

To: All Students in the College
From: Susan Art, Dean of Students in the College

Re: student impact of upcoming systems upgrade

I write to alert you to an important systems upgrade that will take place on campus Friday, December 14 through Monday, December 17, 2007. While the upgrade is in progress, you will not have access to many of the online systems on which you rely. Please take a moment to look over the affected student services and plan accordingly.

The systems listed below will be taken down at 8 AM (CST) on Friday, December 14. Unless otherwise noted, services will resume as soon as possible – most likely on Tuesday, December 18. During the system downtime, you will not have access to the following services:

- * cMore (including the following functions)
 - view/update personal information
 - view course schedule
 - view grades
 - request enrollment certifications (in addition, requests cannot be processed while the system is down)
 - request official transcripts (in addition, requests cannot be processed while the system is down)
 - apply to graduate
 - view restrictions/holds
 - bursar account access
 - campus phones: authcodes and billing statements
 - manage majors or minors
 - view/change anticipated graduation date
 - download workstudy form
- * Time Schedules will remain online, but will not receive any updates
- * Student Health Insurance Enrollment site
- * College add/drop will close at 8 AM (CST) on Friday, December 14 and will reopen at Noon (CST) on Tuesday, December 18.

Building access (library, athletic facilities) will not be affected. Chalk will remain available during the upgrade, however, please note that cMore is the system of record. Therefore grades that may appear in Chalk are not official. While my office, the Registrar's office, and the Bursar's office will remain open during regular business hours, like you, we will not have access to the central student database.

I apologize for any inconvenience this outage may cause. It should be brief, and the upgrade will pave the way for future enhancements to cMore and the various electronic student services we offer.

You have my best wishes for the long winter break,

Susan M. Art
Dean of Students in the College