

## SIS PROJECT – TIMELINE - 2010

ACTIVITY	From date	To date	Department	Notes
A level results published – SITS download	Sun 15 Aug		Admissions Platform Services	
Confirmation	Mon 16 Aug	Thu 19 Aug	Admissions Academic Departments	
Clearing	Thu 19 Aug	Tue 14 Sep	Admissions Academic Departments	
SITS Data Checking for ATR Process	Ongoing	Fri 20 Aug	Admissions	<b>ATR</b> = the process of transferring applicants form SITS Admissions to SITS Student Records.
SRS Roll Forward and Data Checks	Mon 16 Aug	Wed 18th	IT Development Team Registry	Data Migration will be continue until December at the latest (as students progress more records will be migrated) though volumes will be small compared with main run.
SRS Main Data Migration to SITS and SITS Data Checks	Thu 19 Aug	Mon 23 Aug	SISPT IT Development Team	Data checking to continue over the weekend 21 <sup>st</sup> – 22 <sup>nd</sup> Aug.  Data migration will continue till December as a result of late progressions though small volumes compared with main migration.
ATR Process	Tue 24 Aug	Fri 22 Oct	Admissions SISPT	After a student is ATR'd an email with login credentials and a link to MySIS will be sent to enable them to <b>Pre-Enrol</b> .  <b>Modules and Diets</b> are generated for students in preparation for Module Registration  Mile End students will be allocated a specific Enrolment slot. This will continue till <b>16 September</b> .  Admissions to review records not ATR'd and run status reports for management purposes.
Pre-Enrolment – New Students	Tue 24 Aug	Fri 22 Oct	Student Administration SISPT Students	For <b>New Students</b> , the ATR process will set a flag to R-E-C which will be required to complete Pre-enrolment and print off a Pre-Enrolment Certificate.  <b>Student Personal Maintenance</b> via e:Vision made available
Re-Enrolment – Continuing Students	Fri 27 Aug	Fri 22 Oct	Student Administration	For <b>Continuing Students</b> , the record in SITS will be set to

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			SISPT Students SMD Research Academic Departments DDS	R-E-C ("Cleared to Enrol") as a result of the data migration from SRS. This will enable continuing students to access Re-enrolment.  <b>Temporary Enrolled Students</b> need to go to Registry to become fully enrolled.  Once the re-enrolment process is completed, <b>Student Personal Maintenance</b> via e:Vision made available.  <b>Academic Departments</b> will access reports via e:Vision.  <b>Disability and Dyslexia Department</b> will access reports via e:Vision and send letters, emails out to appropriate students.
Module Pre-Registration (Continuing Students) for Select Departments and New Associate Students	Fri 27 Aug	Sun 5 Sep	Academic Departments via e:Vision  International Office SISPT	Departments enter Semester 2 (previous academic year) module selections for <b>continuing students</b> via an e:Vision task. 5 departments involved.  International Office will be keying in Associate Students – H Gibney  This will require nominated PAAs from each department to be set up in SITS by the SISPT. ( <b>PAA</b> = Programme Academic Approver – approves or rejects student's modules choices).
Re-Assessment "Opt In" Task	Fri 27 Aug	Fri 12 Dec	Students via e:Vision	For UG students re-sitting <b>out of attendance</b>
Student Loans Company - SSAR/SSAC Interface	Fri 27 Aug	ongoing	Student Administration	Receive file from SLC (SSAR) match to enrolled students and where a match send as a batch file to SLC (SSAC) daily.
PAA Allocation (All students)	Fri 27 Aug	Sun 10 Oct	Academic Departments via e:Vision	Academic departments assign PAA/s to <b>ALL</b> students.
Enrolment GEP BDS – Whitechapel (Approx 20 students)	Wed 1 Sep	Wed 1 Sep	SMD Admissions via e:Vision, Whitechapel	First Live use of SITS ENROL (a staff member enrolling a student) in the College.
Enrolment MBBS UG for Maxfac and Oxbridge	Thu 2 Sep	Thu 2 Sep	SMD Admissions via e:Vision, Whitechapel	
Module Registration – <b>New and Continuing Students</b>	Mon 6 Sep	Sun 10 Oct	Students via e:Vision	Student selects modules.

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				<p>Module Registration needs to be completed by the end of the 2<sup>nd</sup> teaching week, as per the regulations.</p> <p><b>New students</b> who have completed <b>Pre-enrolment</b> can register for modules</p> <p><b>Continuing students</b> with a status of "<b>Cleared To Enrol</b>" can register for modules</p>
Confirmation of Student Selections	Mon 6 Sep	Sun 10 Oct	Departments via e:Vision	PAA's to approve/reject students' module choices
Re-Assessment "Opt Out" Task	Mon 6 Sep	Fri 8 Oct	Students via e:vision	For students <b>in attendance</b> (with trailing re-sits)
Enrolment GEP MBBS, City Nurses (Approx 110 students)	Mon 6 Sep	Mon 6 Sep	SMD Admissions via e:Vision, Whitechapel	
Octagon Set Up – Enrolment UG	Mon 13 Sep	Fri 17 Sep	IT SISPT Student Administration	Testing week for SITS Enrolment
<p><b>Autumn Enrolment</b> – (SITS ENROL): New Students Staff enrolment of students</p> <p><b>Locations:</b> Octagon Registry – Mile End</p> <p>The BDS and MBBS UG and thereafter at Whitechapel.</p>	<p>Mon 20 Sep</p> <p>Mon 20 Sep Fri 1 Oct</p> <p>Tue 21 Sep</p>	<p>Fri 22 Oct</p> <p>Thu 30 Sep Fri 22 Oct</p> <p>Tue 21 Sep</p>	<p>SISPT Student Administration via e:Vision (SITS ENROL)</p> <p>IT Fees Office Study Abroad Department Admissions SMD Research</p>	<p>After the <b>30<sup>th</sup> September</b>, Enrolment will continue in Student Administration Office (SAO) and Research Degrees Office Mile End and Student Office Whitechapel for those who did not enrol in the Octagon</p> <p>Student Personal Maintenance via e:Vision available to students once temporarily or fully enrolled.</p> <p>Temporarily enrolled students will be reminded via email to MySIS to complete the process to full enrolment</p> <p>New students who have Pre-enrolled and Continuing students who are "Cleared To Enrol" can complete the enrolment process after Module Registration and before 22nd October.</p> <p><b>MBBS UG</b> students who do not enrol on 21 Sep, will have to enrol at Whitechapel.</p>
Semester 1 - Begins	Wed 22 Sep	17 Dec 10		
Semester 1 - Teaching Period	Mon 27 Sep	17 Dec 10		

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Module Registration – New and Continuing Students “Mop Up” Week – Staff select on behalf of students	Mon 11 Oct	Fri 15 Oct	Academic Departments via e:Vision - Staff – assigned PAAs	The “mop up” week will be used as a penalty for students who have not registered. It permits a PAA to make selections on behalf of a student.
Confirmation of Student Selections “Mop Up” Week – Staff confirm on behalf of students	Mon 11 Oct	Fri 15 Oct	Academic Departments via e:Vision	
Student Module Result Maintenance (SMR)	Mon 18 Oct	ongoing	Student Administration Office	<b>Assessment records</b> created for Mark Entry
Module Result Maintenance	Tue 19 Oct	ongoing	Student Administration Office	Run Daily
<b>ABSOLUTE DEADLINE FOR ENROLMENT</b> <b>ABSOLUTE DEADLINE FOR ATR</b> <b>TEMPORARY ENROLMENT EXPIRES</b>	<b>cop</b> <b>Fri 22 Oct</b>	<b>cop</b> <b>Fri 22 Oct</b>	Student Administration Office SISPT	<b>UKBA deadline.</b>
<b>Status Changes – Post Enrolment Deadline</b>	After 22 Oct		Student Administration Office SISPT	All R-E-P (pre-enrolled) statuses set to R-N-S (No Shows)  All R-E-C (cleared to enrol) statuses set to R-N-S (No Shows)  All R-E-T (temp enrolled) statuses will be terminated after individual investigation.