

Project Voyager


Banner Student Module Conversion, Go-live, and Communication Timeline

September 11, 2007




September 2007

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3 LABOR DAY	4	5	6	7	8
9	10	11	12	13 Last day for CCC Apply to auto upload Fall 2007 applications.	14 Begin manual application load to DSK for Fall 2007 applications Begin dual entry in Banner & DSK for address changes, etc. Student conversion begins	15 Banner PROD unavailable
16 Banner PROD unavailable	17 Begin Luminis (My CCC, My GWC, My OCC) account creation Presidium goes live for student	18	19	20 A&R Directors submit appointment breakdown to Kathie Thayer for conversion from DSK to Banner.	21 Facilities loaded into PROD Charlie & Juta will go to campuses to switch over CAPP upload from DSK to Banner	22
23	 24 Admissions GO LIVE for Spring 2008 term Spring 2008 class schedule converted to Banner CCC Apply turned on for Spring 2008 & auto upload to Banner begins Schedulers begin dual entry in Banner & DSK for Spring 2008 term Begin to load assessment test scores to Banner		24- 28 Admissions LIVE Matriculation LIVE Assessment Center LIVE Admissions continues to manually load Fall 2007 applications in both Banner and DSK. Schedulers continue to perform dual entry in Banner & DSK for Spring 2008 schedule Kathie Thayer converts registration appointments for continuing students from DSK to Banner.			29
30	Week of September 24-Need all IT staff for INB and CCC Apply, DBA, and Systems Analysts on stand by.					

October 2007

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Spring 2008 Class Schedule printed from DSK	2/3 Print letters to communicate students' spring registration appointment time, My XXX account, Banner ID #, and Gmail account.		4	5	6
7	8 Send letters to mail house for mailing to students' homes.	9	10	11  Luminis GO LIVE Schedulers turn on the both the secure and insecure Banner searchable class schedule	12	13
14	15 BOGFWs will be loaded to Banner PROD for Spring 2008 registration	16	17	18 2 nd part of student conversion begins Begin dual entry for grade changes in academic history should be made in Banner and DSK	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2007

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Weeks of November 5th & 12th -Need all campus and District IT staff, DBA, systems analysts, schedulers, and Luminis/Student team members on stand by for possible registration issues and problem solving. IT should be prepared for potential system load issues beginning the week of November 12th. Expect system load peaks in My XXX & INB the weeks of November 12th and November 19th.</p>				1 3 rd part of student conversion begins	2 Tim will switch Photo ID from DSK to Banner at OCC	3
4	5 All A&R functions LIVE in Banner (transcripts, verifications of enrollment, etc.) ONLY Fall 2007 registration & fees in DSK	6  Registration for Spring 2008 term (EOPS & DSPS at OCC)-in person (INB)	7	8	9 DSPS registration at CCC-in person (INB) Last day that Touch-tone telephone will be available in DSK for fall 2007 Tim will switch Photo ID from DSK to Banner at GWC	10
11	12 VETERANS DAY	13  Registration for Spring 2008 term (8:00 am) GWC- EOPS/ACE in INB CCC - EOPS in INB OCC- Continuing students in My OCC Banner IVR goes live		14/15	16	17
18	19  Continuing student registration CCC in My CCC GWC in My GWC	20	21	22	23	24
25	26	27	28	29	30	

December 2007

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	<p>Mid January—final conversion of academic history and final fee balances from the Fall 2007 term. Mid January-Banner IVR goes live for fall 2007</p>				

Kathie Thayer will begin the data extract and conversion on Friday, September 14th. The last day CCC Apply applications will be uploaded to DSK for the fall 2007 term will be Thursday, September 13th. Students may submit Fall 2007 applications via CCC Apply until late October but all applications submitted after September 13th will be manually entered in DSK and Banner.

September 13

- Last day CCC Apply will auto upload to DSK for Fall 2007
- Tim Rigney will shut off the auto upload to DSK (evening—specific time TBD)

September 14th through September 21st

- Kathie Thayer will extract data from DSK and convert to Banner PROD.
 - General Person
 - General Student
 - Luminis roles
 - Placement Levels
 - Assessment Test Scores

Beginning September 14th

- All fall 2007 admissions applications will be loaded into DSK *manually*.
- All address, phone, email changes will be loaded into both DSK & Banner.

September 15th & 16th

- Banner PROD unavailable

September 17th

- Begin to create Luminis (My CCC, My GWC, My OCC) accounts in production (PROD) for students, faculty, and staff
- Presidium go live for students (soft roll out)

September 21st

- Facilities will be loaded into PROD
- Kathie Thayer will run a final conversion program to catch new students loaded in DSK who aren't in Banner PROD and convert them.
- Charlie O. and Juta Wareham will visit the campuses to switch CAPP upload from DSK to Banner

September 24th

- Spring 2008 Class Schedule converted from DSK to Banner
- Shirley Donnelly, Jennifer McDonald, Joycelyn Groot, and Kristin Clark will turn on CCC Apply to begin accepting applications for spring 2008
- Tim Rigney will turn on the auto upload from CCC Apply to Banner.

- GO LIVE!!!!!!!!!! Begin accepting applications for the spring 2008 in CCC Apply and upload these applications to Banner (any spring 2008 applications accepted before this date will be held and not entered until September 24th.)
- Assessment test scores will be uploaded to Banner & DSK??
- Matriculation goes live (manual overrides, counseling appointments, informed education goals, services, needs, etc.)

October 1st

- Spring 2008 class schedule printed from DSK

October 2nd-3rd

- Communication to students regarding My XXX account, spring 2008 registration appointment time, Presidium, Gmail, etc. printed to mail to all students who attended spring 2007, summer 2007, fall 2007, and/or applied to fall 2007.
 - Martha Parham will work with the campus PIOs to create a marketing piece to advertise My XXX. This will be included in the mailing.
 - Jennifer McDonald, Shirley Donnelly, Joycelyn Groot, and Kristin Clark will construct the text for the mail merge letter.
 - Kathie Thayer will extract 3 separate files (one for each college) to be used for a mail merge, which will include the following criteria:
 - Student name
 - Student mailing address
 - Student ID #
 - Student 3rd party ID (My XXX user name)
 - Student Gmail address (3rd party ID + @student.cccd.edu)
 - Spring 2008 Registration Appointment time

October 8th

- Communication (letters) sent to the mail house for mailing

October 11th

- Schedulers will turn on the searchable spring 2008 class schedule in Banner
- Campuses link the public Self Service searchable spring 2008 class schedule on their college website
- My CCC, My GWC, My OCC goes live for students, faculty, and staff

October 15th

- BOGFWs loaded in to Banner PROD in preparation for spring 2008 registration

October 18th-19th

- Kathie Thayer will begin loading academic history and MMO records from DSK
- All grade changes should be made in both DSK and Banner from this point on (more specific information to follow).

November 1st-2nd

- Kathie Thayer will convert fee obligations, last of academic history, and in progress classes for fall 2007 from DSK

November 2nd

- Tim Rigney will switch photo ID (C.I. Solutions) from DSK to Banner at OCC

November 5th

- GO LIVE!!! Registration will begin in Banner for DSPS & EOPS @ OCC in INB
- Transcripts will be produced in Banner
- Verifications of enrollment will be produced in Banner
- All other A&R functions will be live in Banner

The only data entry performed in DSK at this point is for fall 2007 registration activities and fall 2007 fees, and grade changes (double entry to Banner and DSK for grade changes).

November 9th

- DSPS & EOPS registration @ CCC in INB
- Last day Touch-tone is available in DSK for fall 2007 term
- Tim Rigney will switch photo ID (C.I. Solutions) from DSK to Banner at GWC

November 13th

- DSPS & ACE registration @ GWC in INB
- DSPS & EOPS registration @ CCC in INB continues
- Continuing students' registration @ OCC in My OCC
- Banner IVR (telephone registration) goes live

November 19th

- Continuing students' registration @ GWC in My GWC
- Continuing students' registration @ CCC in My CCC
- Continuing students' registration @ OCC in My OCC

Mid-January 2008

- Kathie Thayer will convert the fall 2007 grades from DSK, convert the final fees from DSK, and wipe out the "IP" courses in Banner for fall 2007.
- Banner IVR goes live for fall 2007 grades