

# Student Information System Buying Guide



## INTRODUCTION

Your Student Information System choice will have a tremendous impact on your institution. Use this guide when reviewing potential providers to increase your ability to make the right choice. It covers some of the most important considerations involved with SIS selection. For each factor, details are included about why it matters and what to look for. Also provided is a checklist to use when evaluating SIS's to help you weigh the factors accordingly as they align with your institution's specific needs.

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## 1. DEPARTMENT SUPPORT

**Why it matters** - Identifying the needs of your institution is vital. Choosing the right SIS should allow you to streamline the work of your independent departments and make them as efficient as possible minimizing reentry of data, redundancies and user error. You should identify any data and technology requirements needed by each of your departments.

1. Recruiting & Admissions
2. Records & Registration
3. Financial Aid
4. Billing & Receivables
5. Alumni & Donor Development
6. Web Self-Service Portal
7. Residence Halls
8. Degree Audit
9. Campus Security
10. Higher Education Payroll
11. Human Resources
12. General Ledger Financials
13. Security and Administration
14. Reporting

**What to look for** – Is the SIS fully integrated and does it have all the features that the varying departments of your institution require? Does it offer the cross-campus integration you are seeking?

## 2. CUSTOMER SERVICE

**Why it matters** – When you have a question or problem, you deserve a timely resolution. With many SIS's to choose from, responsive customer service can be a key differentiator.

**What to look for** – Consider the overall servicing system and what types of services exist within it. What hours are calls answered? How long do you have to wait for a response? Do they provide notifications to indicate when problems or updates are necessary? Does the SIS provider have references or current clients that you can call to discuss their customer service experience? Is the provider simply reactive or also proactive in managing their system?

## 3. DATA CONVERSION

**Why it matters** – Data conversion is extremely important. Your institution's ability to successfully implement your new SIS is dependent upon maintaining your existing institutional data. Transferring this data from one platform to another is a delicate process and should only be trusted to a capable and proven provider with a conversion migration system that is complete and thorough. The end result should be a well-suited system that contains all of your institutional data, business rules and variables.

**What to look for** – Is there a proven implementation process and methodology to ensure that the data conversion will go smoothly? Does the provider have experience transferring data from your existing platform? How often is the data reviewed for accuracy before converting to the new system and going live? How long is the conversion period? Is the conversion of existing data cost-effective? What sort of validation is offered?

## 4. DATA INTEGRITY AND RELIABILITY

**Why it matters** – To maximize your institution's efficiency an SIS must keep the information in your database relevant, universal, and most importantly, secure. The built-in database technology of your SIS will be the basis for information access, storage, control and protection of your institution's mission-critical data and applications.

**What to look for** – Is the SIS database platform cost-effective and reasonable? Is it self-administering or is hiring a database administrator necessary? Is your SIS database built to maintain and protect information of your institution’s scale? What sort of support is offered? Is your SIS supported by one database that is updated in real-time in all modules? What services are offered in terms of eliminating inaccurate data and preventing loss of data due to conflicting or old information? Is your information available to users for reporting, extracts and interfacing with other software? Is the database scalable enough to handle the growth of your institutional information? Is the system ODBC compliant and compatible with external tools and software that may be used?

## 5. SIS DELIVERY – ONSITE OR SAAS

**Why it matters** – The various needs of your institution will affect the delivery options of your SIS. Many providers will offer to host your SIS for you, as well as give you the option of managing and hosting the system from your institution’s campus.

- a. SaaS (Software as a Service) subscriptions provide a pay-as-you-go solution with minimal upfront costs and eliminates expenses such as license fees, hardware, networking, security and technical support. SaaS allows your institution to use the services of a student information system without actually buying the system.
- b. Self-hosting of a licensed SIS allows your institution to manage its own computer environment, security, back-ups, updates, etc.

**What to look for** – Which delivery option best suits your specific needs? Is your institution equipped to deal with the operational aspects of a major computer system? If not, you may want to consider choosing a company that offers SaaS. Is the provider flexible? Do they allow you to change from self-hosted to SaaS or vice versa at any time? Does the provider offer updates, backups and maintenance? Does the institution have online and remote access to the database?

## 6. CROSS-CAMPUS INTEGRATION

**Why it matters** – Your SIS should allow for functional integration between departments. It should enhance all aspects of key areas across your institution’s entire campus from planning through execution, management and control. It should simplify communication and information transfer making the sharing of institutional data and student records from department to department a seamless process.

**What to look for** – Does the SIS offer tools and services to reduce errors, redundancies or overlapping activities? Is there a single, centralized repository of timely and accurate data? Does the SIS allow for strategic planning, coordination and needs assessment between departments? Does it reduce your institution’s overhead or your spending on day-to-day activities by standardizing core procedures and supporting efficiency of best practices?

## 7. TRAINING

**Why it matters** - The sooner you and your staff are able to effectively use the application, the faster you start reaping the benefits of your new SIS. After training, the SIS should allow you to streamline daily tasks and processes and enhance organizational efficiency. The training is as important as the implementation of the SIS itself.

**What to look for** – Are there hidden costs for initial or follow-up training? Does training on your new system use your data or a generalized training database? Is training ongoing? Does it occur in phases? Is it separated based on your institution’s users and the specific interaction they will have with the system? How long is the training period? Is training onsite or offsite? Is it provided for new releases or updates? What sort of preparation or prerequisites are needed before attending training sessions?

## 8. PRICING

**Why it matters** – The pricing and payment terms of your SIS should match the needs of your institution including fiscal year timing, budget constraints and choice of delivery options. This means you need an SIS provider that cares and is responsive to your specific needs. Flexibility and customization should allow you to save money and pay for only the tools and services your institution needs and can benefit from.

**What to look for** – Will initial cost and payment terms fit your budget planning and still leave room for headroom and contingencies? Are the ongoing costs clearly defined by the vendor? Are all fees, enhancements, updates, and services stated in the contract? How long are the support fees and labor rates fixed? Will a third-party consultant be needed to implement and optimize the application or underlying software? Does the budget include any extra costs for temporary employees or overtime during implementation? Are travel costs included?

## 9. REPORTING AND ANALYSIS

**Why it matters** - Reporting and analysis tools are critical for measuring the effectiveness of your institution. They can be used to make adjustments to optimize efficiency on your institution's campus.

**What to look for** – How well do the reporting capabilities of the SIS match the reporting needs of your institution? What types of reporting are offered? Is the reporting offered insightful, meaningful and useful to your specific institutional needs? Can action be taken on behalf of the reporting and analysis in order to make changes or updates and optimize the efficiency of your daily tasks and practices? Do you have flexibility to customize the reports? How easy is it to export results and utilize the data? Can the reports be used with third-party tools or data?

## 10. DATA SECURITY

**Why it matters** – Your database is valuable proprietary information. Security should be paramount. Your SIS provider should be aware of its key role in protecting sensitive personal information about students and staff members.

**What to look for** – What security guidelines does the SIS adhere to? What sort of access security is provided? Are there filters and user access permissions? Can you view login and logout details? Is encryption supported? Audits and logging?

## 11. ONLINE INTEGRATION AND WEB PORTAL

**Why it matters** - Your SIS should have a Web Portal to offer real-time, anytime access and services to your stakeholders. The Web Portal should provide a direct link to your institution’s administrative database functions for prospective students, enrolled students, faculty, advisors, admissions staff, donors and the development staff. It should extend key services and information to any constituent with internet access while fully preserving data integrity and security.

**What to look for** – Do all stakeholders have access to the database and administrative functions? Is online integration easy to implement? Consistent and accurate? Service-oriented? Does it deliver updates in real-time? Are flexible application and inquiry methods offered? Can users personalize their portal experience? Is the Web Portal labor saving and cost-efficient?

## 12. TECHNICAL CONSULTING SERVICES

**If you need it** – Having access to a knowledgeable technical service team can be a very useful tool if you are in need of technical assistance, are facing time constraints or are seeking guidance in cost. A good team can ensure that implementation and integration match your needs and are done with a pre-determined budget and timeline.

**What to look for** – Consider your implementation and other needs carefully. Are you in need of advanced technical support? Are you facing time restrictions? Are there ongoing costs?



## 13. UPDATES

**Why it matters** – If your SIS does not support and adopt the newest innovations and important updates to fit your needs, your system will become dated from the moment it is installed. Many important governmental rules and reports as well as new features for all modules should be part of your new SIS maintenance agreement. The market and technology are continuously evolving in higher education. Make sure you are equipped and prepared.

**What to look for** – Does your SIS have the ability to grow and change based on your students or changes in institutional practices? Does the SIS have an annual update plan included as part of its maintenance? Is the SIS up-to-date with government standards, procedures and regulations? What is the update policy of the SIS? Are there additional costs and maintenance fees?

## 14. USABILITY

**Why it matters** - The SIS interface affects how easily it will work for those using it. Your SIS should be configurable for easy use based on the specific needs of your institution. It should offer easy and efficient sharing of data between departments. It should store your institutional data in a single location to minimize error and redundancy. Your provider should also offer you various hosting options and packages based on your institution's technical needs and experience.

**What to look for** – Consider how well the SIS works on an individual level and how it works for your institution as a whole. Does it allow employees to collaborate? How much training is required? Are functions and displays consistent from module to module? Consider the ease of navigation, reporting, account configurations and profile settings. Is the workflow intuitive? Are there optional interfaces for different user types?

## 15. IMPLEMENTATION

**Why it matters** – The migration services should be complete and thorough. There should be a plan in place that is led by an experienced project management team that includes all the necessary steps to ensure that your software is set up accurately and that you are trained using your own data. Data conversion should also be smooth and seamless. Make sure the SIS provider has experience retrieving data from other systems before giving them access to your database to transfer the information.


**What to look for** – What is the timeframe of implementation? Is there a project management dashboard to break down tasks, responsibilities and dates? Is there setup configuration? Conversion validation? Does the SIS offer a test environment before making the system live? What sort of training is offered during the implementation process? Is there a regular dialogue between the vendor and the customer to document and fix errors?

## CONCLUSION

EMPOWER has prepared this instructional guide to help you along the way with your Student Information System selection and implementation process.

While EMPOWER does not normally offer software selection and evaluation services, we have exceptional combined experience in this area both as software developers and as commercial software managers and consumers. We are pleased to share this knowledge and insight with you in hopes that you are able to purchase the Student Information System that best meets the needs of your institution.

We have also prepared a comprehensive workshop to aid you in your selection, as well as guide you through the various steps of implementation. We would be pleased to discuss offering this as a service to you and your colleagues as an added tool or next step in your decision-making process.



## SIS CHECKLIST

The SIS Checklist is another tool that provides objective selection criteria that your institution can use to make an informed decision. You can customize the checklist to cover specific departmental and functional needs. The SIS Checklist is also extremely valuable during the buying process to track each provider’s answers to specific questions and to rate them during the demo process.

The SIS Checklist is available in electronic format by calling 888-826-6773.

Vendor Qualifications	Vendor 1	Vendor 2	Vendor 3
Is responsive to our needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fits our business practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses a helpful, consultative approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides a well-organized implementation and training process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers flexible options, including cloud-based (SaaS) computing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes setup services that enable quick implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides system built with one powerful, seamless database to eliminate redundancies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establishes clear, straightforward ongoing support fees that are inclusive of all services -- updates, fixes, underlying software, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support costs are quoted for five years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides sufficient support to meet our needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides support interface for resolution and follow-up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides training with our actual data and our business rules setup, not a generic template approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers training location that is flexible -- on campus or other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes follow-up training in maintenance fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes frequent updates in maintenance fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has strong technical team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Implementation and Training</b>			
Offers a rapid and thorough implementation plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides thorough data-gathering toolkit and process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides onsite analysis and pre-implementation service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes setup of rules, values, variables, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides complete data conversion effort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manages implementation plan using an executive “dashboard”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes training that is thorough and customized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes refresher training and follow-up consultation in maintenance fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Business Characteristics</b>			
Contract is acceptable with reasonable negotiations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pricing meets our budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposal is comprehensive, yet straightforward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposal includes clearly defined deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides references upon request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides an established support plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes regular updates as part of standard support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caps support price increases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Look and Feel</b>			
Menu structure is logical and flexible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers easy navigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers unlimited user-defined data elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saves change history (names, addresses, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preserves term orientation history (no overwrites)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides extensive data search capabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers help and documentation online	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incorporates screens that are easy to read and logically chained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presents data comprehensively (few clicks to get what we need)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incorporates consistent styles and procedures throughout modules for easy training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Admissions</b>			
Provides communications logging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers communications timetable and sequencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes user-configured status and entry levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes provision for interests and activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers email option	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides automated letters and emails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes missing document requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes test scores, transcripts and transfer classes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allows admissions awards for financial aid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers funnel reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes standard queries and reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Imports lists from outside resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrates ISIR downloads to admissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supports relationships (siblings, legacy, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Configures acceptance criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interfaces with Noel Levitz, Carnegie Group, Hobsons, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Records and Registration</b>			
Offers catalog management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides comprehensive course master	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes requisites (co-, pre-, concurrent, range)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enforces requirements for program, status, major, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Defines honors and status (cum laude, probation, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides ease of registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers block, group and Web registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides date-based add/drop/withdraw logic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes automated waitlist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incorporates grading flexibility (multiple grades and weights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes narrative grades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supports study groups and feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes transcripts (flexible formatter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Covers IPEDS and other state and federal DOE data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers accrediting agency reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides NAIA reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides Clearinghouse interface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saves change history (grades, majors, programs, address, names)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Faculty and Advising</b>			
Offers degree audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers at-risk student alerts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides access to student schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers permission to register advisees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides grade entry via Web	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides attendance entry via Web	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accesses academic schedule/calendar (past and future)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accesses full course and section details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Degree Audit</b>			
Sets up initial catalog year with multiple years supported	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tracks multiple majors, minors and programs; general ed requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers Web access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Student Accounts</b>			
Provides inclusive integration -- no retyping, no manual intervention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides standard accounting rules and tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes aging, collections, payment plans, third-party billing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides cashier support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes automated holds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interfaces to general ledger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prints refund checks and provides step payments for refunds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes 1098T (US IRS print, file transfer, on Web)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes T2202A (Revenue Canada)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Financial Aid</b>			
Integrates ISIR into database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automates verification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interfaces with COD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allows for budgeting/cost of attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automates packaging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides aid code edits/rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides integrated satisfactory academic progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supports awarding and disbursement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides award letters on the Web	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes direct loan processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-configures and updates federal programs each year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incorporates institutional grants and scholarships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides scholarship budget management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes work-study support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allows state programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrates with student accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes FISAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes EFT calculation (federal guidelines supported)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calculates SAP from live data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Housing -- Student Life</b>			
Identifies housing needs at application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manages roommates and preferences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allows for prioritization scheme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers flexible room rates (daily, weekly, monthly, term, variable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allows for easy hotel-style check in and out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Covers meal plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supports amenities, handicap, and other room characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes standard reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides RA tools (birthday list, list by name, room, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes co-curricular activity transcript	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Campus Security</b>			
Includes vehicle registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes parking management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides campus police incident reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes Federal Uniform Crime Report (Clery Act)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allows for queries by car, decal, license plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes campus location database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Campus Judicial</b>			
Includes flexible definitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is process-oriented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Covers outcomes and sanctions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes privacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes adjudicators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes hearing notices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Web Self-Service Portal</b>			
Enables information to be applied to database upon admin review -- no retyping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes key functions:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Applications and inquiries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Award letter acceptance/rejection/modification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Missing documents for admissions or financial aid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Online registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Grades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Payments (application fee/balance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Personal information changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Surveys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supports personalization by users and administrators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enables integration with web site; look & feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers data book	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Alumni and Donor</b>			
Monitors pledges and gifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manages events and functions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processes matching donations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers profiles for advanced processing of constituents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes list management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes LYBUNT/SYBUNT report plus other standard reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes solicitor to-do list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes phonathon and raffle support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes moves management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reporting, Queries, and Extracts</b>			
Offers standard query and report tools with flexible report selection screens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports on "live" data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creates snapshots of data for date-based reporting and analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extracts to Word and Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enables use of database views and other ease-of-access methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Places reports within security and menu structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes reporting profiles for standardized pre-selection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supplies federal and state reports and data for IPEDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Interfaces with Financial System</b>			
Passes journal entries to general ledger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passes details or summary to general ledger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses our general ledger account numbers/chart of accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interfaces refunds to payables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prints refund checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interfaces with Other Systems</b>			
Library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photo ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bookstore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Imaging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheduling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online course systems (Moodle, Blackboard, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Single sign-on	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Office (Word merge, Access, Excel imports)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Security and Access</b>			
Generates ID that is different from SSN			
Provides need-to-know access permissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers encryption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incorporates record identifier (hidden key) that is different from ID or SSN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides group and individual permissions (read, write, modify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extends security to reports, extracts and queries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Technology Support Requirements</b>			
System can be managed without the need of an in-house DBA (database administrator)			
Requires minimal time for updates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Issues updates that are easy to apply (no code patches)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers emergency server backup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers support from off-campus workstations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes utilities for backup and housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supports vendor-based software (RDBMS, Web tools, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is non-proprietary throughout (hardware, development tools, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has desk-top support strategy (thick/thin client, browser)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has Web access for entire system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides copies of database for testing and training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## WHY EMPOWER?

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