SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
TECHNOLOGY SERVICES UNIT
SIP-7688

SUBJECT: Reports for Internal Use.

REFERENCE: None.

ORIGINATION: May 1, 1985

EFFECTIVE: October 15, 2009

REVIEWED: August 30, 2010

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 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.

SECTION 5.   BACKGROUND OR EXCLUSIONS

5.1   None.

SECTION 6.   GENERAL PROVISIONS

6.1   The Technology Services Unit 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 Request into the Technology Services Request System from BANNER.

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

SECTION 7.   RESPONSIBILITIES AND PROCEDURES

7.1   It is the responsibility of the Technology Services Unit 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 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 staff can provide accurate information.

7.4   The Technology Services Unit 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

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.