

Addressing daily audits in the Registrar's Office
Joan Payne
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OSU uses SIS Plus for our student information system. SIS Plus is an integrated system which allows the various areas on campus to share information and data. The security for each area is controlled by that area. Bursar, Financial Aid, Residential Life, Human Resources, Admissions, and the Registrar's Office manage their own areas and determine who has the ability to view data and who has the ability to update data. The Registrar's Office controls access to the academic information in the system.

Our office works with Bonnie Stone in IRIM (Institutional Research and Information Management) in setting the security profiles and access to information. Security is granted on increasing levels of view and update to the system. All individuals on campus requiring access to academic information must fill out an SIS Access Request. These forms originate through Bonnie's Office. She verifies the individual is currently employed and the area they are employed in. The form is sent to the Associate Registrar for final approval. We primarily receive requests from the academic units needing the capability to see enrollment information, academic records, and the shared components (major, address information, bio/demo, etc). Access to update information is based on the individual's job function. Advisors need the ability to enroll/drop/add students. Department heads need the capability to view academic and instructor information. Access to the screens is normally set up to access any and all components of that particular screen. Some screens in the realm of the Registrar's Office are blocked to everyone on campus but Registrar's employees. The screens containing information concerning the students' and instructors' PINS are blocked to everyone but a few employees in the Registrar's Office.,

IRIM and the Registrar's Office run daily edits to monitor the system. The Registrar's Office runs a daily report of any grade changes made in the system. This report lists any grades that have been changed, the day the grade was changed, the time it was changed, and the operator id of the individual making the change. This report is reviewed daily by the Coordinator of Academic Records. The Associate Registrar also has access to this report for daily review. During enrollment, a daily report is run to identify any students who enrolled prior to their enrollment date. This report identifies the individual who enrolled the student early. Prior to releasing the "as of counts" at the beginning of the semester several edit reports are run to verify the accuracy of the enrollment numbers. These reports are reviewed by the Assistant Registrar over Fee Adjustments. A visa status report is run weekly. This report identifies any students who visa type does not coincide with their residency status. At the beginning of the semester a faculty/staff fee waiver report is run. This report is compared to the requests for the faculty/staff fee waiver requests. This is used to verify the individual's status as a full-time employee before the fee waiver is processed in the system.

IRIM runs several daily edits to monitor individual operator ids. This report identifies individuals who are not longer employed by the University. It is used to terminate their access to SIS. Bonnie Stone and her staff monitor this information. During enrollment, a daily report is run identifying students who were enrolled using the "permit" function in the system. The "permit" function overrides all holds in the system---closed sections, fire code, etc. Over enrollments must be dealt with immediately and corrected by the Registrar's Office or the academic department.

Security profiles and access to the system are periodically evaluated and adjusted as necessary. As enhancements are made to the system and the web, Bonnie Stone and the Associate Registrar review the profiles and make necessary adjustments.