Dear All:  Welcome back!  We have had an eventful summer and I just wanted to update you on a few items, get your feedback, and for those of you involved in the graduate programs, give you a heads up about a major revision we have with regards to the viewing of documents in the graduate admissions process.

Some catch up:  As you know last spring we rolled out a method for entering and displaying Text book information for students in ACES and STORM.  This effort was in response to a new Federal regulation.  We worked closely with the Registrar’s Office, a faculty group and the Book Store and were able to make the functionality available for the Fall 2010 registration period.  We have been collecting feedback in readiness for the spring registration and always welcome your input, especially with such a new process. Also, we moved the Synopsis from a stand-alone web site available only to Arts and Science faculty into STORM.  The Synopsis is now available to all faculty in all schools who would like to publish information about courses for students on ACES.

New student name displays:  This summer, we added a few changes to the student name display which we hope will help you out.  First, the preferred name provided by students is now appearing (in parens) in the class roster and the grade roster.  This is a small, but I hope welcome change, that will help you keep up with your students. Also, for those of you with administrative roles, you can now search for a student by previous name.

Improvements to Graduate School Paperless Admissions Process:  Finally, and most importantly for those of you involved in the admissions process for the graduate programs, we have made some radical changes to the paperless review process.  Last year we rolled out a paperless process within a system we have used in the administrative offices for the last six years – ImageNow.  While most of the faculty appreciated the goal of a paperless environment, we received many complaints about the ease of use of the product. Late spring, when the busy season was wrapping up, we met with as many people involved in the process as we could to evaluate what could be done to improve the overall process: the Executive Committee of the Graduate Faculty, groups of departmental assistants, and several groups of graduate faculty, including DGSs and those faculty with committee-only roles. Based on these ideas we have made a few very significant changes this summer, and we have gotten excellent feedback.  The primary change is that faculty will now access the students’ files via STORM. –For the program administrators and the faculty identified as application reviewers, a new tab, Admissions Center will appear.  You will have a list of applicants and critical data identified by the focus group – then in the student detail (click on the student name) the documents will be available as they come into the Graduate School.  As your access will be controlled via STORM you will not need to install or use any other applications - with the exception of a PDF reader.  You will only be able to see applicants for the current season, not the previous term applicants.  So depending on whether your department has applicants already or not, it may take a few weeks before you start seeing data and documents.
I have enclosed a link to our documentation on our new web site to show you what this will look like (under Admissions Center):

**Faculty** - [http://www.sisoffice.duke.edu/facultyadv/howto.html](http://www.sisoffice.duke.edu/facultyadv/howto.html)

**DGS & DGSA** - [http://www.sisoffice.duke.edu/adminusers/admcenter.html](http://www.sisoffice.duke.edu/adminusers/admcenter.html)

We will be rolling this out this week, so keep your eyes open for it. We have confirmed the lists of faculty who will require access from the graduate programs and the Graduate School (the graduate program assistant, or DGSA, originates the faculty access to this view based on the program). The Graduate School will be following up with additional information about the process, security, and training available, so please stay tuned.

I am very hopeful that you will be more comfortable with this solution. And I would very much like to thank the graduate faculty who took the time to give us feedback and review our strategy!

As always, if you have any concerns or question, please feel free to contact me.

[DARN folks – I will be sending the same note to the general SISS and Faculty users tomorrow, but wanted to give you a preview first – please feel free to share.]

Yours, Kathy

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