SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL
~~**COLLEGE TECHNOLOGY SERVICES UNIT**~~
OFFICE OF INFORMATION TECHNOLOGY
SIP-7688

SUBJECT: Reports for Internal Use

REFERENCE: None

ORIGINATION: May 1, 1985

EFFECTIVE: October 15, 2009

REVIEWED: ~~August 30, 2010~~February 10~~6~~, 2023

SECTION 1.   PURPOSE

1.1   To establish procedures for generating reports for internal use.

SECTION 2.   SCOPE AND APPLICABILITY

2.1   This procedure applies to all employees requesting a computer-~~-~~generated report for internal use.

SECTION 3.   DEFINITIONS

3.1   BANNER - Student information system ~~written by Sungard Higher Education~~ that is used at Southern West Virginia Community and Technical College to track Student, Finance, Financial Aid, and Accounts Receivable Data.

SECTION 4.   PROCEDURE

4.1   The ~~Technology Services Unit~~Office of Information Technology shall maintain databases of specified information to meet the record keeping and reporting requirements of the institution.

4.2   Employees shall request reports for internal use by following the procedures described ~~here in~~herein.

SECTION 5.   BACKGROUND OR EXCLUSIONS

5.1   None.

SECTION 6.   GENERAL PROVISIONS

6.1   The ~~Technology Services Unit~~Office of Information Technology staff routinely provides reports concerning registration, enrollment, and profiles of student information by campus, by High School attended, and by Program of Study. The profiles are published on our web site.

6.2   Reports not routinely provided may be requested by entering a ~~r~~Request into the ~~Technology Services Request System from BANNER.~~Help Desk ticketing system.

6.3   It is desirable that ~~a two week~~ enough prior notice be given so that the ~~programming~~ reporting task can be scheduled appropriately.

SECTION 7.   RESPONSIBILITIES AND PROCEDURES

7.1   It is the responsibility of the ~~Technology Services Unit~~Office of Information Technology to report data that is significant and relevant to the appropriate person(s) within the institution. Information reports may be generated as a matter of routine or at the request of a College employee who needs the information.

7.2   The ~~Technology Services Unit~~Office of Information Technology staff will verify that the requestor is permitted to have the information requested.

7.3   It is the responsibility of the employee requesting the information to provide adequate definitions of the information needed so that the ~~Technology Unit Services~~Office of Information Technology staff can provide accurate information.

7.4   The ~~Technology Services Unit~~Office of Information Technology staff shall keep copies of all reports submitted from the Technology Office for a reasonable period of time.

Attachments: None.

Distribution: All employees of Southern West Virginia Community and Technical College via ~~www.intranet.southernwv.edu~~the college's website.

Revision Notes: August 30, 2010 — Revisions reflect no substantial changes in procedure responsibilities. The policy SCP-7688 was rescinded by the Board of Governors to become a unit procedure on October 15, 2009.

February 10, 2023 – Revisions are minor and mainly title and department name changes.