THE CLAREMONT COLLEGES

SIS Faculty & Staff
Communications Tool Kit
February 21, 2025

Key Themes in this Communication

The information in this section is provided to help coordinating partners on each campus better understand the intent of the specific messaging provided below.

Introduction of a New System: We are transitioning to a new student information system, *Anthology*, designed to support Claremont's educational and administrative operations across the undergraduate campuses. This system features cloud-based architecture for enhanced stability and reliability, a mobile-friendly interface for accessibility from any web browser, and seamless integrations with other campus systems like Canvas.

System Features and Benefits: The new system will automate workflows, reduce manual tasks, and is built to support the continuity of academic operations.

Adjustments and Transition: As we transition to this new system, anticipate a learning curve and basic features in the portal interface, with plans for gradual enhancements. Registration processes and waitlist functionality will change. The new system's functionality will be different and limiting in some areas. Our current system has been built and enhanced over twenty-five years, and the new system will not have this functionality. However, like with the current system, we are committed to enhancing the new system over time.

Support and Training Commitment: Comprehensive training and ongoing support will be provided to facilitate a smooth transition to the new system. We appreciate your patience and collaboration as we adapt to and learn the new functionalities together.

Communications Resources

Please use these graphics, if desired, to communicate with your campus community.

This communications tool kit includes an email graphic and an online intranet graphic to help share updates effectively. To maintain the best quality, download assets directly from the linked Box folder**.** The complete menu of graphics can be **downloaded here.**

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Intranet Banner   *Email Banner*

Faculty and Staff Messaging

Please use these messages to communicate with your campus community.

We are announcing that undergraduate campuses are transitioning to a new student information system designed to support Claremont's unique educational and administrative needs. This new system includes several significant features to support the continuity of academic operations at the five colleges.

- **Cloud-Based Architecture:** Ensures system stability, reliability, and support.

- **Cross-platform Compatibility:** Provides access to the system from any device with a web browser. [Note – Campuses may reference Pathify as appropriate for their community.]

- **Industry-standard Security Features:** Modern role-based security protocols protect sensitive information.

- **Contemporary Integration Capability:** Connects directly with other campus systems such as Canvas, admissions systems, and financial aid systems.

- **Workflow Automation:** Supports streamlined processes to automate notifications and document routing, reducing manual tasks to be developed in time.

Adjustments to Anticipate:

As with any significant system change, some adjustments will require our attention and patience:

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HARVEY MUDD COLLEGE 1955 · PITZER COLLEGE 1963 · KECK GRADUATE INSTITUTE 1997
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- **New Portal Interface:** The new portal interface will be fairly basic. We plan to implement additional features to the portal over time. [Note – Campuses may reference Pathify as appropriate for their community.]

- **Waitlist Functionality:** New faculty permission and waitlist options will be available to help manage course section capacities.

- **Learning Curve:** There will be a learning period as staff and faculty become accustomed to the system, potentially extending response times for support services.

Continued Support & Training:

We understand these changes will require adjustments. We are committed to providing the necessary training and support to ensure a smooth transition, but we also ask for your understanding and support as we learn the new system together. Detailed training sessions will be scheduled, and ongoing support will be available to help everyone achieve a successful system migration.

Faculty Previews: A Preview of the New Student Information System

We introduce our Faculty Preview series to support the transition to our new Student Information System. These sessions are designed to give you an early look at the new system's framework and the features we are developing and explain how the new system will differ from the current system. This series is based on the SIS Focus Groups conducted with select faculty in December.

Key Features to be Discussed:

1. **Cross-Registration:** Understand how the new system will implement the cross-registration process.

2. **Faculty Permissions System:** Get insights into the revamped permissions system.

3. **Portal Changes:** Preview the changes to the faculty portal interface and functionalities designed to enhance user experience and accessibility.

These previews are not training sessions; they are strategic briefings intended to inform you about what to expect. We believe starting with these informational sessions will facilitate a smoother transition and help set the right expectations for the upcoming training phases beginning in April.

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Administrative Support

The following information is provided for coordination purposes by the appropriate members of your campus community.

Scheduling Faculty Previews:

The SIS PMT can meet with your faculty groups, committees, or any arrangement of interested faculty at your convenience. The preview sessions can be topical (one or more of the three topics above) or comprehensive and cover all topics. These sessions will be provided by Elizabeth Morgan, SIS Implementation Director, and can be scheduled in person or by Zoom for one hour. Ideally, the faculty previews would be scheduled from March 3 through April 30. Interested campuses are encouraged to reach out to Elizabeth at Elizabeth.Morgan@claremont.edu to schedule.

Timeline for Message Distribution:

This messaging will overlap with the first introductory toolkit message (transmitted in late January). Campuses are encouraged to share this information with faculty and staff as soon as possible. Please consider transmitting the messages multiple times to ensure faculty and staff receive this update.

Questions
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