



## SONISWEB FEATURES

SONISWEB is fully web-based student information and academic administrative system. As a centralized database for colleges and universities, it's able to interface with other systems whether an accounting system, learning management system or financial aid system currently in place. It was developed to give you complete control over tables, profiles and other functions to tailor to your specific needs. The many features and robust functionality support students, faculty and administration providing a platform to connect online.

✓ SONISWEB is accessible to individual users:

- ✓ Students
- ✓ Prospects
- ✓ Applicants
- ✓ Faculty/Advisors
- ✓ Employers
- ✓ Administrative Departments:

- Upper Management
- Recruiting and Admissions
- Registrar and Records Management
- Billing and Financial Aid
- Fundraising and Development
- Student Services

✓ SONISWEB facilitates communication between Departments and the collegiate community

### **Below is a limited summary of the SONISWEB functions:**

- ✓ Recruiting and Admissions Office: Track prospective students throughout the process, from their initial inquiry to application and acceptance.
- ✓ Registrar and Student Records: course management and scheduling, grading, registration, transcripts, et al. Maintain student records
- ✓ Business Office: Manage student bills; apply payments and charges, post financial transactions to accounting system and place financial holds
- ✓ Financial Aid Office: Handle student aid awards and release award letters. Integrations with EDEXpress® or PowerFaid® bring in Financial Aid Award packages
- ✓ Student Services: Track Housing, Parking, Health Records, and Employment
- ✓ Alumni & Fundraising and Development: Alumni and Constituent record management, pledges and payments, events and their donation history.



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Through the **“Faculty Portal”** the Faculty will have access to their information:

- ✓ View, Search for and Update Biographic Information
- ✓ Course Schedules
- ✓ Class Rosters
- ✓ Manage their courses:
  - Enter in Grades
  - Take Attendance
  - Create Online Forums
  - Upload Course Materials and Syllabus
  - Email the class or individual students
  - Send Reminders and Announcements
  - Add additional booklist and course material

**Advisors** log in through the **“Faculty Portal”** where they will be able to view:

- ✓ List of all of persons they advise
- ✓ Information on their Advisees such as:
  - Course History
  - Grades
  - Student's schedule
  - Degree Audit
  - Registration
- ✓ Advisors given ability to place students on online registration hold
- ✓ Print unofficial Transcripts
- ✓ Take Notes in 'memo fields' on the meetings with each student
- ✓ Faculty 'Advisee' Mass Email where advisors can email all whom they advise

Through the **“Student Portal”**, students will have access to their information:

- ✓ View and Update Biographic Information
- ✓ View 1098T's online when made available
- ✓ View “Unofficial” Transcripts online.
- ✓ Update Emergency Contact Information
- ✓ View Attendance Record Online



## SONISWEB FEATURES

- ✓ Access to Important information such as Campus Calendar, Bulletin Board, and Online Directory and Job Search
- ✓ Bills and Ledgers
- ✓ Make Payments Online (PayPal, NelNet and Tuition Management Systems (TMS))
- ✓ Accept or Reject Financial Aid Awards
- ✓ View Payment Plans
- ✓ Access Schedules and Grades
- ✓ Participate in Online Forums
- ✓ Download Class Syllabus and Course Materials
- ✓ Register for Courses Online
- ✓ Run Degree Audits
- ✓ Complete Course Evaluations, anonymously
- ✓ Update “Pro Bono Records” – Institutions may encourage pro bono or community service work. Students record their extracurricular activity in the system.
  - “Student Access to Transcripts” – Administration can make transcripts available to students, given authority to view and print their transcripts. A nominal fee can be placed for access to these records.

Through the “**Alumni Portal**”, students will have access to their information:

- ✓ View and Update Biographic Information.
- ✓ View Course History and Grade Information
- ✓ Pledge to donate funds to the college
- ✓ Request Transcripts, Class list, etc.
- ✓ Bulletin Board, Reminders, Job Search, Online Directory, Access to an Events Calendar, etc.

### Prospects and Applicants:

- ✓ Prospects granted access to a “Prospect Inquiry Card” to request more information.
- ✓ The information entered in the Inquiry Card updates the *SONISWEB* system and administration need not re-key the information.
- ✓ Applicants complete an Online Application.
- ✓ Information is updated in *SONISWEB* Enterprise instantly (real-time).
- ✓ View the status of their application in “Applicant Portal”. View checklist items that are required to complete the process of applying.

### Features for Recruiting and Admissions Office:

- ✓ Statistical Reports:



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- ✓ “Application Comparison Report” is a new report for the admissions office that compares applications from year to year and you can view the incremental growth as well as overall growth
- ✓ SONISWEB allows the Recruiting Office to build recruitment plans based on the programs offered
- ✓ When a prospective student inquires about a program, a list of activities will be generated automatically to follow-up with that student
- ✓ Timed letters and timed e-mails are triggered by the generation of a Recruiting Plan. They can be marked to stop once an application is received
- ✓ There is a “call list” report in order to contact prospective students
- ✓ The inquiry records capture information useful for reporting and statistical analysis:
  - Recruiter
  - Category
  - College Prerequisite
  - Completed Prerequisite
  - Date of Inquiry
  - Enroll Status
  - Enrolled in Prerequisite
  - High School Prerequisite
  - Highest Level of Education
  - Inquiry Type Code
  - Level of Interest
  - Programs of Interest
  - Referred by
  - Term Of Interest
- ✓ Students can complete an Online Application or Administration can enter the students’ application in the system
- ✓ Activities as tasks for staff are automatically created by recruiting plans
- ✓ Activity reports track completion of assigned tasks
- ✓ Application Checklist is generated once an application is received
- ✓ The Application Checklist allows the Admissions office to keep track of documentation submitted by the applicant
- ✓ The “Missing Check List Items” can append to all letters and emails
- ✓ Dispositions allow the Admissions office to classify an applicant during the application process
- ✓ Timed letters and e-mail notes, individualized to each applicant, with option to include a list of incomplete checklist items

### Features for Registrar and Course Management:

- ✓ The student’s online schedule shows completed courses and those in progress. Degree audit goes further showing what’s completed and what’s needed to meet degree requirements. It’s also useful for those considering changing their majors. Students can run them online. Faculty can run them for those they advise.
- ✓ Enhanced Degree Audit to accommodate equivalent course and auto repeats.
- ✓ The Degree Audit is available in 3 areas: Administration, Student portal and Faculty/Advisor portal.



## SONISWEB FEATURES

- ✓ Statistical Reports:
  - "Enrollment Comparison Report" for the enrollment office to report Full Time Equivalency (FTE) year-to-year, incremental and overall growth
- ✓ Registrations for courses take place by those with authority whether students, advisors or Registrar
- ✓ SONISWEB confirms there are no registration conflicts (Pre-Requisites, Co-Requisites, Time, Authorizations, etc.)
- ✓ Transcripts
- ✓ Types of Holds include but are not limited to: Registration, Course Roster, Transcript
- ✓ 'Transfer Registration' All Transfer courses are documented on the student's record
- ✓ Store 'withdrawal from course' or 'leave of absences'
- ✓ High level functions: 'Section Copy' to copy course schedules from one semester to the next, 'Bulk Registration', 'Bulk Official Grades', 'Incomplete to Failing Grades', 'Registration Comparison Report' of students who may have attended one semester and did not enroll the next semester
- ✓ Attendance records at the classroom level
- ✓ Course definition includes:
  - Affiliations (fees)
  - Audit Cost (fees)
  - Authorization Memo
  - Campus
  - CE Credits
  - CE Per Credit (fees)
  - CIP Code
  - Class Hrs
  - Conflict Exclude
  - Co-req(s): (list if any)
  - Co-requisite
  - Course Authorization Code
  - Course Memo
  - Credits
  - Department.
  - Description
  - Division
  - Fee Codes
  - Inactive checkbox
  - Inactive Date
  - Include in GPA
  - Institute (school) where taught
  - Level
  - Message
  - No Repeating checkbox
  - Non-Resident Per Credit (fees)
  - Online course checkbox
  - Pass-Fail checkbox
  - Practice
  - Pre-requisite(s)
  - Co-requisite(s)



## SONISWEB FEATURES

- Remedial checkbox
  - Schedule Memo
  - Textbooks
  - Type
- 
- ✓ Courses with duplicate names are reclassified to which is used for a section, for student enrollments, and for the records
  - ✓ Courses marked inactive have their records maintained but cannot be used for establishing course sections
  - ✓ Course sections use the course definition and permit a variety of meeting patterns and instructors
  - ✓ Sessions are an alternative to Semesters when setting up a course section
  - ✓ Course section copy simplifies setting up new semesters
  - ✓ Special fees by course, course section, and program of study are a simple option
  - ✓ Transfer courses are entered to match to the equivalent courses and grades per the standards of the receiving institution. These count as co-requisite or pre-requisite during registration.
  - ✓ Grades entered into system by staff or directly by faculty
  - ✓ Making grades official is a security-controlled process. Changes after grades are made official are shown on the Course record and reside in an audit database
  - ✓ Registration options distinguish courses by level as in undergraduate, graduate-only, etc.
  - ✓ Registration is monitored by 'conflict-checking' the system performs automatically
    - Meeting times
    - Lack of space (Waitlist can begin once all of the seat assignments have been taken)
    - Lack of a pre-requisite
    - Lack of a co-requisite
    - Same Semester and, if used, Session
    - Limits by Program of study
    - Limits by level, class-year
  - ✓ Courses 'requiring approval' by the instructor or Dean creates an advisory message during registration
  - ✓ Special security privilege of the Registrar permit the overriding of any conflicts, limits and warnings
  - ✓ Supports both activities of dropping a course and withdrawal with a grade
  - ✓ Holds of several types are in place to control registration and the issuance transcripts, for example
  - ✓ Promotion and graduation processes built-in with safeguards for credit-hours, level, etc.
  - ✓ Direct student registration is controlled by system settings such as:
    - Registration start and end dates
    - Maximum credit hours
    - Maximum waitlist credits
    - Eligible class-year (level)
    - Eligible programs
    - Repeated courses
    - Names by alphabet



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### Features for Record Management:

- ✓ A person can have more than one status
- ✓ The system retains one set of records for each person, regardless of statuses
- ✓ Search for people by ID number-code, by partial or full name, by Social Security number, maiden name or 'other name' search field. Status, division, campus, department, and level (class-year) are available to search. For authorized administrators only
- ✓ A new status is automatically updated as a prospective student becomes an applicant, student and Alumni.
- ✓ Enhanced privacy to control what address information is shown in the on-line search directory.
- ✓ Keep Visa records of international students
- ✓ Query Builder permits an authorized user to find records using a simple query. These queries can be saved and used again. Create reports with Query Builder and export the information to Excel or post 'activities' such as follow-ups to the record(s) in the query.
- ✓ This is a partial list of records. Not every record is applicable to every status of person. In most cases a person can have more than one record, such as 3 addresses or 150 courses.
  - Activities
  - Addresses
  - Advisors
  - Application
  - Balances
  - Biographic (names, date of birth, social security number, visa, Military Veteran, etc.)
  - Checklist
  - Courses
  - Disposition
  - Education
  - Employment
  - Essay Memo
  - Financial Aid
  - Health
  - Holds
  - Interests
  - Leave Status
  - Licenses
  - Majors
  - Payment History
  - Payment Plans
  - Programs
  - Prospect Inquiry
  - Prospect Inquiry Details
  - Prospect Inquiry Extra
  - References
  - Relationships
  - Salary, Faculty
  - Special Needs
  - Tenure Activities
  - Tenure Admin. Assignments
  - Tenure Awards
  - Tenure Committees



## SONISWEB FEATURES

- Tenure Grants
  - Tenure Publications
  - Tests: ACT / SAT
  - Tests: Additional
  - User Security
  - Volunteer
- ✓ Only the records appropriate to the status of a person are shown. For example, when viewing a Student's records, Pledge records are not shown. If the same person is a contributor, the Pledge records are available when viewing that person as a Constituent.
- ✓ Course records maintained through to graduation or withdrawal contain:
- Check Grade Details (shows scores if the instructor used them)
  - Class Hours
  - Clinical Grade
  - Course ID
  - Course Type Code
  - Credits
  - Date Completed
  - Description
  - Enroll Code
  - Enrollment Date
  - Grade
  - Include in GPA checkbox
  - Memo
  - Mid-Term Grade
  - No Repeating checkbox
  - Official checkbox
  - Pass-Fail checkbox
  - Posted to billing checkbox
  - Practice hours
  - Quality Points (computed by SONISWEB)
  - Repeat Year
  - Repeated
  - Replaced
  - Replaced With
  - School Year
  - Section
  - Semester
  - Session (a period within, but shorter than, a semester)
- ✓ A standard SQL (Structured Query Language) database house records

### Features for the Financial Aid Office:

- ✓ Financial Aid Officers package financial aid for students using SONISWEB. ISIR Data imports directly to update the record, budgets are then created and Need Assessments can be determined. Also, financial aid data directly imports from the US Department of Education EExpress® and the College Board® PowerFAIDS® financial aid systems. Bring in "packaged award" for student records and when the financial aid monies are received, the system then verifies the enrollment status in order to determine if the student continues to qualify for that aid.
- ✓ Loans are established and maintained
- ✓ A Financial Aid records student budgetary estimates



## SONISWEB FEATURES

- ✓ Student EDEXpress® records imported to SONISWEB are viewable by Office
- ✓ Awards post as estimates in the student financial records
- ✓ Students accept or reject financial aid awards online through the 'Student Portal'
- ✓ Aid funds received become payments to a user's financial record
- ✓ "ISIR File Import" and "ISIR Verification Checklist" are functions for importing ISIR data into a student's financial aid record
- ✓ Built-in Pell tables calculate the appropriate amount of Pell to award each student determined by their course status (ie. full-time, part-time or other)
- ✓ Financial Aid Reports: 'Loan Entrance and Exit Report' and 'Financial Aid Transcripts Report'

### Features for the Business Office:

- ✓ Fees associated with registration are placed on student records. Such fees include:
  - Per credit hour for residents
  - Per credit hour for non-residents
  - Per CE (Continuing Education) credit
  - Audit
  - Course specific fee
  - Course section specific fee (ie. Lab fee)
  - Program of study fee per credit hour
  - Semester fee
- ✓ Flat fees substitute for credit-hour fees. They are defined within minimum and maximum credit hours, by year, by department, et al.
- ✓ 'Affiliations' go beyond the normal fees to resident and non-resident students. They permit different course fees based on relationships such as having different rates for employees of the college or senior citizen continuing Ed students. The affiliation rates are controlled by the college. The college controls affiliation rates, create an unlimited amount of affiliation rates, and capture the many billing schemes.
- ✓ Housing fees for the room or apartment and additional housing-related fees.
- ✓ Additional Fees: Application Fee, Program Fee, Course Section Fee or Additional Course Fee.
- ✓ Bill timing can occur at registration or until the add-drop period ends
- ✓ Immediate payment receipt is available to print for seminars, evening classes, etc.
- ✓ Anticipated bills generate from registration and assist students in financial planning
- ✓ Bills, including anticipated charges, are available to print and mail
- ✓ 'Bills and Ledgers' appear on a student's direct access Web display, if permissible
- ✓ Payments by credit or debit card is possible through an arrangement with a supporting financial agency
- ✓ Payments applied are credited to that financial account.
- ✓ Payment importation from files provided by Sallie Mae®, ELM and PayPal™



## SONISWEB FEATURES

- ✓ Batch and export financial transactions as journal entries to an external accounting system either on paper or electronically.
- ✓ Financial transactions may be voided until batched.
- ✓ IRS 1098-T “forms” are generated and transmitted to the IRS electronically with option to print
- ✓ Canadian Tax Forms T2202a and T4a forms are generated by *SONISWEB*.
- ✓ Financial transaction codes, that are defined, map to the accounting system chart of accounts to adhere to institutional standards
- ✓ Financial reports, bills, ‘charges and credits’ report, ‘transaction register report’ for all students, ‘Aged Trail Balance’, ‘Accounts Payables’ report and ‘Accounts Receivables’ report.

### Features for the Alumni, Fundraising and Development Office:

- ✓ Statistical Reports:
  - “Graduation Rate Report” shows graduated students by “program, gender, ethnicity, and cohort total, graduation within time period and graduation rate.
- ✓ Other Alumni Reports: Alumni Alpha Listing, Alumni Profile, Alumni Donor Information.
- ✓ An integral part of your fundraising and development is tied to the relationship you have with your alumni. Are they contributing to the reputation and growth of the school? Are they participating in your school’s fundraising events? With *SONISWEB* you can do a better job of keeping your Alumni “involved” with your institution by providing them with an online Alumni portal
- ✓ Alumni can log into the Alumni portal to stay connected to the school, view their transcript, view job postings, etc.
- ✓ *SONISWEB* provides an array of reports useful in tracking fundraising and development. Reports that reflect who are your constituents, the maximum donations made to your institution, pending pledges and history of the volunteers of the fundraising events
- ✓ The development and fundraising system tracks financial contributors and volunteers (Constituents)
- ✓ Pledges are accepted and recorded
- ✓ Payments against pledges and contributions are accepted and recorded
- ✓ Non-pledge payments are accepted and recorded
- ✓ Using timed e-mail, timed letters, or mail-merge, individualized letters come built-in for:
  - Requesting pledges to funds
  - Sending pledge payment reminders
- ✓ Fund raising “events” are recorded and are the basis of fund-raising appeals, pledges, and payments.
- ✓ Reports include pledges, pledges by fund-raising event, and activities.

### Executive Dashboard:

- ✓ The Dashboard is a summary for Upper Management to assess the financial well being of the college
- ✓ Current Enrollment for the Semester



## SONISWEB FEATURES

- ✓ Applicants by Program
- ✓ Applicants by Program who have enrolled
- ✓ Applicants by Program who have become students
- ✓ Current Financial Information is up-to-date; charges, credits and Financial Aid Awards per semester

### Housing, Classrooms, Buildings and Parking:

- ✓ Rooms reserved for classes and events cannot conflict because of “conflict checking” capability
- ✓ Campus definitions anchor the buildings and housing definitions. A campus can be virtual, a group of mobile health clinics for example.
- ✓ ‘Room Finder’ to search for rooms based on criteria (unoccupied, building/room attributes, etc.)
- ✓ Building attributes are defined in a table and offered when setting up buildings and in selecting buildings for room set up.
- ✓ Buildings are defined in tables by:
  - Address
  - Building Attributes (examples: elevator, escalator, wheelchair ramp)
  - Building Code
  - Building Type
  - Capacity
  - City
  - Contact
  - Country
  - County
  - Disability Access
  - Disability Facilities
  - Disability Seats
  - Memo
  - Phone
  - Rooms
  - State
  - Zip
- ✓ Non-housing rooms contain:
  - Building (implies campus)
  - Disability Facilities
  - Disability Seats
  - Memo
  - Room
  - Room Attributes (such as Carpeted, Ethernet Connection, LCD Projector, Sink)
  - Room Code
  - Room name
  - Seats
- ✓ Non-housing attributes are defined in a table and offered during room set up
- ✓ Room schedule reports related to course sections and events assigned are provided for non-housing rooms.
- ✓ Housing (dormitories, apartments, and houses) includes:



## SONISWEB FEATURES

- Amount (usually the room-apartment-suite charge for a semester)
  - Building (implies campus)
  - Current Occupants
  - Fee Codes
  - Floor
  - Max Beds
  - Memo
  - Room Attributes (non-smoking, female only, wheel-chair appliances, kitchen facilities, etc.)
  - Room Code
  - Room No.
  - Telephone
- 
- ✓ Housing attributes are defined in a table and offered during room set up.
  - ✓ Housing assignment – like registration – is a standard function.
  - ✓ Housing-assignment-copy permits simpler assignments of students in new semesters.
  - ✓ Housing charges are automatically added to bills when housing is assigned.
  - ✓ Housing incidents are entered and stored in student records.
  - ✓ Housing incidents that should be tracked are defined in a table and offered when incidents are entered.
  - ✓ Parking definitions encompasses naming lots, garages, and locations whether on-campus or off, owned by the institution or not.
  - ✓ Parking permits are assigned much like housing or registration.
  - ✓ Parking incidents are entered and stored in people's records.
  - ✓ Parking incidents that should be tracked are defined in a table and offered when incidents are entered.

### Query Builder:

- ✓ Query Builder is an extension that finds records via a query interface.  
Output can be:
  - A list of people and/or records found
  - An Excel file with results of query is downloadable to the user's computer.
  - Send email to all the people found
  - Create a group activity for those found by query
  - Queries can be saved and re-used again in the future

### Jobs and Employer Access:

- ✓ Employers post jobs available both for enrolled students and for alumni/ae after graduation.
  - Each employer has individual and separate access with its own security.
  - Each employer's key contact can add other staff members to be contacts.
  - Employer contacts post jobs with required qualifications, pay, and effective dates, etc. as well as telephone numbers and e-mail addresses.
  - "Employer Evaluations", where employers can rate students on their performance.
- ✓ Students and alumni/ae with IDs and PINs access the "Jobs" site
  - An icon on their display provides access.



## SONISWEB FEATURES

- Students and alums search by job title, employer's name, part time verses full time, locations, desired salary, etc.
- Each job posting includes all the information about the job entered by the employer.
- The job seeker can click the contact's e-mail address to start an e-mail note.
- With a click the student or alumnus can apply for the job.

### Additional Key Features in SONISWEB

- ✓ SONISWEB is a secured database using the most current technology
- ✓ Data directed to the database is more accurate
- ✓ Administration access to the system from any web-enabled device
- ✓ 'Text Message Alerts' to students, faculty and staff cell phones and email for urgent matters
- ✓ Ability to store multiple statuses for Prospects, Applicants, Students, Alum, and Faculty.
- ✓ Enhanced Reporting: SONISWEB is delivered with more than 150 standard reports. Colleges can create and add custom reports to by using the "Report Builder" tool
- ✓ Flexible to re-label the headings in the system to preferred terminology
- ✓ Modify colors and fonts of the pages to tailor the look of the system
- ✓ Improved navigation tools — 2 clicks to get anywhere in the system
- ✓ Secured Microsoft SQL database
- ✓ 'Custom Icons' function to add additional icons to 'Student, Faculty/Advisor, and Alumni' Portals. Adding additional icons, the college may allow the end-user to link to other web pages (public websites such as "Google") or a custom website
- ✓ Employer functions for jobs, internships, etc.
- ✓ 'Data Dictionary Real Time Creation'
- ✓ 'Email Address Utility'
- ✓ 'Pin and Password Expiration Utility'
- ✓ 'Event Calendar' made available in the 'Student, Faculty, Alumni Online Access'
- ✓ 'Multiple Attachments' can be added to emails.
- ✓ 'Pop-Up Calendars' for easy date entry
- ✓ 'Spell Check' on letters and emails.
- ✓ 'PayPal' credit card interface for students making payments and applicants paying for their application fee online.
- ✓ 'Attendance Entry by Administration' rather than faculty
- ✓ Enhanced 'Room Finder' functionality
- ✓ 'Course Section Minimum Enrollment' option applied to course sections and produce 'Course Section Minimum Enrollment Report'
- ✓ Data Conversion Services



## SONISWEB FEATURES

- ✓ Online 'How-To' videos available to reference certain parts of the system.
- ✓ Active SONISWEB User group that share ideas and suggestions.
- ✓ Ability to write to the Application Programming Interface (API) in SONISWEB

### Role Based Profiles and Security:

- ✓ Security is layered and depends on customer's proper installation, setup, and updating of basic layers provided by network device and server software vendors.
  - Network devices such as Network Address Translation (NAT) routers and firewalls.
  - Standard operating system security controls over access to the server.
  - Database security controls for access to the data.
  - Application and page-level using role-based user profiles are an adjunct to the basic layers of security described above.
- ✓ Standard profiles are built-in for students, faculty, alumni/ae, and applicants.
- ✓ Links in the Master Profile make changing other profiles simpler where a security change affects many profiles.
- ✓ An existing profile can be copied to create a new profile and so reduce the effort of establishing the new one.
- ✓ Optional extensions for the built-in profiles:
  - Allow Advisors to view all records
  - Faculty Audit Registration
  - Faculty Continuing Ed. Registration
  - Faculty Multi-Semester Registration
  - Student and Faculty Waitlist
  - Student Audit Registration
  - Student Continuing Ed. Registration
  - Student Multi-Semester Registration
- ✓ Role-based user profiles for administrators include:
  - Typical staff roles and access.
  - Access limited to only the functions and the access privileges appropriate to that group of people such as financial staff, registrar's staff, deans, and department administrators.
  - Record and function limits of no-access (disabled), display only, or full access by record type and function.
- ✓ Extended privileges give individuals greater latitude within a profile:
  - Birth date (named DOB) in each person's Biographic record.
  - Awards: establish or change loan or scholarship awards.
  - Charges: post debit or credit charge transactions.
  - Credits: post credit transactions.
  - Disable Login: puts a checkbox in the "Disabled" field of the Biographic records. Without that checkbox, users see a Y or N but cannot change it.
  - Enroll From Waitlist: usually restricted to very few on the Registrar's staff.
  - Make Grades Official: mark the course grades as final and official whether entered by the instructors or by administrators. You can also withdraw official grades so they can be changed.
  - Multi-Pell: means that the administrator can give Pell grants more than once a semester.
  - Overbook Courses: if a course section is full, you can still add students after receiving the warning message.



## SONISWEB FEATURES

- Override Co-requisite: where a course requires a co-requisite the warning message can be overridden.
  - Override Level Restriction: where a course section requires a student to be at a certain level (year of matriculation) the warning message can be overridden.
  - Override Program Restriction: for a course section restricted to a specified program, override and enroll a student not in that program.
  - Override Time Conflict: enroll the person even though you got a warning that a time conflict exists between two course sections.
  - Override Waitlist: enroll the person even though you got a warning that the course section had a wait list.
  - Pass/Fail: specify that the student only qualifies for a Pass or Fail grade even if the course includes a broader set of grades. You set this in the student's course record after registration.
  - Pre-requisite Override: during registration, if a course prerequisite has not been met, you get a warning message that you can override.
  - Vary Registration Credits: during registration, assign greater or fewer credits than the course default, enroll students for Audit, CE or regular Credit hours.
  - View Password: permits the person to view and change user passwords.
  - View Exam IDs: schools that use exam IDs usually keep them secret. The person with this privilege can view them in the Biographic records.
  - View/Modify PINs: although a person may be authorized to view a Biographic record that contains PINs, that person may not see or change a person's PIN unless given this privilege.
  - Withdraw Courses: allows the administrator to withdraw students from course sections.
  - Text Message Capabilities
- ✓ Limits on what holds a person can place.
  - ✓ Limits on what information a person can see using Query Builder.
  - ✓ Constraints limit individuals within a profile:
    - Division, for example, access evening division records only.
    - Department limit, especially appropriate to departmental administrators.
    - Campus, for example, the medical campus would only have access to related records.
    - Status so that the alumni/ae staff can only work with alumni and alumnae records.
    - The level of courses available for registration.
  - ✓ Individuals are assigned to a profile and are issued an ID and a password.
  - ✓ Provides tracking of operator transactions and the ability to export the transaction summary to a spreadsheet for analysis.

### Integration with other systems used on campus:

- ✓ *SONISWEB* is ODBC compliant which allows the system to integrate with other systems that the college may already be using. Below is a limited summary of systems *SONISWEB* integrated with:
- ✓ Records of all financial transactions for students produce a "Student Bill" in *SONISWEB*. A general ledger is not built-in. We provide integration with colleges accounting systems:
  - Microsoft Dynamics
  - QuickBooks
  - MIP
  - ACCPA
  - Other accounting systems
  - National Student Loan Clearinghouse
  - IRS 1098T, Canadian Tax Forms T2202a and T4a
  - On-line credit card processing- PayPal™



## SONISWEB FEATURES

- Import payments from Sallie Mae® and Elm
- ✓ Packaging financial aid for students, the system integrates with other Financial Aid systems popularly in use at colleges today:
  - College Board PowerFAIDS®
  - EDEExpress®
  - EdConnect® for the ISIR data
- ✓ Integration with learning management tools:
  - Edvance360 (Scholar360)
  - Scantron® and LX-R™
  - Moodle™
  - Web CT
  - Web Mentor
  - Blackboard®
- ✓ Integration with testing service:
  - Scantron®
  - LX-R™

### A “Software Solution” that will grow with your Institution:


- Completely web-based, leading edge technology
- Allowing administrators access from any location
- Open architecture approach
- Allowing you to direct functional growth of *SONISWEB*
- Mainstream tools (HTML, SQL Server)
- ODBC Compliant
- Open source reporting
- Allowing you to develop the reports you need
- 150+ Standard Reports.
- Role-based security



# SONISWEB FEATURES

## System Requirements 2011 (If College Operates SONISWEB Onsite):

Below is a basic guideline to assist colleges in their hardware planning, an RJM System representative will be available to discuss your institution's technical environment, existing hardware and upgrade or replacement strategies. These strategies will help protect the investment that college's make in the SONISWEB® Enterprise system and ensure optimal system performance.

	2012 SYSTEM REQUIREMENTS
<b>Hardware (minimum) recommendations</b>	
<p>Recommended RAM: 4GB (2GB minimum)</p> <p>Recommended Processor: Single Xeon Quad-Core (Dual-Core minimum)</p> <p>Recommended Hard Disk Configuration:</p> <p>Single partition four disk (60GB @ 10K min. spindle)</p> <p>Raid 10 array for all files</p>	
<b>Software Requirements</b>	
<p>Software for the Web Server:</p> <p>Microsoft® Windows 2008 Server, Web x64</p> <p>Adobe® Cold Fusion® Server MX 9.0 Standard or Enterprise Edition with Report Builder</p> <p>Software for the Database Server:</p> <p>Microsoft® Windows 2008 Server SP2, Standard x64</p> <p>Microsoft® SQL 2008 Standard Edition</p> <p>Other:</p> <p>Fire wall and Backup System (recommended)</p>	

## Hosting and Managed Services (If the College would like RJM Systems to Host the System):

### RJM Hosting Services

RJM provides hosting and managed services for schools that need a web based system and may or may not have the technical staff or the desire to host it on campus.

### SONISWEB Hosting Services include:

- Installation of SONISWEB at our hosting facility;



## SONISWEB FEATURES

Install of necessary operating software for *SONISWEB* (RJM Systems will be providing the SQL and ColdFusion Licenses for colleges with FTE less than 350. FTE greater than 350 purchase the SQL and ColdFusion licenses);

- Provides up to 6 gigs of storage. Additional gigs can be purchased for \$20 per gig monthly;
- Maintain *SONISWEB* by applying patches, running scripts and performing Upgrades;
- Provide Multiple Daily Backups of database and software;
- Provide off-site storage of Backups;
- Provide high speed access via bandwidth typical of a college of your size;
- Provide Industry Standard Firewall and Internet Security;
- Provide 24/7 technical web support for internet access related issues;
- Provide a domain name to access the hosted system

### Network Infrastructure

#### World Class Facilities Strategically located in the Waterbury, CT.

The data center has highly trained, experienced support engineers available 24 x 7. All facilities follow a well-defined security policy. This policy is regularly audited and modified, as needed, in order to maintain the highest standards. The facilities we use are HIPAA compliant.

#### Physical Security

The facilities are monitored with 24/7 security. Badge/Photo ID access screenings as well as biometric access screening are employed for an added level of security. All visitors are required to pass through multiple levels of security and are required to be escorted at all times. Sensitive security areas within the centers are protected by motion sensors and security breach alarms. Video cameras installed throughout the centers are continuously monitored by security personnel.

#### Network Security

All of the systems are designed to maintain a quality of service throughout the network by prioritizing packets to maintain an order of precedence of services. Each network device is equipped to filter out DOS attacks. They also offer intelligent, multilayer access control that can be utilized to protect the network from the impact of attacks while reducing the risk of inadvertently discarding legitimate traffic.

#### Backup Power

Dual power availability to each rack unit from independent power distribution units (PDUs), removing PDU loss as a single point of failure. To ensure stable connectivity, the Data Center operators provide a redundant N+1 (N+1) design of uninterruptible power supplies utilizing two separate commercial power feeds from two separate power grids to provide power to the center.

#### Disaster Control

The world-class facilities feature seismically braced racks and are designed to withstand disastrous conditions, ensuring that your systems and equipment continue to run even under extreme conditions. A second point of presence is always available to clients seeking fail-safe redundancy.

#### Fire Protection

Fire detection and suppression systems ensure 24/7 protection of your critical systems. Dual fire detection (photo electronic/ionization and sniffer) systems and VESDA® fire alarm systems are in place to constantly monitor for any potential areas of concern. A multi-zone pre-action dry pipe suppression system allows any suppression necessary to be contained to the affected area; conditions elsewhere will not be disrupted.

#### Servers and Other Data Center Equipment

We use best of breed in equipment like Dell™ PowerEdge and Cisco™ Firewalls and Routers and premium bandwidth through our partnership with our Data Center provider. This world-class quality Tier 1 Internet Data Center is optimized to provide an industry-leading web, data, and application hosting environment. These centers are designed to stay up and running, protected from power failure, physical intrusion and network outages by extensive back-up power and cooling systems, multi-layered security, and network redundancy and diversity. The Data Centers are connected to the Internet using the highest performing OC48/OC192 IP backbone available.



## SONISWEB FEATURES

All servers are on at least a Raid 5 or Raid 10 configuration so if any drives fail the Raid technology will provide uninterrupted access for our customers. The servers are kept up to date with the latest security patches and tested for security holes.

### Server Backups

Each server is backed up every 4 hours, which includes all the files and the SQL databases located on the server to Iron Mountain secure remote repositories via the internet using Live Vault agent. All data is encrypted with only RJM possessing the decryption key. Files and databases can be restored at any time either to their original or alternate location.

### Test Database (highly recommended)

RJM Systems recommends that colleges who host with RJM Systems should have a “test database” on campus. Colleges that have RJM host SONISWEB® Enterprise will at times want to have a copy of the system onsite at the college for testing purposes. The College should have a suitable server for SONISWEB® Enterprise “Test Database”. The college can then decide to create their own reports and then add them to the system at the hosting facility. For data entry purposes, you want to make sure the college is using the SONISWEB® Enterprise system at the hosting facility and not the test server. The test server should only be available to the college’s Project Manager/System Administrator and upper level managers who may have the capability of writing reports.

The software required to create an onsite SONISWEB test system is available in the form of free downloads from Adobe (ColdFusion Developer Edition) and Microsoft (SQL Server Express Edition).

### 3 Options of SONISWEB

1. Purchase and Operate SONISWEB Onsite
2. Purchase SONISWEB and RJM Hosting & Managed Services
3. SONISWEB Software as a Service Option (SaaS)

### For More Information:

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