

THE CLAREMONT COLLEGES

TCC Student Information System (SIS)

Communications Tool Kit

January 27, 2025

Overview

The undergraduate campuses of The Claremont Colleges (5Cs) and TCCS are collaborating with Anthology to develop and implement a new Student Information System (SIS). Institutional representatives are encouraged to actively communicate updates with their campus communities to ensure awareness of the SIS migration and its upcoming launch.

Marketing Resources

This communications tool kit includes a variety of materials to help share updates effectively:

- Email Message
- Intranet Message
- Monitor Ads
- Informational Flyer
- Social Media Posts

To maintain the best quality, download assets directly from the linked Box folder. The complete menu of graphics can be [downloaded here](#).

Recommended Sharing Schedule

To ensure the message effectively reaches and resonates with the audience, the following sharing schedule has been outlined. Communicating multiple times at strategic intervals will be essential to keeping The Claremont Colleges community informed about the SIS implementation.

Week of January 27 - Initial outreach.

Audience: Students, Faculty, and Staff of The Claremont Colleges

Recommended Channels: Use all available messaging tools.

Week of February 10 - Reinforcement message.

Audience: Students, Faculty, and Staff of The Claremont Colleges

Recommended Channels: Use all available messaging tools emphasizing internal communications: intranet and email messaging.

Week of February 24 - Additional communications (reinforcing initial messages).

Audience: Students, Faculty, and Staff of The Claremont Colleges

Recommended Channels: Prioritize email and social media messaging.

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Email Message

This tool kit provides an email banner and suggests email content to share with your campus community.



Subject: New Student Information System (SIS) for The Claremont Colleges

Body:

Dear TCC Community,

The undergraduate campuses of The Claremont Colleges (5Cs) and TCCS are collaborating with Anthology to introduce a new student information system (SIS). Anthology will support key functions such as academic records, course scheduling, degree audits, academic advising, student accounts, institutional research, and reporting. Anthology offers a modern SIS that, over time, will align with Claremont's unique needs within a stable, well-supported, cloud-hosted environment. It will replace our current system, which is highly customized, locally hosted, and approaching the end of vendor support. As the new system will bring changes, plans are being developed to offer training opportunities to help users become familiar with it. We understand that transitioning to a new system can be challenging, and the TCCS project team is committed to providing support throughout the process.

To learn more and stay updated on the latest news, we invite you to visit the project website at sisproject.claremont.edu. The website provides a variety of resources, including project news, a fact sheet, timeline, FAQs, and the latest implementation information. As the project progresses, more details will be added to the site. We encourage you to check in periodically to stay informed as we work toward the portal launch in 2025.

Questions?

Request support for Anthology SIS through the FreshService support management platform.

Request assistance, report an issue, or browse a library of helpful job aids. Email sis.help@claremont.edu or visit the [FreshService Portal](#) to submit a ticket.

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Intranet Message

An intranet message is available for inclusion in internal newsletters and intranet postings. Please include in staff communications to ensure awareness among your team.



Title: New Student Information System Coming to The Claremont Colleges

Body: The undergraduate campuses of The Claremont Colleges (5Cs) and TCCS are collaborating with Anthology to introduce a new student information system (SIS). Anthology will support key functions such as academic records, course scheduling, degree audits, academic advising, student accounts, institutional research, and reporting. Anthology offers a modern SIS that, over time, will align with Claremont's unique needs within a stable, well-supported, cloud-hosted environment. It will replace our current system, which is highly customized, locally hosted, and approaching the end of vendor support. As the new system will bring changes, plans are being developed to offer training opportunities to help users become familiar with it. We understand that transitioning to a new system can be challenging, and the TCCS project team is committed to providing support throughout the process.

Stay updated on the project by visiting sisproject.claremont.edu, where you'll find resources such as project news, a fact sheet, timelines, and FAQs. As the project progresses toward its 2025 launch, more details will be added to the site.

Questions?

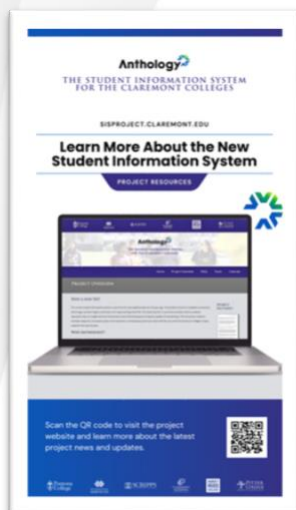
Request support for Anthology SIS through the FreshService support management platform. Request assistance, report an issue, or browse a library of helpful job aids. Email sis.help@claremont.edu or visit the [FreshService Portal](#) to submit a ticket.

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Monitor Ads

Horizontal and vertical campus monitor ads are available for sharing on digital screens. The ads can be displayed from February 24, 2025, to May 16, 2025.



Informational Flyer

An 8.5x11 flyer is available for print and physical display in staff offices. Hanging these flyers in high-traffic areas like break rooms or bulletin boards is ideal.



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Social Media Posts

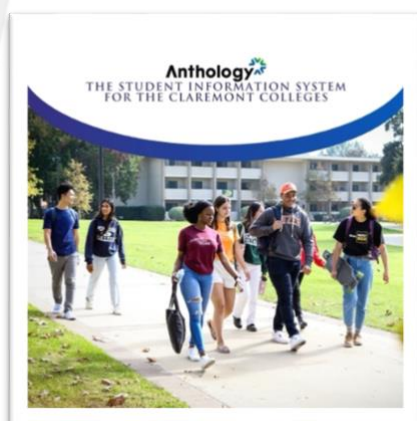
Please use the suggested captions along with the social media post depicted below. Please tag **@TheClaremontCollegesOfficial** so we can like, share, and follow your posts.



Post 1 – Week of February 10

🌐 Learn about the new Student Information System (SIS) coming to The Claremont Colleges. Visit sisproject.claremont.edu to stay updated on the project's progress and access resources such as the project overview, timeline, and FAQs.

💻 As the project progresses, additional details will be added to the site. Please check back regularly to stay updated on the project as we approach its launch in 2025.



Post 2 – Week of February 24

A new Student Information System (SIS) is on its way to Claremont Colleges. Anthology's contemporary SIS will replace the current system and support academic records, course scheduling, advising, and more.

📱 Stay informed by visiting sisproject.claremont.edu for project updates, timelines, FAQs, and resources. Additional details will be added to the website as we move toward the system launch in 2025.

Questions

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