



"Beverly Rivera"  
<brivera@notes.cc.sunysb.edu  
>

03/13/2002 03:53 PM

To "Torre,F.Jason" <FTORRE@NOTES.CC.SUNYSB.EDU>

cc

bcc

Subject Important Reminder

3/15/02

FINAL CONVERSION OF CURRENT ACADEMIC RECORDS - SYSTEM FROZEN

4 PM - No further updates to legacy system;No new transactions possible.

Students submit paper requests to enter in Legacy and PS starting on 3/25/02.

3/15 - 3/24

Data Conversion of current records. Verification group will meet daily to

review academic records and make corrections as needed.

3/24 - 3/29

THE REGISTRAR AND FINANCIAL AID OFFICES ARE CLOSED. Staff will be in their final training sessions before going 'live'.

3/25/02

Registrar's Office begins parallel maintenance of scheduling, Bio/demo,

section changes, approved petition retroactive changes, etc.

Academic Transcripts will continue to be issued from Legacy system until

5/8/02, when Spring 2002 grades begin to be posted in PS.

Undergraduate P/NC and Withdrawals will continue to be processed via the

current Automated Telephone Registration System. In-person and telephone

requests to process these transactions will continue until the 4/5/02 published deadline.