

# News from



MaineStreet

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[www.maine.edu/system/mainestreet/](http://www.maine.edu/system/mainestreet/)

## Campus Solutions: Other perspectives

Readers of *News from MaineStreet* know that big changes are coming, and soon. Many of us are anxious about using a new system to register and maintain information about our students, and worried about how it will work, whether we will be able to master it, and what it will do for us.

To put our minds at ease a little bit, here are some observations by a couple of faculty members at other universities about their experiences using Oracle's Campus Solutions.\*

We've been using [Oracle's Campus Solutions] for a couple of years now, and from my perspective, it has made a number of tasks that the faculty do much easier.

I'm able to check my roster dynamically while in class, pull up the financial reports for my grants from home, and enter my grades from the comfort of my office.

**Where it really shines, however, is during advising.** We have all of the students' info at our fingertips, can quickly see their progress toward the degree, find classes that fit their schedule, and approve their ability to register for classes.

*Michael S. Scott, Ph.D.  
Graduate Program Director, MS in GIS and  
Public Administration Director, Eastern Shore  
Regional GIS Cooperative  
Salisbury University, Maryland*

**\* Disclaimer:**

Not all functionality mentioned in these quotes may be available at all UMS institutions this spring.  
"Your mileage may vary."

Four aspects of our [Oracle/PeopleSoft] system that several of my colleagues and I, who spend time with our advisees, have found particularly helpful:

1. [The system] forces students to meet with an adviser and have a "hold" removed before they can register for classes...**it promotes more interaction and helps me better fulfill my role as an adviser.**
2. The **degree progress report** is so helpful with my first-semester seniors. It proves a ready review of what they have taken and highlights the areas that need to be fulfilled before graduation. It allows me to go over the same material that our department/university uses for degree certification, and troubleshoot any errors/deficiencies well in advance of the crucial last semester.
3. The **student self-registering pages** allow students to manipulate their schedules (add, drop, swap classes) without having to involve anyone else! They can quickly do time slot or course searches. They can also monitor a filled class, and if someone drops they can see the change in class size online and add themselves at that time.
4. The class roster function is great, especially because it is continually updated and **I can keep track of my class size in real time.** The email function is simple and readily accessible.

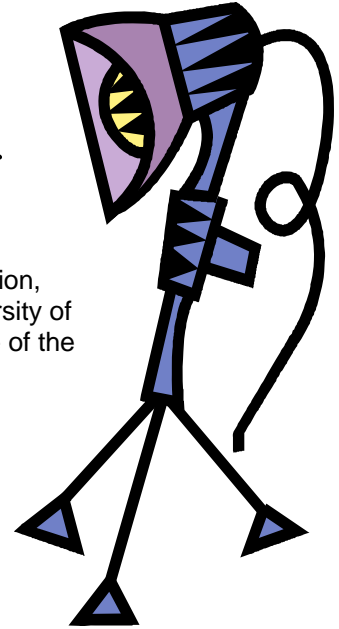
This system is much better than what we previously used!

*Kenneth Oliveira, Ph.D.  
Assistant Professor of Biology  
University of Massachusetts, Dartmouth*

**Also in this issue:**

Spotlight on the Shared Processing Center, UPK Lesson #2, Scene on MaineStreet

# Spotlight on The Shared Processing Center



**B**ack in the fall of 2006, the Shared Processing Center began limited operation, processing admissions applications for summer and fall 2007 for all University of Maine System institutions, and handling loan management duties for three of the seven universities. The first year was challenging and a bit rocky.

However, in the past 18 months, the SPC has evolved into a smoothly functioning operation. On the loan processing side of the house, Perkins, Nursing, and institutional loans are now handled at the SPC for all seven campuses. The contents of the equivalent of 38 fireproof filing cabinets have been electronically archived—that would be more than 88,000 documents. These files were physically spread from Fort Kent to Gorham and are now at the SPC, yet their contents are still available to folks from Fort Kent to Gorham.

## Factoids

from the Shared Processing Center  
as of January 30, 2008 for summer/fall  
2008 only:

**9,048**

Electronic applications (WebApps)  
received

**3,631**

Paper applications received

**12,679**

Total applications processed

**71**

Percent of applications received via Web

**86,232**

Supporting documents (test scores,  
transcripts, letters, et al.) scanned and  
indexed



**364,457**

Admissions documents processed since  
inception of SPC in 2006

Jolynn Campbell, Student Loan Manager, says “This makes our life so much easier, because we don’t have to physically go to the file” to retrieve information. “Whether we’re looking for references or reading the account history, we simply call it up on our dual computer screens and look at the file. It’s great!”

In the summer of 2007, admissions officers from all seven institutions worked with Janet Boucouvalas, Data Operations Manager at the SPC, John Grover, Associate Director of Systems and Operations at UMS Information Technology Services, and Kim Yerxa, Software Support Analyst, to redesign and streamline the processes used when admission applications and supporting documents are received by the campuses and at the Center.

This has definitely made life easier on the admissions side of the house, Janet says. “We really had no idea what to expect that first year,” and to say that things were kind of tough would be an understatement.

This year is a completely different story, and things are much, much calmer. “The mail processing, scanning and linking of documents to their applicant record [in Oracle/MaineStreet] is generally done within 24 to 48 hours of receipt at the SPC. The admissions offices are pleased.”

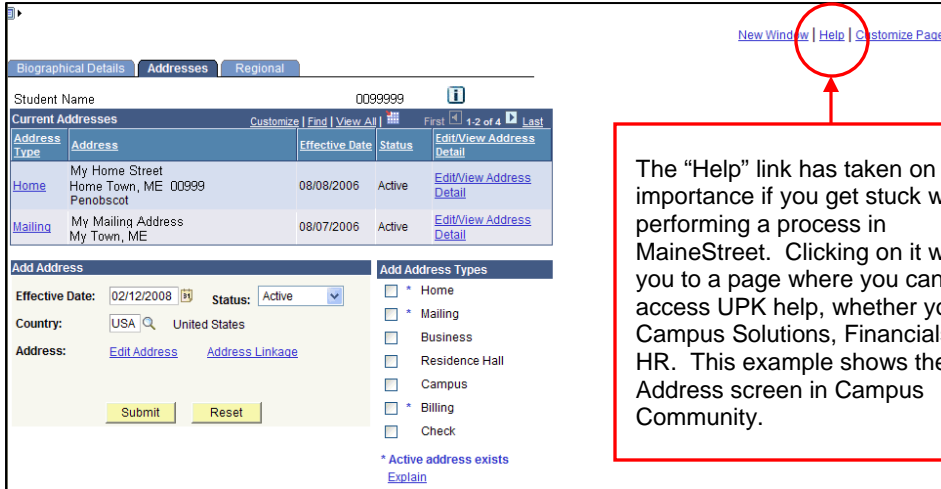
Janet and her crew are in the middle of their busy season right now. “We do 80% of our volume between October 1 and March 31,” she says. And it’s quite a volume—see the box at left for some impressive figures.

# UPK: Lesson 2

What the "Help" link does.

Be sure to first check the document "Using the UPK Player" to make sure your browser settings are adjusted properly.

1. Click on Help.



The "Help" link has taken on new importance if you get stuck while performing a process in MaineStreet. Clicking on it will take you to a page where you can access UPK help, whether you're in Campus Solutions, Financials, or HR. This example shows the Add Address screen in Campus Community.

**Disclaimer:**

Not all pages in MaineStreet may be equipped with UPK help yet.

If no topics are listed in the UPK Outline, that means no topics are currently available for that page.

Select the **All** radio button to display all available UPK topics.

Topics are continually added to the UPK menu.

This screen will open.

2. Click on **UPK**.

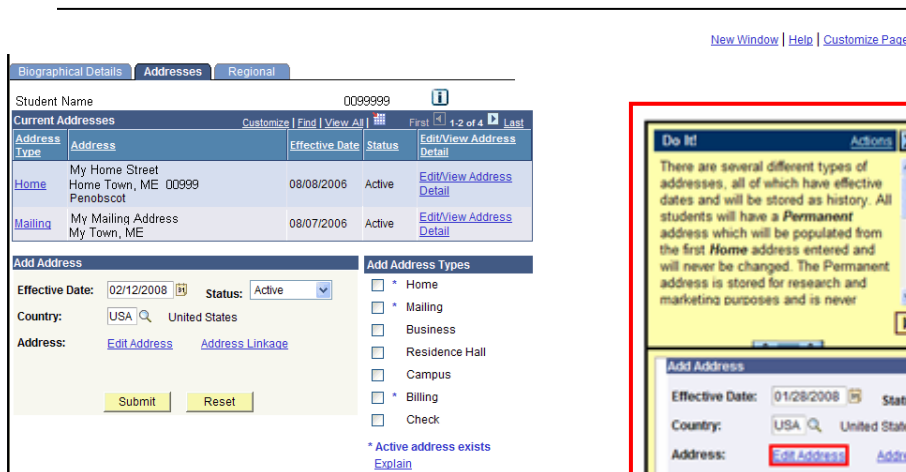
The UPK Player screen will open.



3. Select the appropriate topic from the Outline.

4. Choose **Do It!**.

5. The **yellow window** below will open at the bottom of your original screen to help you through the process you're working on.



The **Do It!** box is moveable; you can position it wherever you would like it on your screen.



Maine's  
Public  
Universities

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## Scene on MaineStreet

*Some road signs have appeared. Watch for frost heave and bumps in the road as millions of records are converted from the old to the new system!*



### Caution: Maintenance ahead!

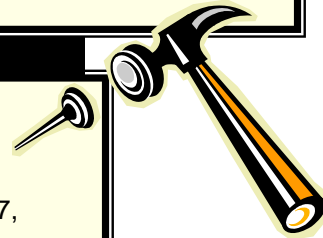
All functions in **ISIS** and **WebDSIS** (including course searches) will be shut down from 9:00 pm on Thursday, February 28 until 8:00 am on Monday, March 3, 2008 as data are converted to our new MaineStreet system prior to student registration for fall 2008.

### More maintenance ahead!

All functions in **MaineStreet Campus Solutions**, including student self-service, will be shut down from 3:00 pm on Friday, February 29 until 8:00 am on Monday, March 3, 2008 as data are converted to MaineStreet prior to student registration for fall 2008. This also means that no hiring should be done in **HR** during this time.

### Be alert!

During the week of March 3 to March 7, expect certain registration functions in **Campus Solutions** to be unavailable. Overall performance of Campus Solutions may be slow during this time.



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Your comments are welcome.

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