across Tufts
- James Middles, Bursar, Health Sciences Campus
- Kathleen M. Mundhenk, University Bursar & Co-Manager Student Financial Services, Medford Bursar’s Office
- Patricia Reilly, Director, Financial Aid & Co-Manager Student Financial Services, Medford Financial Aid

Degree Programs
School of Medicine, Public Health and Professional

John Matias, Associate Dean, Admissions and Enrollment

School of Arts and Sciences

Elizabeth Storrs, Registrar

School of Dental Medicine

Tricia Sheehan, Director, Student Information Systems

School of Dental Medicine

JoAnn Jack, Registrar and Student Services Desk

Graduate School of Arts and Sciences

Gretchen Inman, Director of Graduate Student Services

Tufts Student Information Systems (iSIS) Provides critical administrative support for all offices and functions that rely on student information.

How to Access iSIS

iSIS authenticates students, faculty, and staff with their Tufts UTLN, the same ID and password you use to access library resources and services such as Trunk, TUSK, and the Tufts wireless network.

iSIS identifies students, faculty, and staff using the Tufts ID, a single numerical identifier that synchronizes iSIS with the PeopleSoft systems that support Human Resources and Finance.

Navigating iSIS

Learn more about universal navigation elements, navigation features, and more on the SIS Project website at go.tufts.edu/isis.

Accessing iSIS:
- Open your internet browser
- Enter: https://sisadm.uid.tufts.edu/pap/aprd/?cmd=login
- The iSIS home page will appear
- Enter your Tufts ID (UTLN) and password

iSIS times out in 20 minutes and will require you to login again.

Populating Terms in iSIS

In iSIS the Term Code consists of four digits = CYVT (Century, Calendar Year, Term Value).

Term Code Crosswalk

<table>
<thead>
<tr>
<th>Term</th>
<th>Legacy SIS*</th>
<th>iSIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>2012S</td>
<td>2122</td>
</tr>
<tr>
<td>Annual</td>
<td>2013A</td>
<td>2124</td>
</tr>
<tr>
<td>Summer</td>
<td>2013A</td>
<td>2125</td>
</tr>
<tr>
<td>Fall</td>
<td>2013F</td>
<td>2128</td>
</tr>
</tbody>
</table>

* Legacy SIS uses the academic year.
** For converting historical terms into iSIS, 2126 is the correct conversion number for the second session of the summer 2013 term. Going forward (as of 2016) there will be only one summer term, with two sessions. For example:
- Legacy Summer Term 2015A will be Term: 2145 Session: A
- Legacy Summer Term 2015B will be Term: 2145 Session: B

TESTING

Two to three months before an iSIS component goes live, a small number of employees will work with SIS Project staff (your representative) to test the system and make sure all works as expected.

TRAINING

Classroom training and See It, Try It. Print it online tutorials are available at go.tufts.edu/isis. Specific training dates and times are settled closer to go-live.

ALL KINDS OF SUPPORT

The SIS Project will support iSIS users in many ways. We will provide classroom training, online tutorials that can be done anywhere and anytime, and plenty of documentation. View these learning aids on the SIS Project website today at go.tufts.edu/isis.
What to Expect in the Months Ahead

The Tufts community moves to iSIS in the 2013/14 academic year. The following timeline illustrates project-specific milestones and represents the earliest occurrence of an event at Tufts. Your school may be impacted at a later date.

### Classroom Training Schedule for Staff at Tufts, as of January 2013

Training fosters practical experience in the skills necessary to use iSIS. Opportunities to learn will be coordinated with local student services staff and delivered at a time that is as close as possible to your school’s rollout. To view an updated schedule, visit go.tufts.edu/sis.

<table>
<thead>
<tr>
<th>Department</th>
<th>Training Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Records: Course Catalog</td>
<td>8/2/12, 8/6/12, 8/9/12</td>
</tr>
<tr>
<td>Admissions Interfaces (Undergraduate)</td>
<td>9/5/2012</td>
</tr>
<tr>
<td>Admissions Interfaces (Graduate/Professional)</td>
<td>9/18/12, 10/15/12, 10/22/12, 12/11/12</td>
</tr>
<tr>
<td>Financial Aid: Student Interfaces</td>
<td>11/26/12, 11/27/12, 11/29/12</td>
</tr>
<tr>
<td>Student Records: Schedule of Classes</td>
<td>11/8-9/12, 11/13-15/12, 1/10-15/13***</td>
</tr>
<tr>
<td>Student Financials: Deposits</td>
<td>11/26/12, 11/29/12, 11/30/12</td>
</tr>
<tr>
<td>Enrollment/Advising/Bio-Demo Self-Service**</td>
<td>3/4-3/18/13*</td>
</tr>
<tr>
<td>Advisement Admin</td>
<td>Documentation Only</td>
</tr>
<tr>
<td>Billing Self-Service (Dental PG)**</td>
<td>5/20/13 – 5/24/13*</td>
</tr>
<tr>
<td>Financial Aid: Anticipated Aid/Disbursement Interfaces (Anticipated/Outside)</td>
<td>5/6/13 – 5/17/13*</td>
</tr>
<tr>
<td>Billing Self-Service (Others)**</td>
<td>5/27/13 – 6/28/13*</td>
</tr>
<tr>
<td>Student Financials: Billing, Cashiering, Other</td>
<td>6/3/13 – 6/28/13*</td>
</tr>
<tr>
<td>Financial Aid: Anticipated Aid/Disbursement Interfaces (Disbursements)</td>
<td>6/17/13 – 6/21/13*</td>
</tr>
<tr>
<td>Student Records: Transcript</td>
<td>7/15/13 – 8/2/13*</td>
</tr>
<tr>
<td>Transcript/Grading/Graduation Self-Service**</td>
<td>7/15/13 – 8/16/13*</td>
</tr>
<tr>
<td>Student Records: Grading</td>
<td>8/12/13 – 8/23/13*</td>
</tr>
<tr>
<td>Student Records: Graduation</td>
<td>10/28/13 – 11/15/13*</td>
</tr>
</tbody>
</table>

* Please note: As of January 2013, specific training days within starred date ranges have not been finalized.
** Applicable to students and/or faculty.
*** For Administrators at the schools of Arts and Sciences, and Engineering