

# Preliminary Design

## Siena College Catalog Project

*December 7, 2004*

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### **Spartacus Computing Solutions**

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Roger Bacon 328  
8:15 AM

**Siena College Catalog Database  
Preliminary Design**

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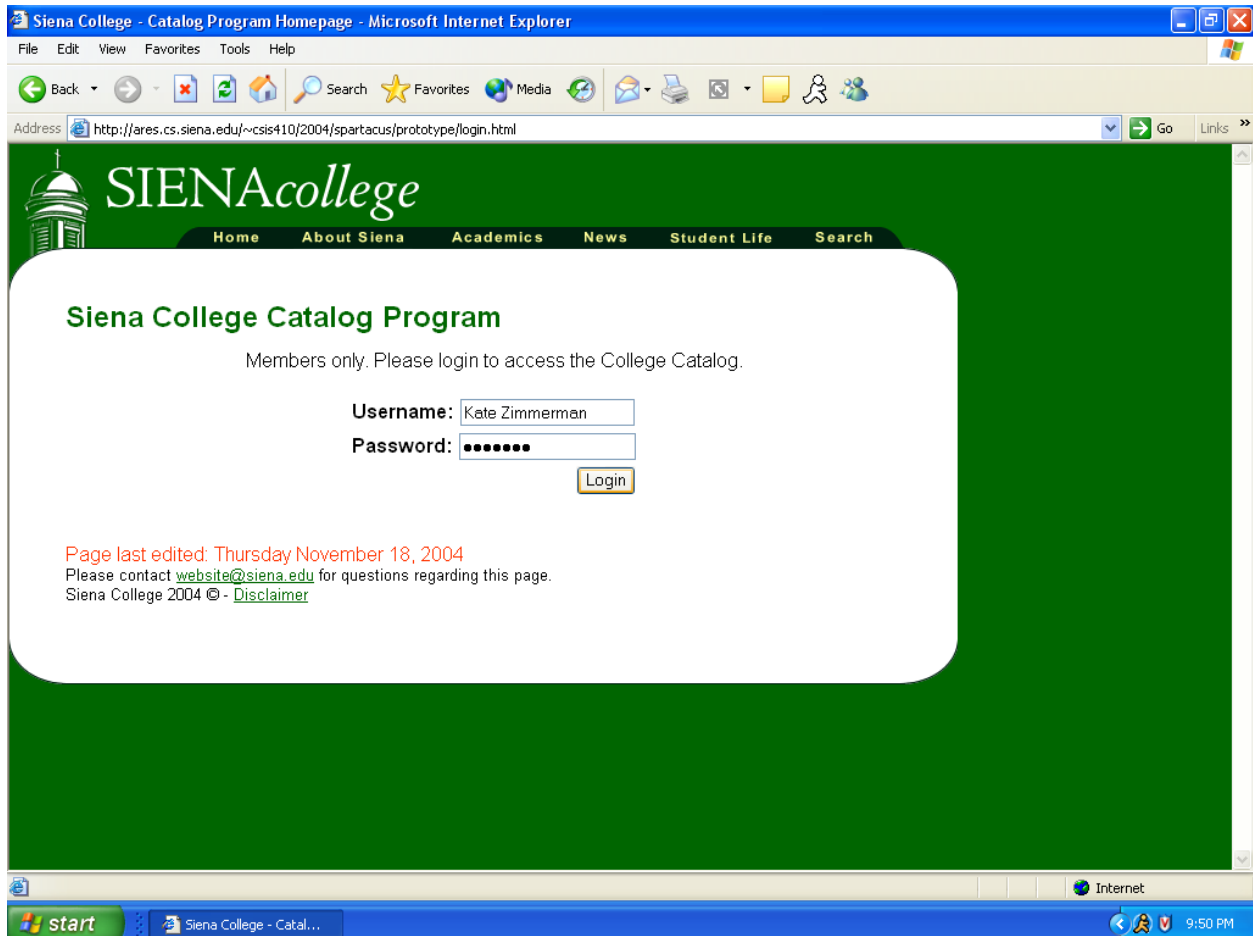
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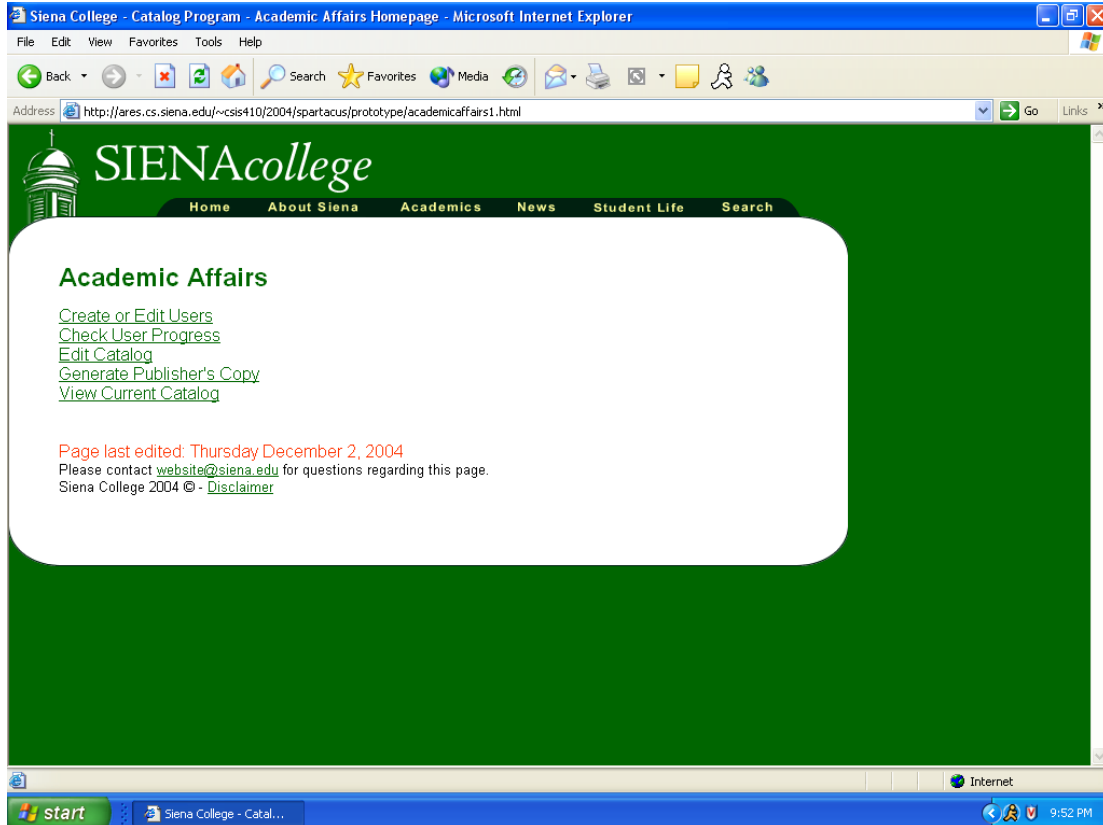
## 1.1: User Displays and Report Formats

### Screen for Any User

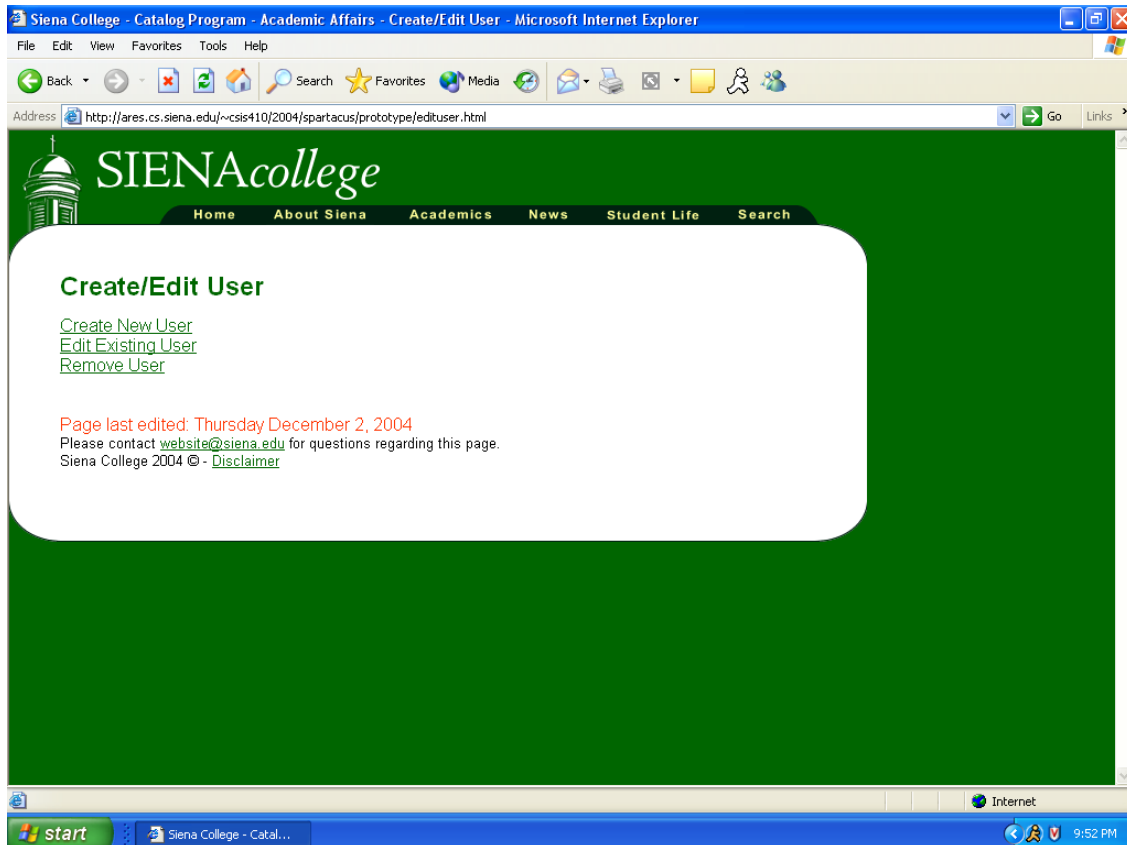


The login screen is the first screen that users will encounter. The login screen contains two fields: the username and the password. After the user enters their username and password into their respective fields, the system verifies the username and password to make sure they are valid before taking the user to their next respective screen.

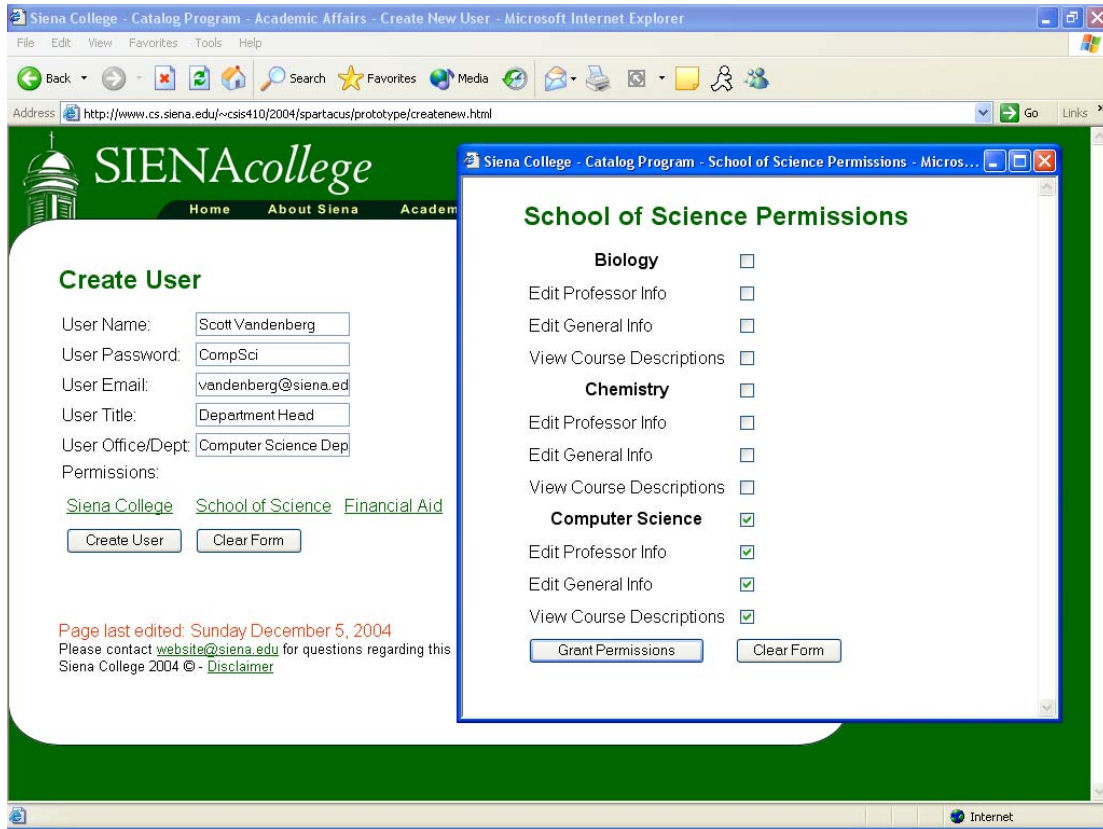
## Academic Affairs Screens



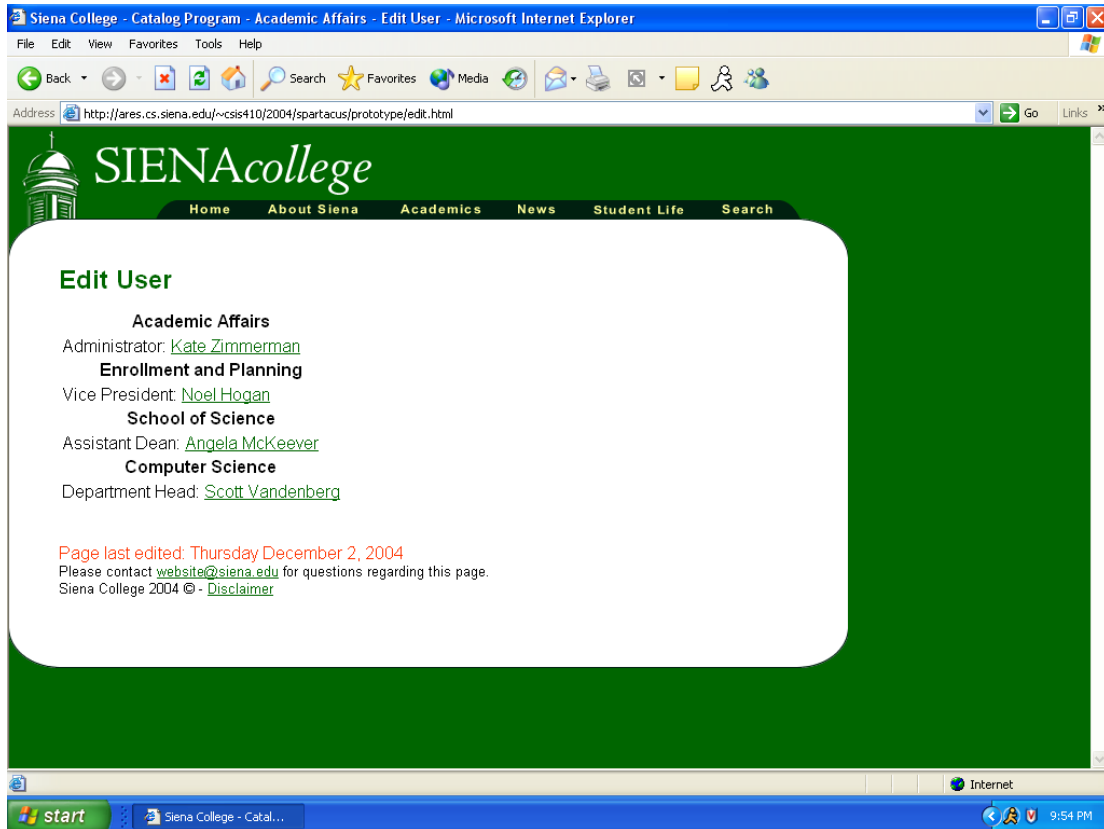
This page is the root page for the Academic Affairs administrator. The page contains links to the pages that allow the user to do various tasks; these links are *Create or Edit Users*, *Check User Progress*, *Edit Catalog*, *Generate Publisher's Copy*, and *View Current Catalog*. The *Generate Publisher's Copy* link when clicked compiles all of the catalog data into a document that can be sent electronically to the publisher. The *View Current Catalog* link when clicked opens up a new window with the current version of the catalog displayed. All other links are described on the following pages.



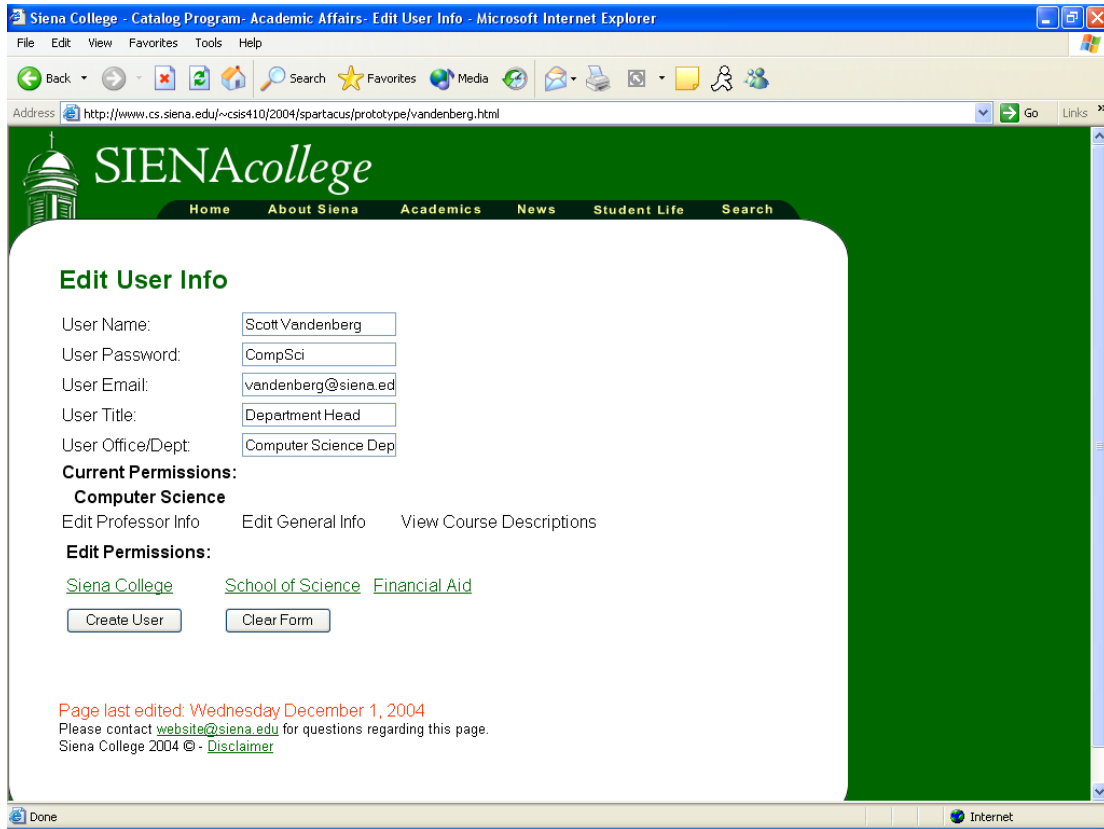
When the user clicks on the *Create or Edit Users* link (on the main Academic Affairs webpage), they are taken to this page, which displays links to other pages that allow the Academic Affairs administrator to perform various tasks on users.



These tasks include creating a new user. While creating the new user, the administrator must set a username, default password, update the new user's e-mail, update his/her title and department, and set the permissions for the amount of information the user can access within the system.

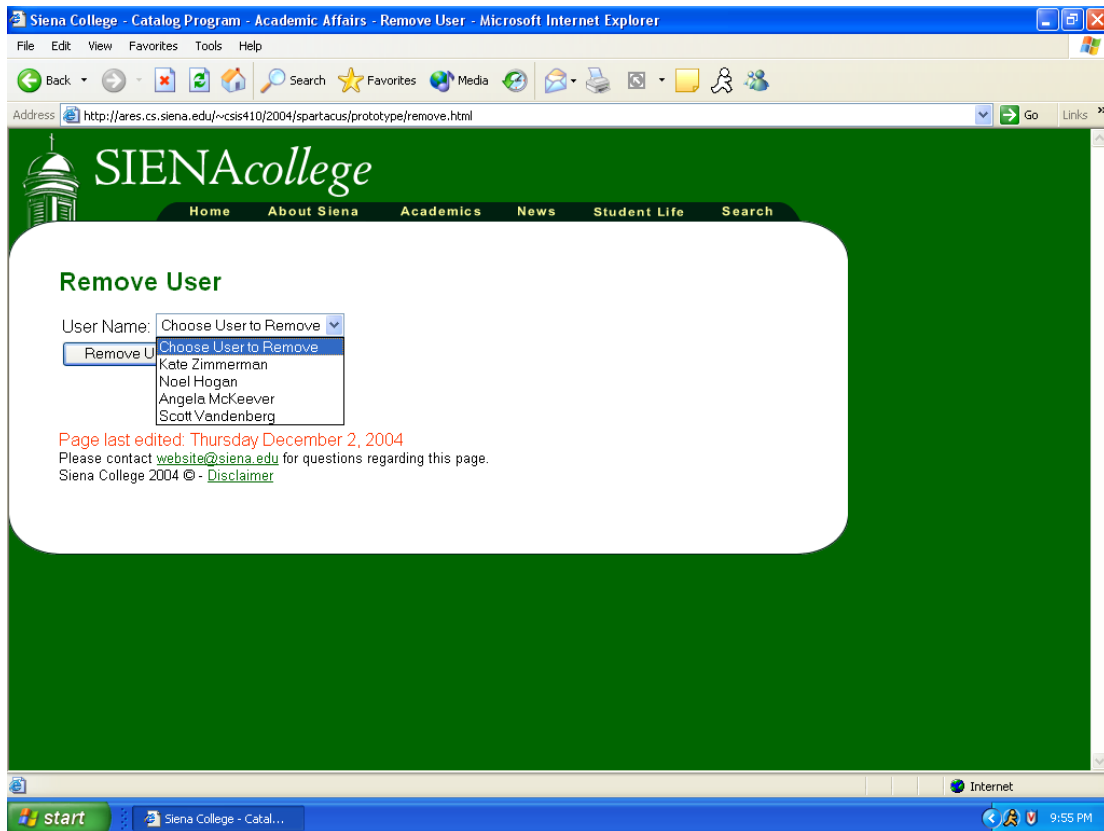


The Academic Affairs administrator also has the ability to edit the information or privileges of any user that is currently a user within the system.

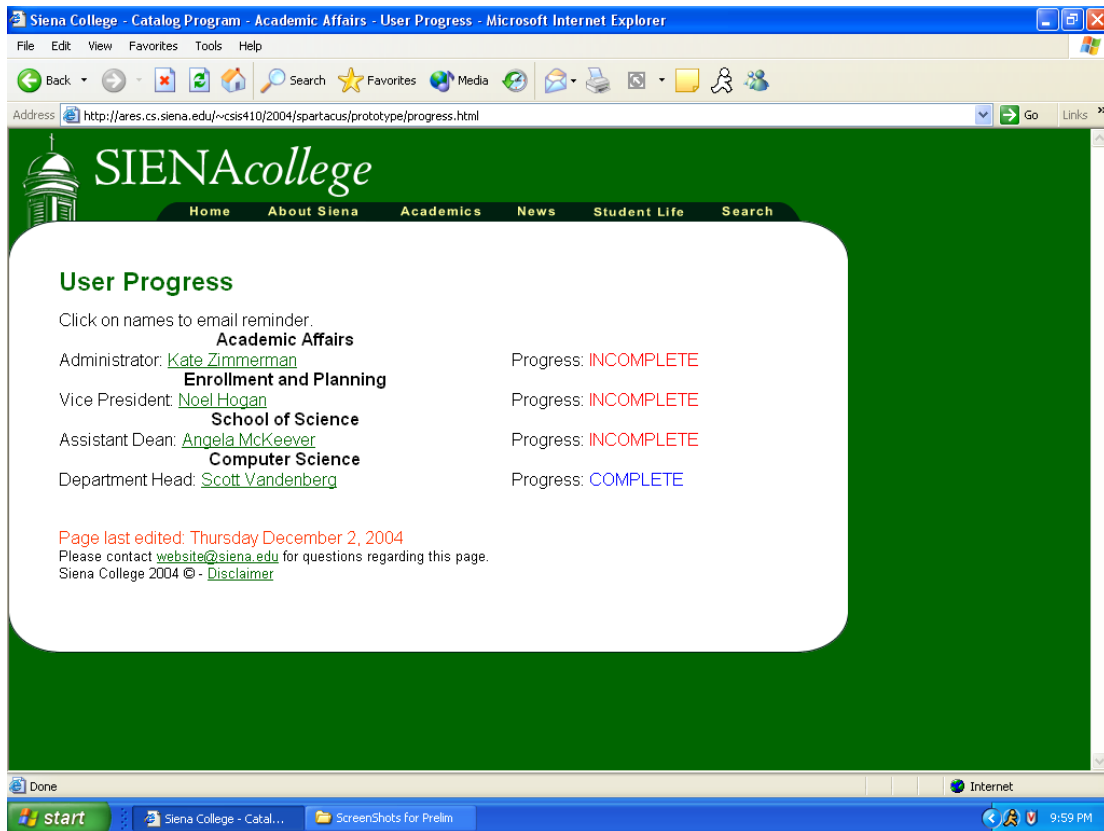


The *Edit User Info* page looks similar to the *Create New User* page since the same information can be edited.

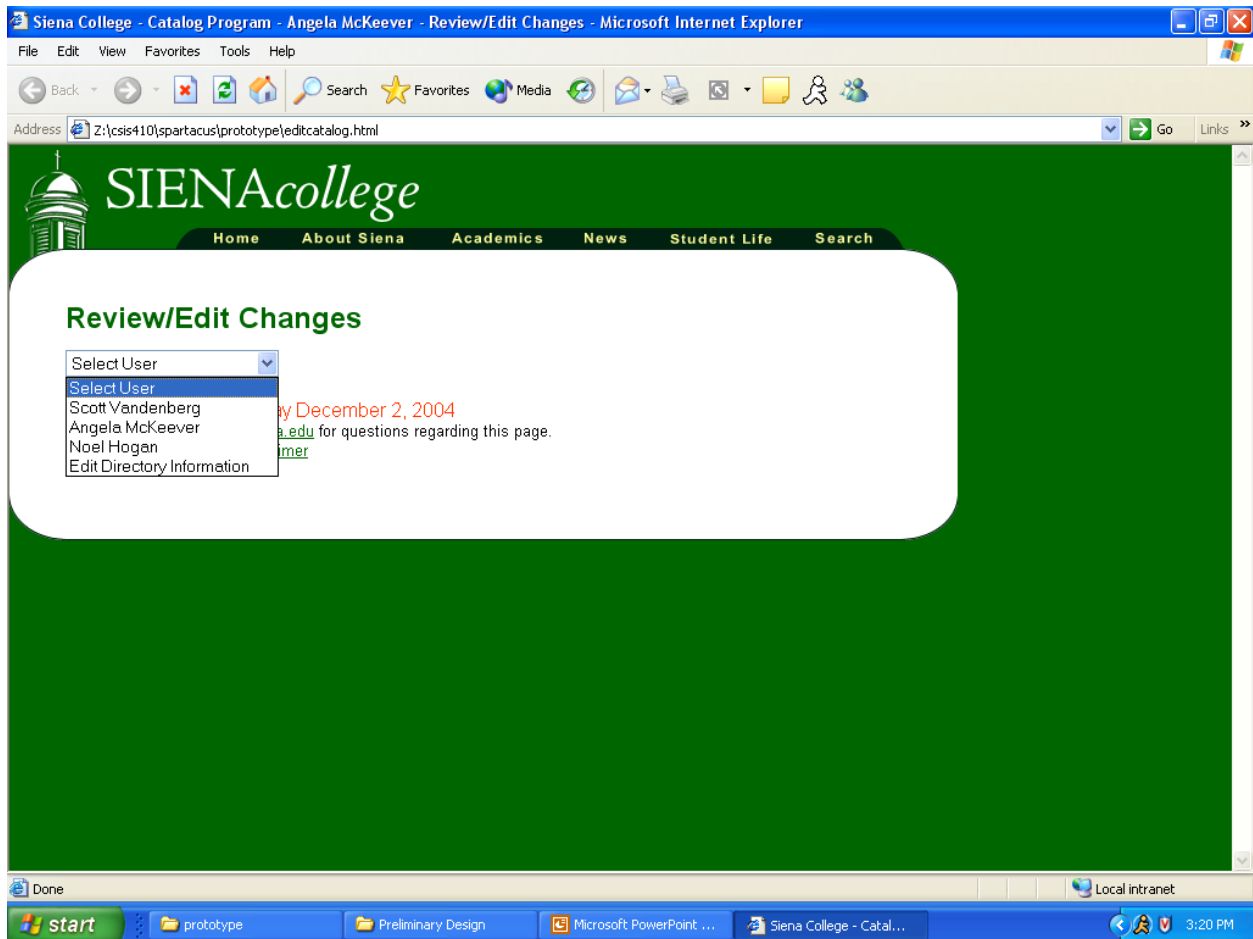




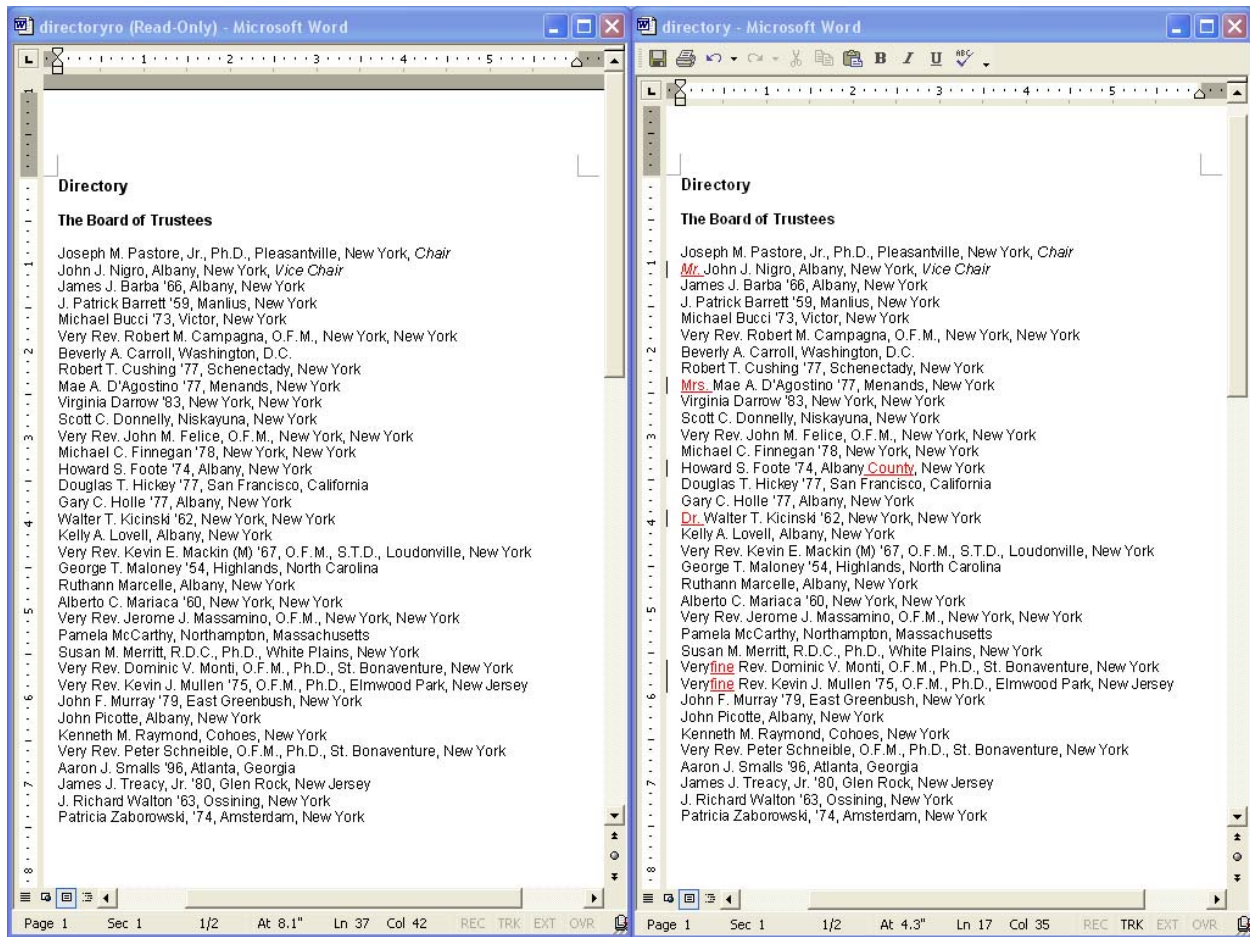
The Academic Affairs system administrator also has the ability to remove any user from the system, allowing the administrator to keep an up-to-date list of all college staff that should have access to the College Catalog database.



When the user clicks the *Check User Progress* link (on the main Academic Affairs page), they will be taken to this page, which displays information relating to the progress of the other users of the system.

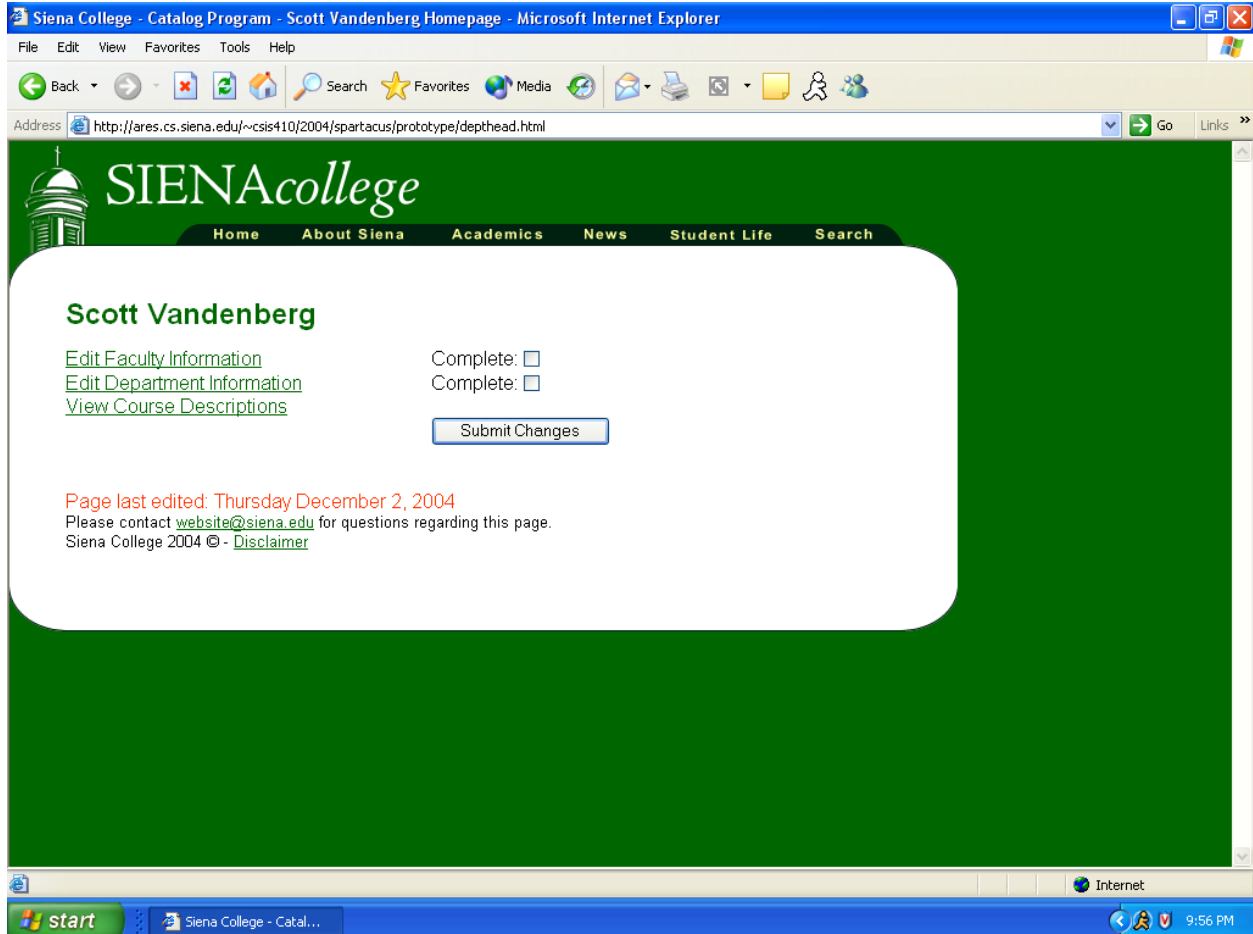


Since the Academic Affairs system administrator has control over the editing done throughout the entire catalog, the *Edit Catalog* link on the main Academic Affairs administrator web page allows him/her to access any part of the catalog for review or editing.

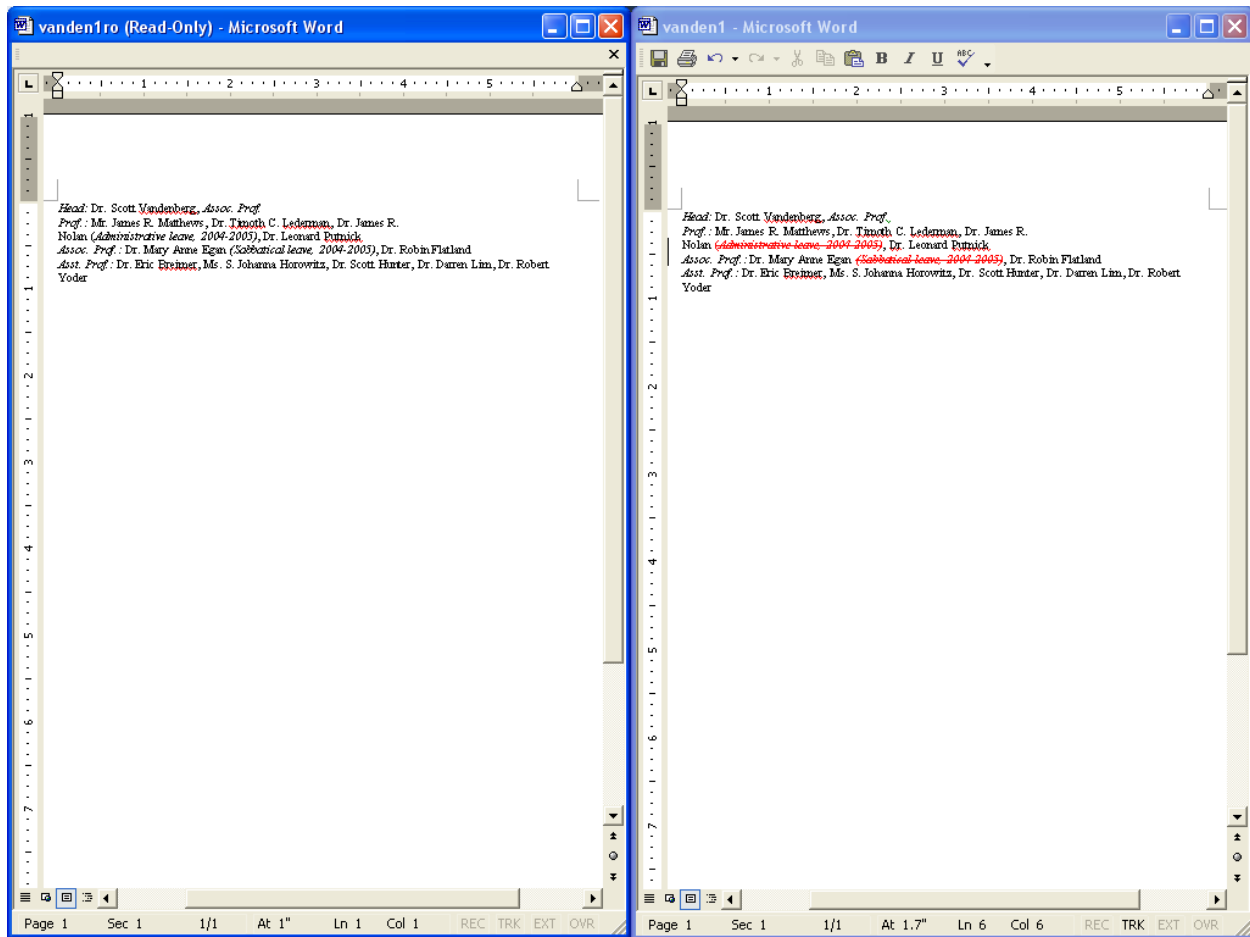


This is an example of a page that the Academic Affairs system administrator would have to review. The left hand side of the page is what the catalog looks like without the changes, while the right hand side of the page contains all revisions made by the system administrator.

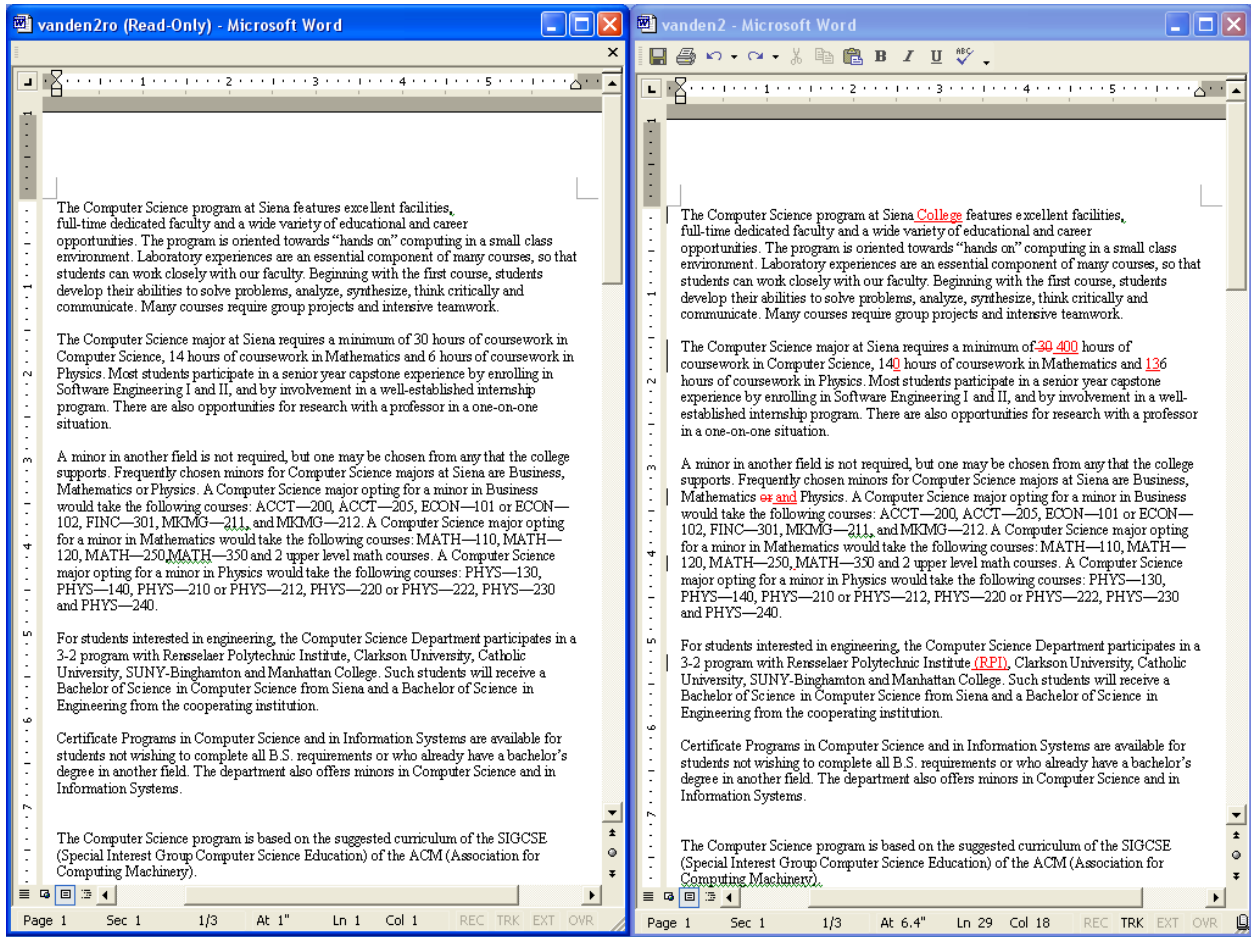
## Department Head Screens



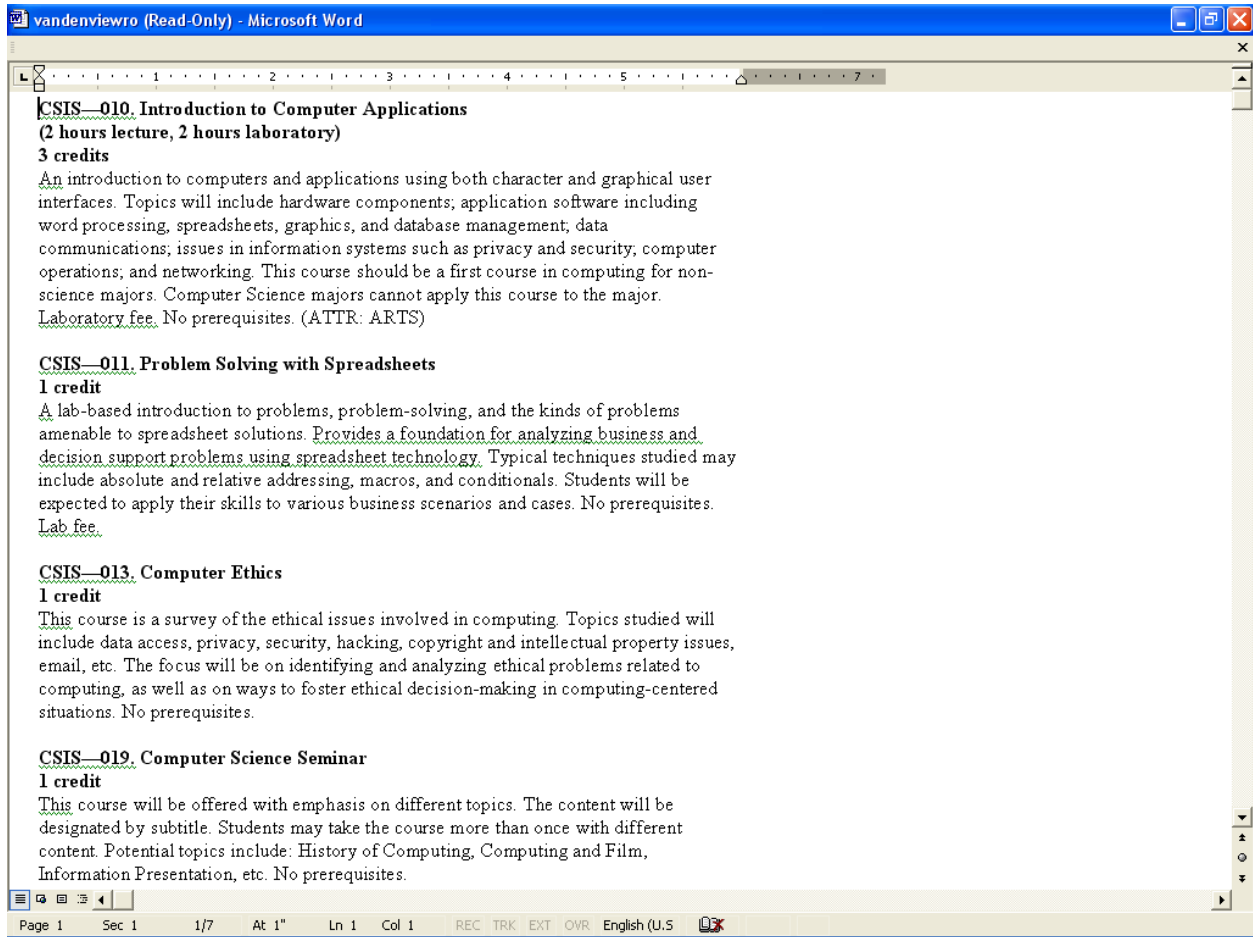
The Department Head home page contains links for all of the sections of the catalog that the given Department Head has access to change, along with corresponding check boxes (which signify if that particular section has been completed), and a link to view the course descriptions in their given department. Course descriptions can be read but not edited, since the information can only be changed in the Banner database system; our database system does not have the ability to change anything in Banner. When the Department Head is finished editing the section, s/he clicks the check box and click the *Submit Changes* button to submit his/her changes and update his/her catalog progress.



Using the example of Computer Science Department Head Scott Vandenberg, this would be an example of a section of the catalog that he would be able to edit. On this page, Dr. Vandenberg has the ability to edit faculty information. As with the Academic Affairs editing page, the left hand side is for review of what the catalog currently says without changes, while the right hand side contains all edited catalog information.



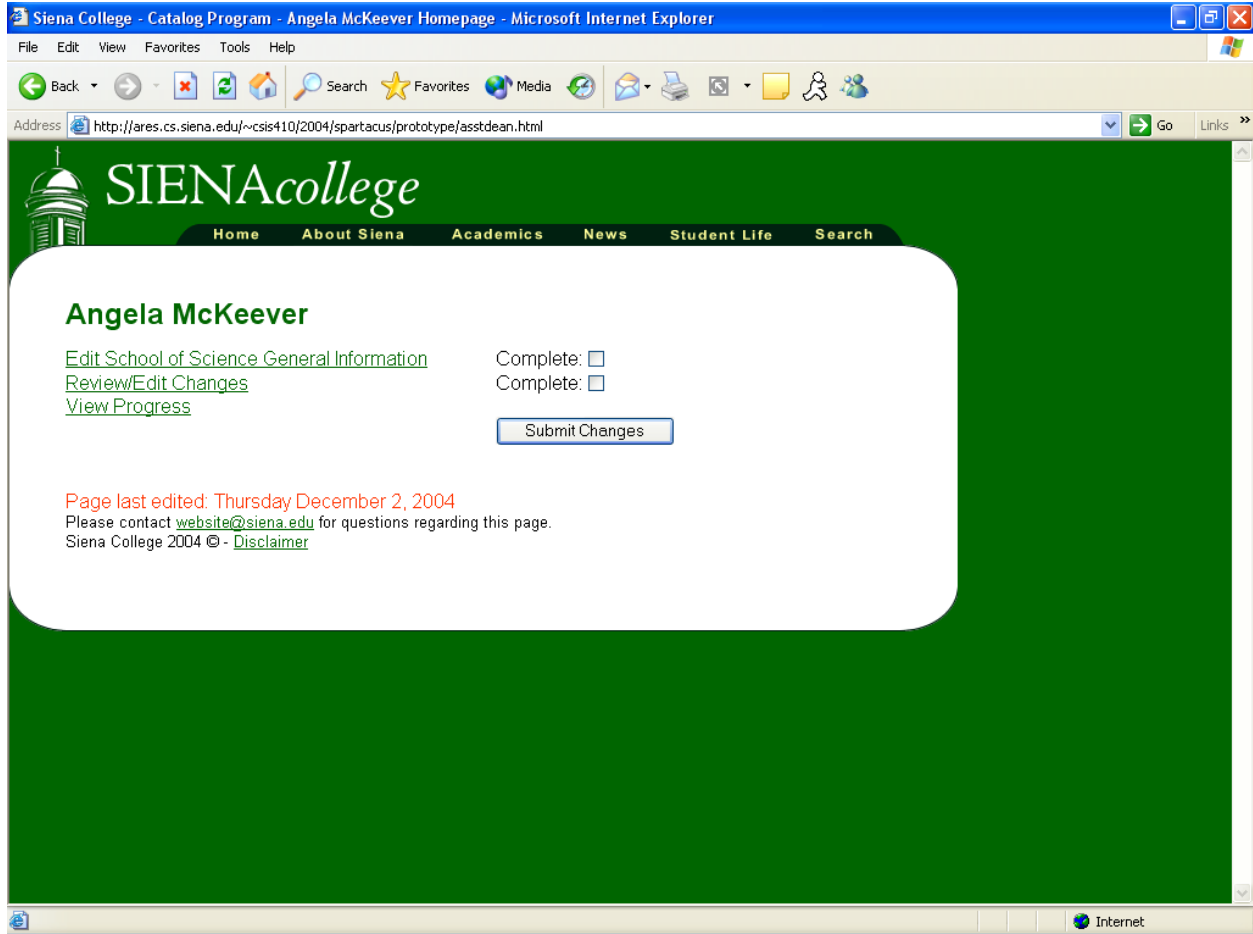
Another section of the catalog that Dr. Vandenberg would have the ability to edit is the Computer Science Department's information.



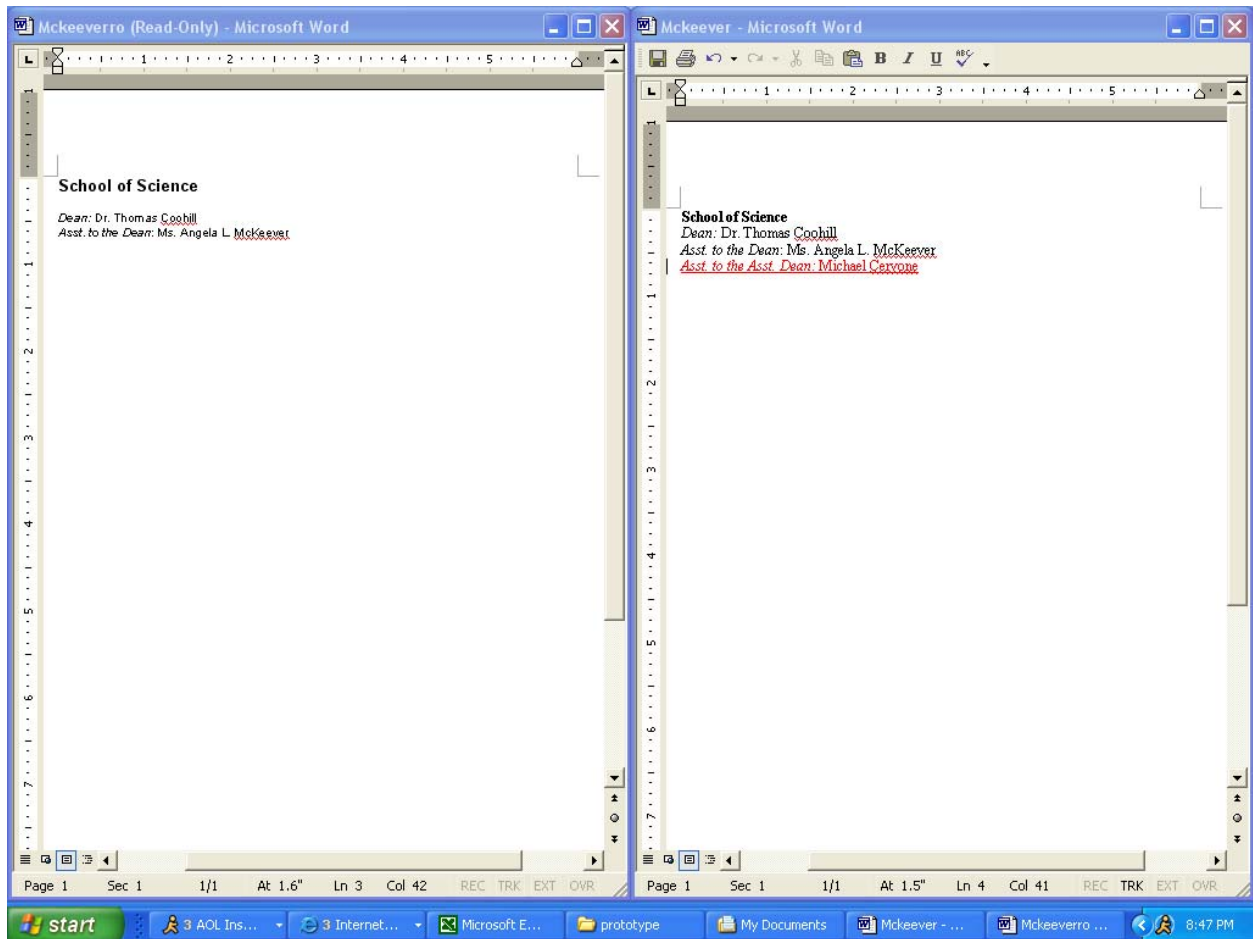
As stated previously, the Department Head has the ability to view course information, but does not have the ability to change any information contained within this section. This is an example of the Computer Science Department's course information.



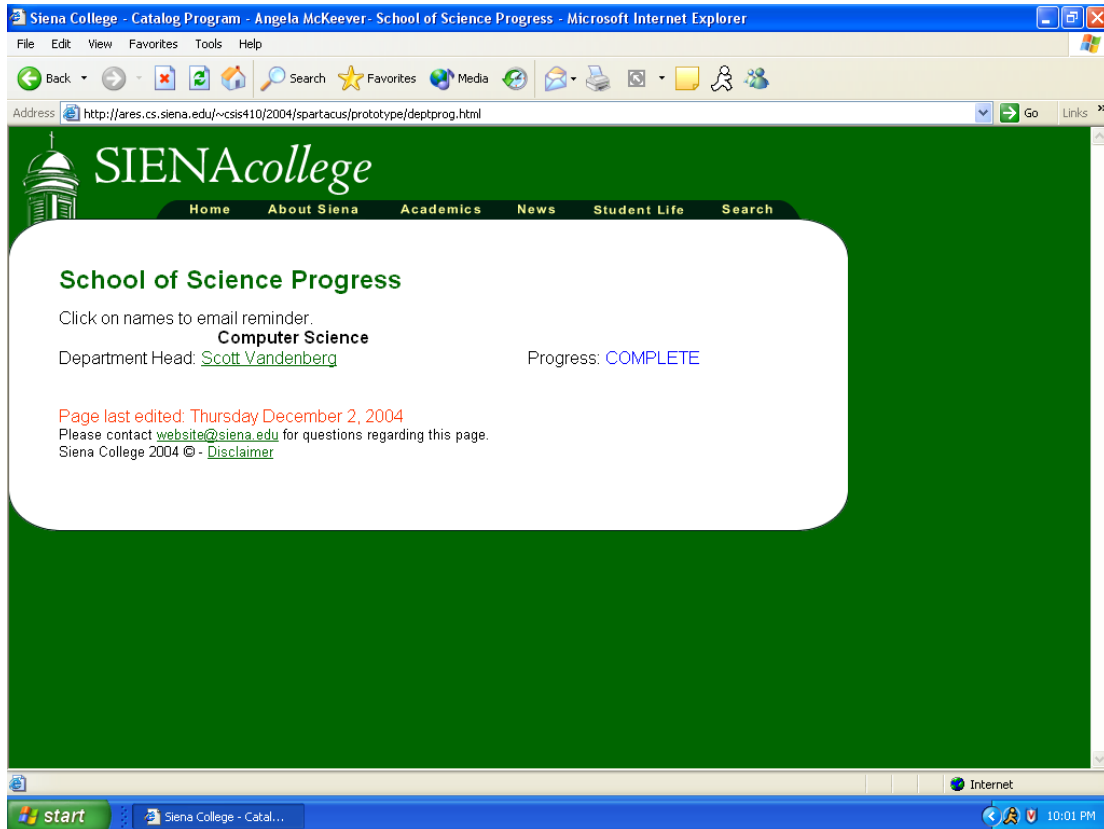
## Assistant Dean Screens



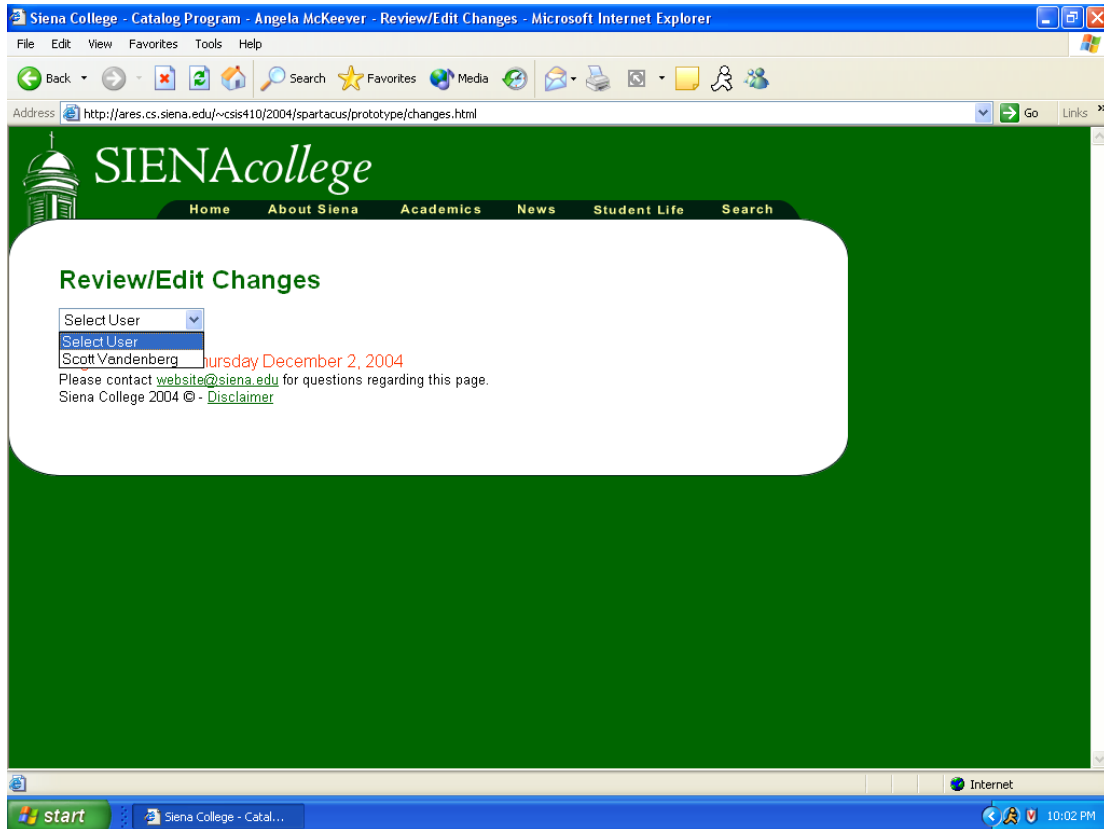
This is an example of the Assistant Dean's home page. It contains links to all of the different sections of the catalog that the Assistant Dean needs to change or monitor. The links include the following: *Edit **Given School** General Information*, *View Progress*, and *Review/Edit Changes*. When editing is completed the appropriate check box should be checked to indicate that the user is finished editing that section.



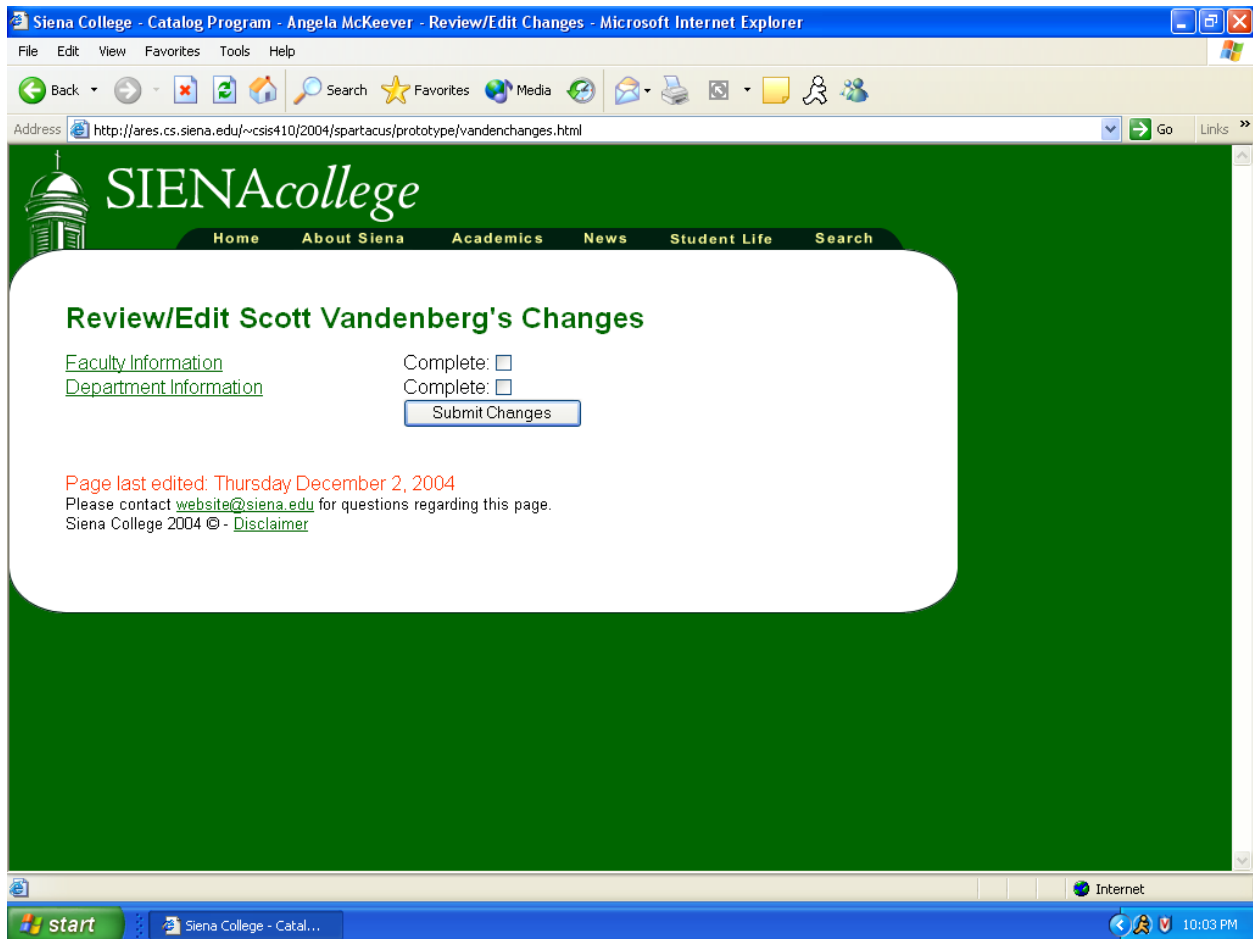
When clicked, the *Edit Given School General Information* link opens the general information section of the given school for editing.



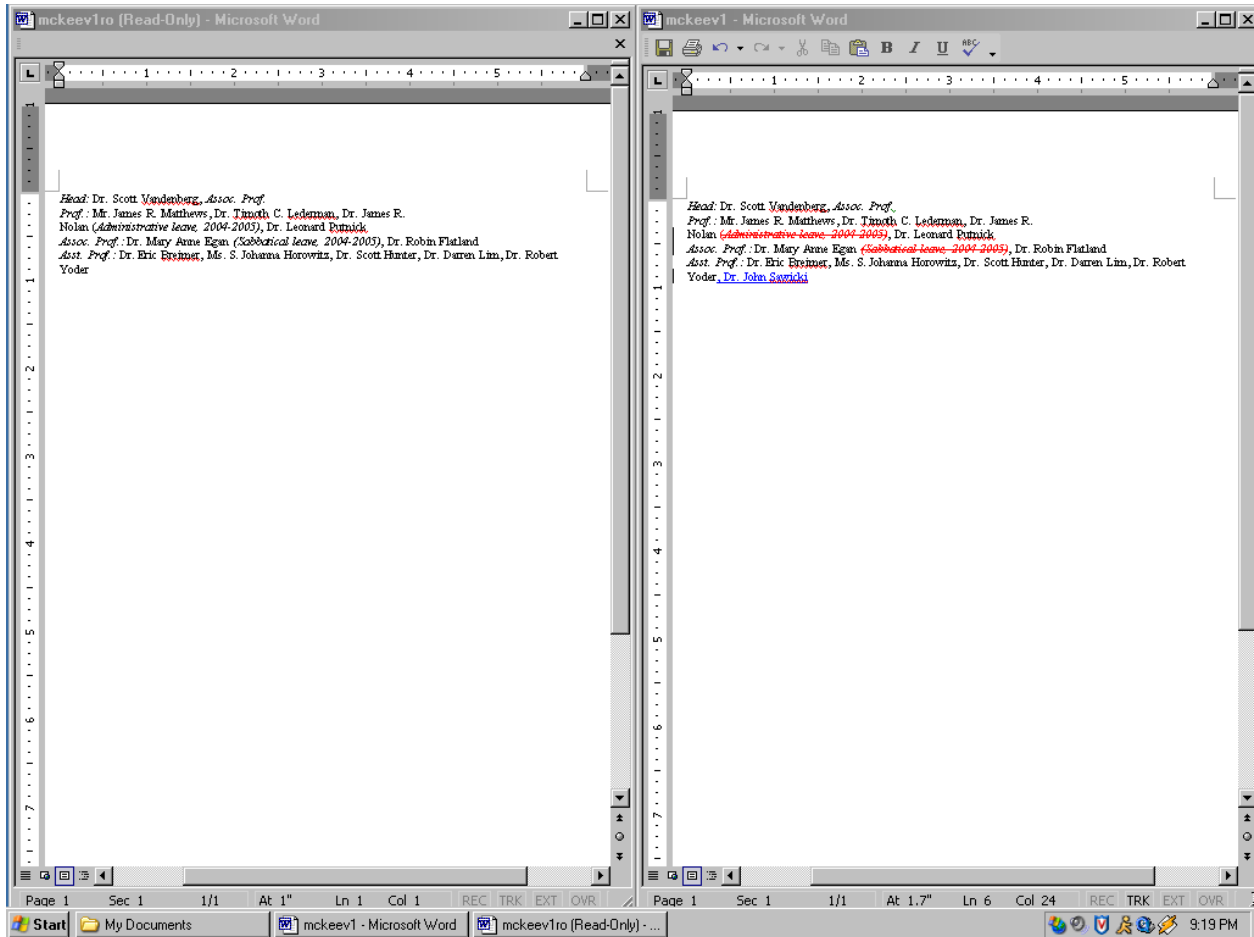
The *View Progress* link from the Assistant Dean home page allows the Assistant Dean to view the editing progress of the Department Heads in their school.



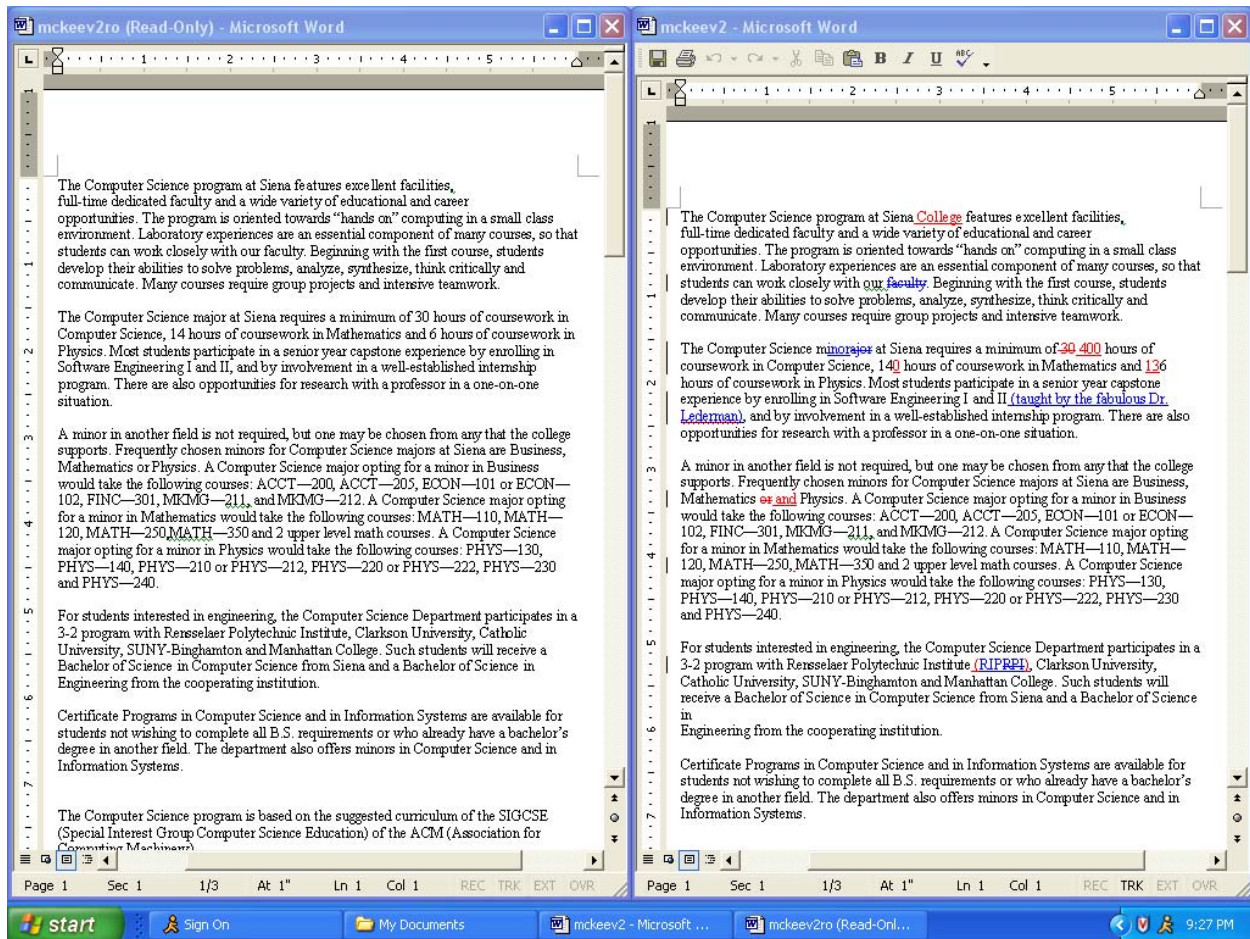
The *Review/Edit Changes* link on the Assistant Dean home page allows the Assistant Dean to review and/or edit changes for the Department Heads within their school.



The Assistant Dean can review or edit all of the same information that Dr. Vandenberg (or any other Department Head within the school of science) can review or edit. This is a page containing Dr. Vandenberg's sections of the catalog.

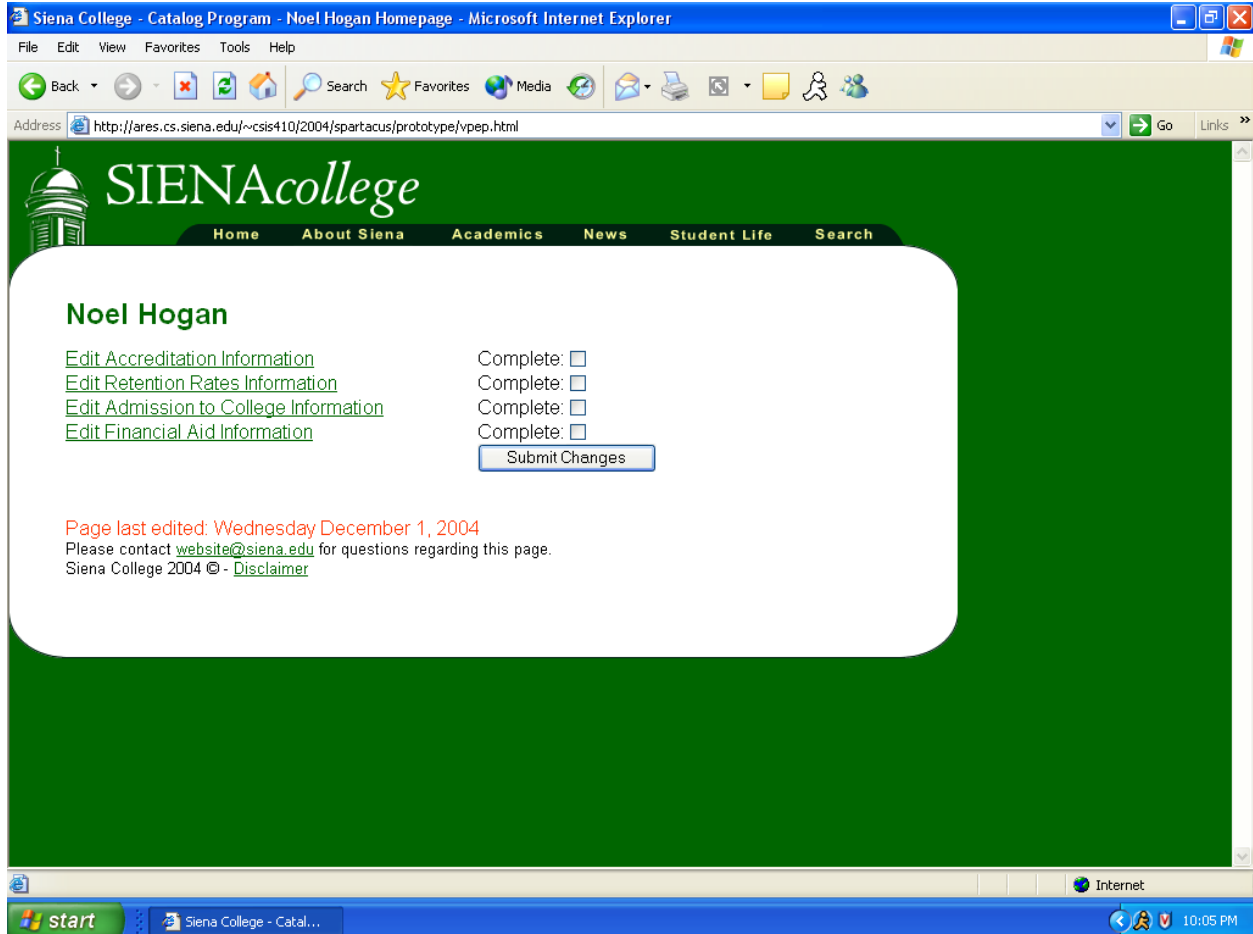


This editing page contains the same information as Dr. Vandenberg's page containing faculty information within the Computer Science Department. The only difference this time is that the copy of the text on the right hand side contains editing done by both Dr. Vandenberg, and editing done by Ms. McKeever. Dr. Vandenberg's editing was done in red; Angela McKeever's edits were highlighted in blue font.



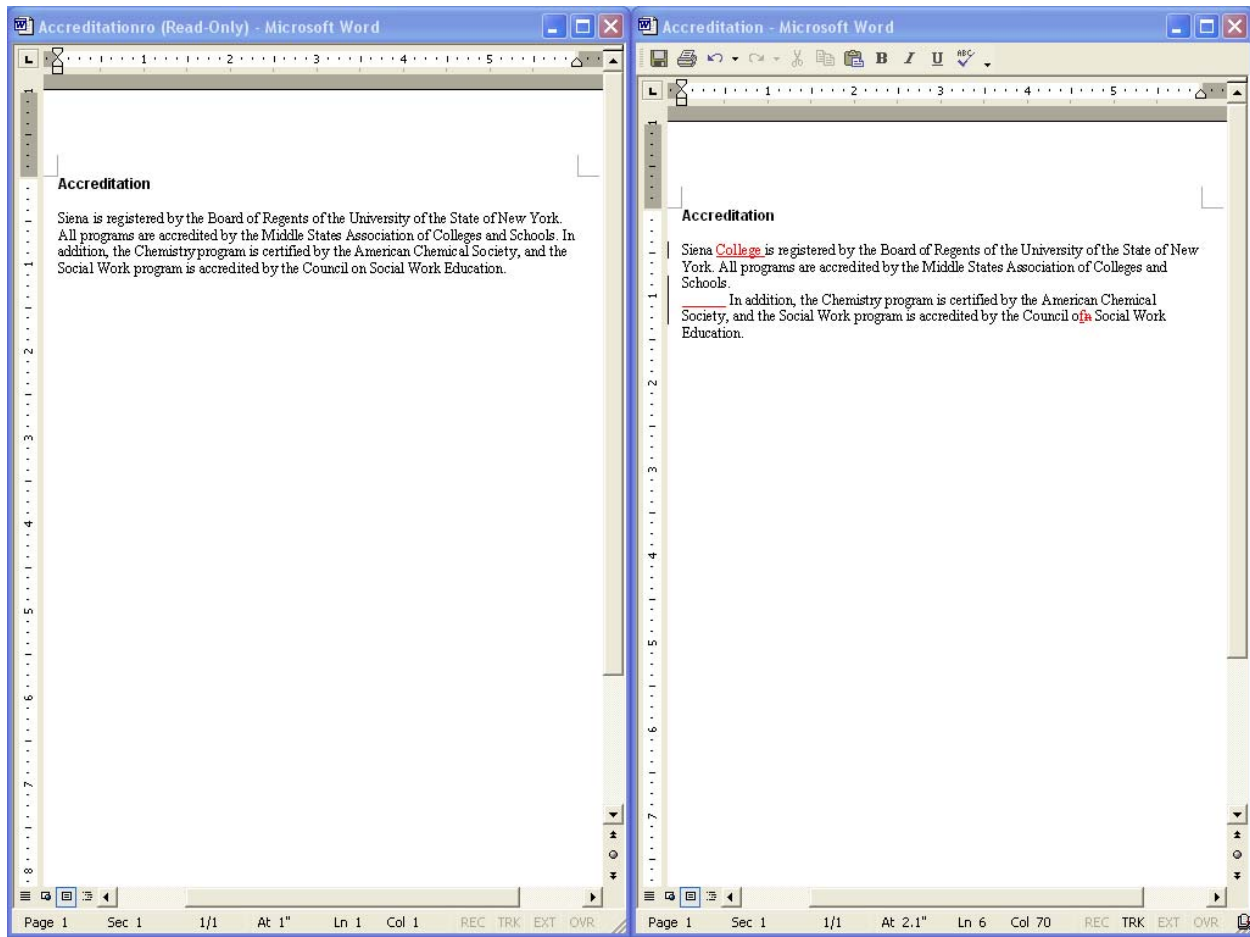
This editing page contains the same information as Dr. Vandenberg's page containing department information within the Computer Science Department. The only difference is that the copy of the text on the right hand side contains editing done by both Dr. Vandenberg, and editing done by Ms. McKeever. Dr. Vandenberg's editing was done in red; Angela McKeever's edits were highlighted in blue font.

## College Administrator Screens

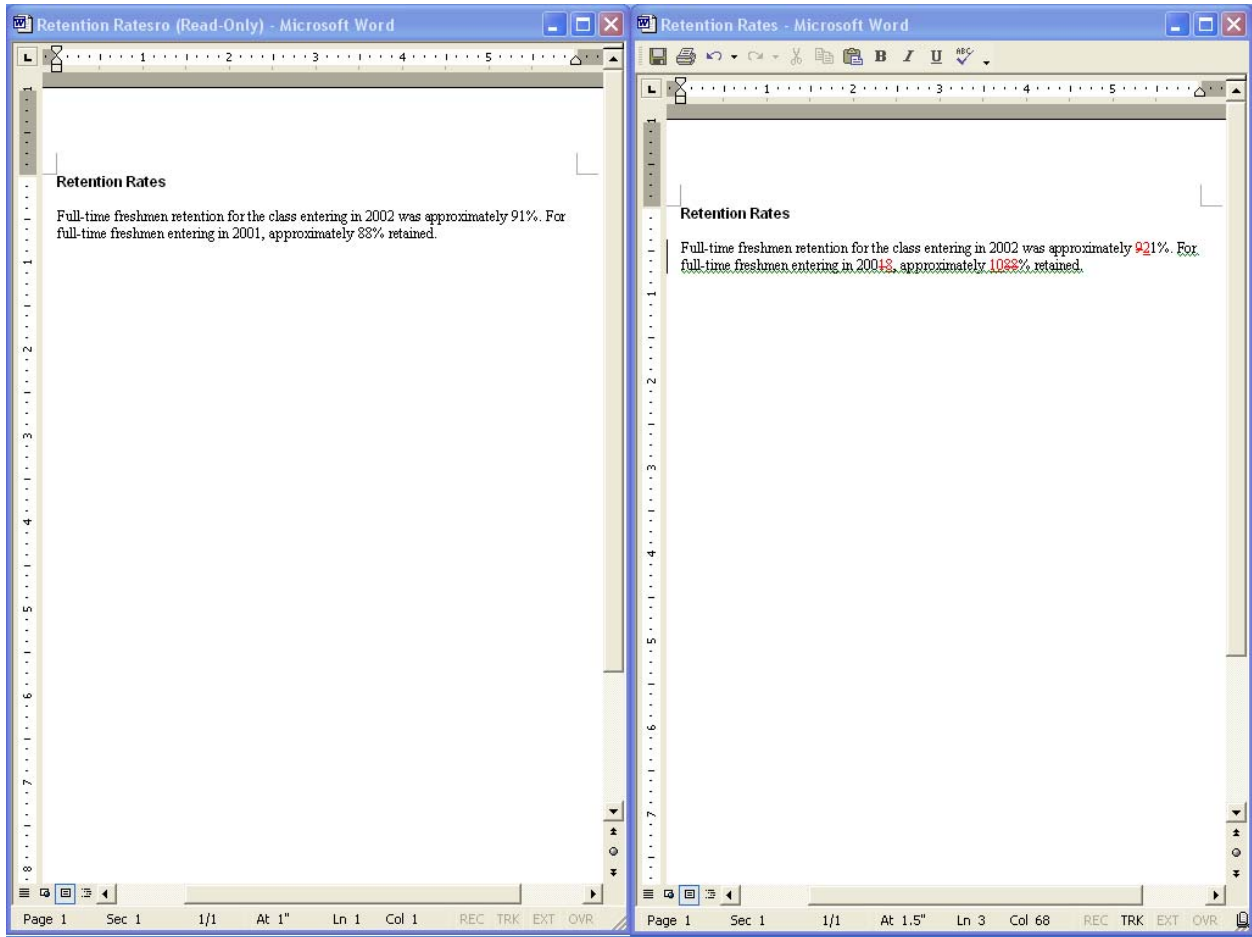


The home page for Vice Presidents (VP) of the college (as well as any college administrators who may have access to the system) contains links for all of the sections of the catalog that the given VP has access to, along with corresponding check boxes. When the VP clicks on a section of the catalog, the editing window will pop up and they will be able to make the desired changes. When they are finished editing the section they click the check box and click the *Submit Changes* button. When the *Submit Changes* button is clicked it updates the files and status of their catalog progress.

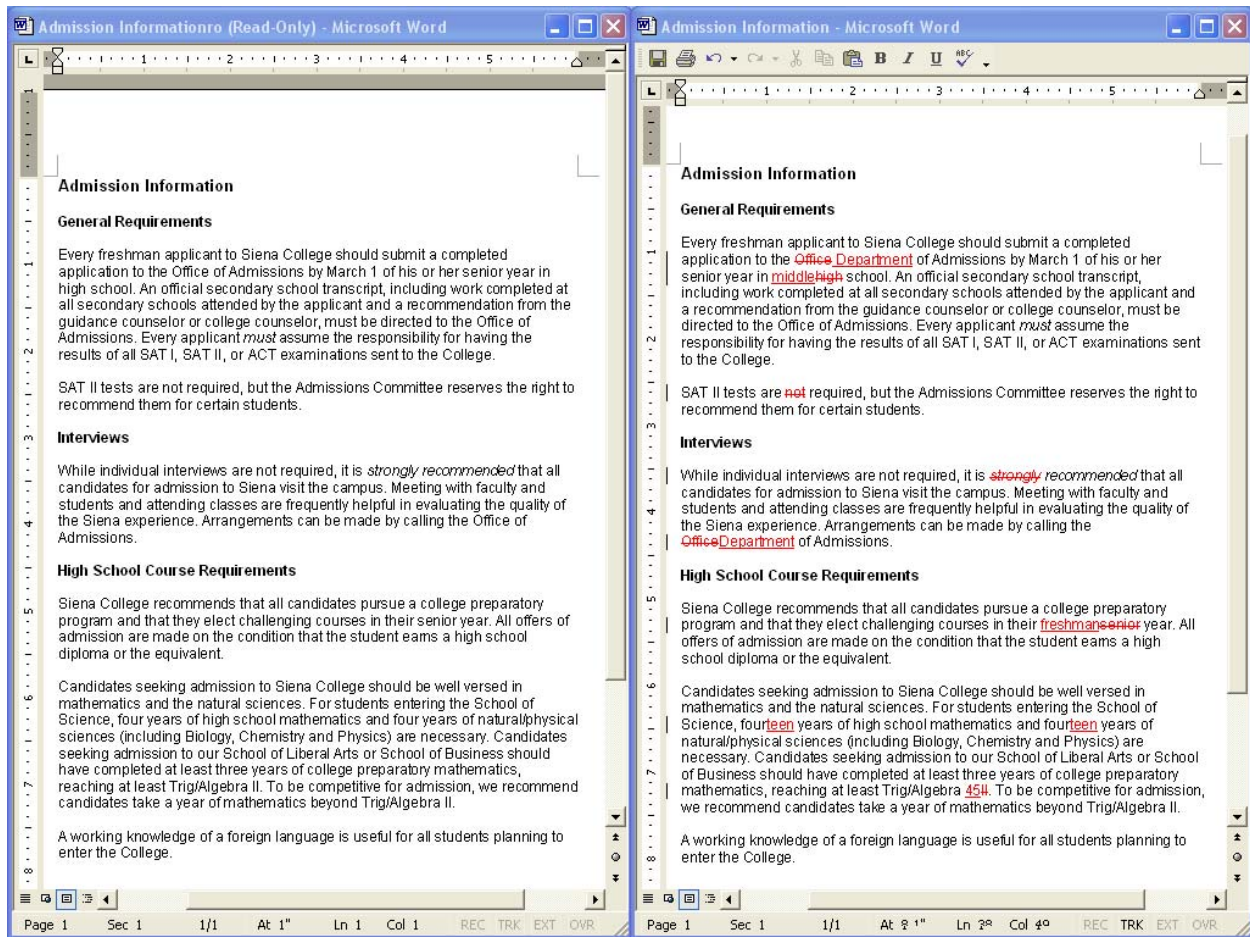




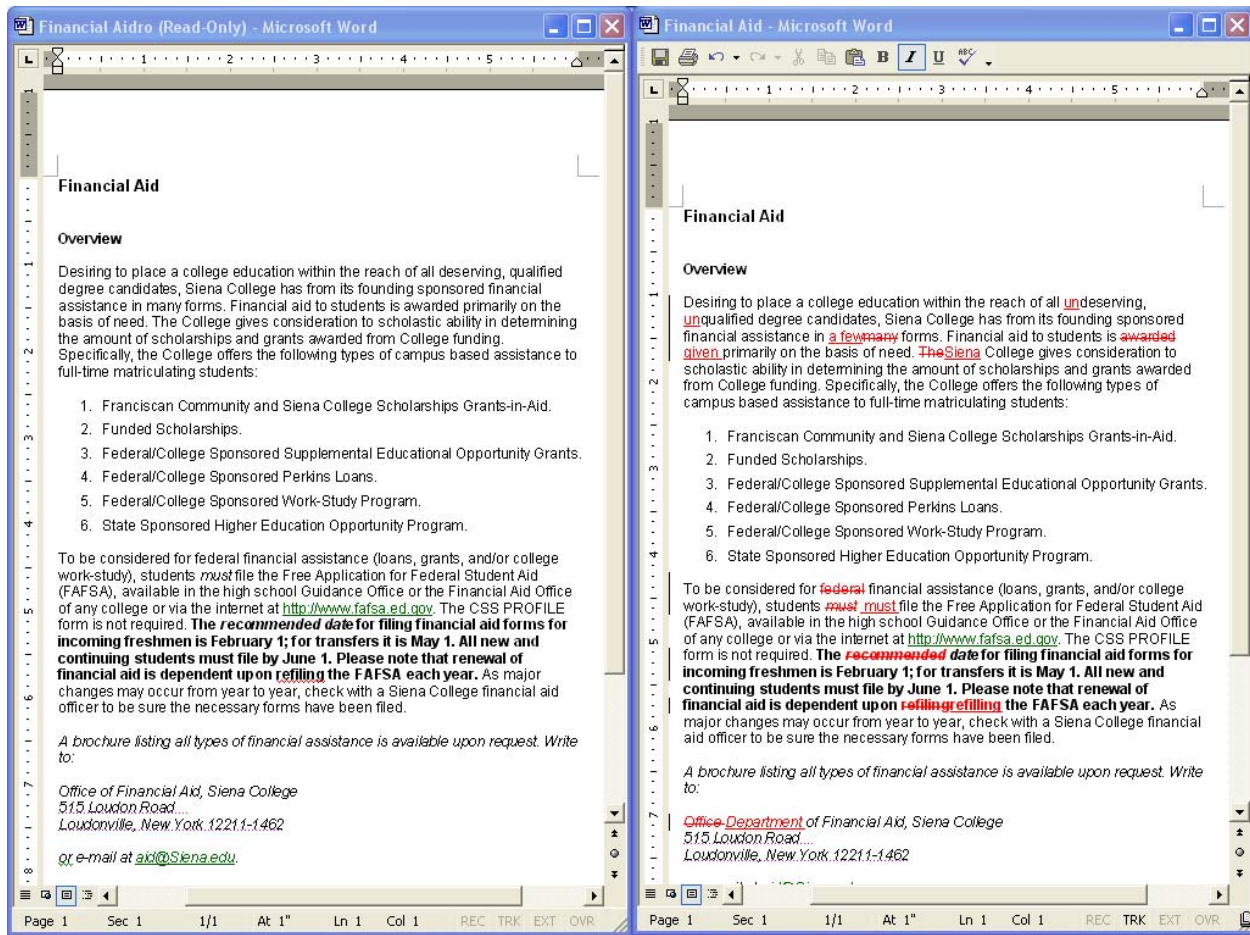
This is an example of a section of the catalog that Vice President of Enrollment and Planning Noel Hogan has the ability to access. As with all other editing windows, the left hand side contains the original text in the current catalog, while the right hand side has write permissions, allowing the user to edit the catalog's information.



This page also contains information that would require editing by Noel Hogan.



This page also contains information within the current catalog that would need to be edited by Noel Hogan.



This page also contains information that would need to be edited by Noel Hogan.

## **1.2: User Command Summary**

### **Log In (User Level 0, 1, 2)**

The log in screen is the first screen that users will encounter. The log in screen contains two fields. The first field is for the users' username, and the second field is for the users' password. After the user enters their username and password into the respective fields they need to click the login button to continue. Upon clicking the login button the system verifies the username and password to make sure they are valid before taking the user to their next respective screen. If upon clicking the login button the system tries to verify the user data but cannot find a valid match an error message appears on the screen directing the user to re-enter a valid username and password and try again.

### **Academic Affairs Home Page (User Level 0)**

If the user data provided at the log in screen is for the Academic Affairs administrator the user is brought to the Academic Affairs home page. This page is the root page for the Academic Affairs administrator. The page contains links to the pages that allow the user to do various tasks, these links are: Create or Edit Users, Check User Progress, Edit Catalog, Generate Publisher's Copy, View Current Catalog. When the user clicks on the Create or Edit Users link they are taken to a web page that displays links to other pages that allow the user to perform various tasks on users. When the user clicks the Check User Progress link they will be taken to a page that displays information relating to the progress of the other users of the system. The Edit Catalog link when clicked takes the user to a page where they have the options pertaining to the editing of different sections of the catalog. The Generate Publisher's Copy link when clicked compiles all of the catalog data into a document that can be sent electronically to the publisher. The View Current Catalog link when clicked opens up a new window with the current version of the catalog displayed.

### **Create/Edit User (User Level 0)**

This page consists of links to the pages that allows the user to perform various tasks regarding the creation, editing, and deletion of users. The links are as follows: Create New User, Edit Existing User, Remove User. The Create New User link when clicked takes the user to a screen in which they are able to enter in the required information for new user creation. The Edit Existing User link when clicked brings the user to a screen that lists all the current users of the system. The Remove User link takes the user to a screen in which they have the ability to remove users from the system.

### **Create New User (User Level 0)**

This page contains various fields for the following: User Name, User Password, User Email, User Title, User Office/Dept. There are also links to set permissions on various sections of the catalogs. To create a user, the administrative user enters information into the respective fields. The administrative user then clicks on the link for whatever category of the catalog permissions they wish to assign the new user. If the administrative user wishes they can clear the form and start over if they wish to do so. After all new user information and permissions are set the administrative user can click the Create User button. Upon clicking the Create User button the new user will be created in the system with the entered information and password. If some information is missing a message saying so will appear.

### **Permissions (User Level 0)**

The permission screens are broken down into sections depending on what part of the catalog they are under. In each permission screen the areas are broken down even further into specific subsections. To set the permissions the user selects by clicking in the corresponding check boxes. When all desired boxes are clicked then the Grant Permissions button is pressed and the users' permissions are updated. If the user wants they can also clear all granted permissions by clicking the Clear Form button to unclick all checked permission boxes.

### **Edit User (User Level 0)**

The edit user screen displays a listing of all users, along with titles and other information. From this page the administrative user can click on the desired person's name that they wish to modify. When they click on the page they are brought to a page called Edit User Info

### **Edit User Info (User Level 0)**

The Edit User Info page is almost identical to the Create New User page. However, it is populated with the selected users' information in all of the corresponding fields. Also, the selected users' permissions are summarized so that the administrative user can easily tell what they have access to. From this screen the desired user can have any of their information and/or permissions modified.

### **Remove User (User Level 0)**

This screen allows for the administrative user to delete any user. To delete a user the administrative user selects the desired user from the list of all users. After the desired user is selected they the Remove User button is pushed and the user is deleted from the program.

### **User Progress (User Level 0)**

The User Progress screen displays the same information as the edit user screen. In addition this screen contains a summary of which users have completed their portion of the catalog. The administrative user can then click on a users name and a message will automatically be generated and sent to the user corresponding user reminding them to complete their portion of the catalog.

### **Review/Edit Changes (User Level 0)**

The Review/Edit Changes screen allows the administrative user to select a user from a list of all users. The administrative user is then redirected to another screen pertaining to the actual editing of sections.

### **Review/Edit *User Name* Changes (User Level 0)**

The Review/Edit *User Name* Changes allows the administrative user to click on the section of the catalog they wish to review for the previously selected user. Upon clicking on the section of the catalog the sections pop up for editing. When the administrative user finished making changes they click in the complete box and click submit changes to update the file.

### **Assistant Dean Home Page (User Level 1)**

The Assistant Dean Home Page is the page that an Assistant Dean is taken to when they log in at the Log In screen. It contains links to all of the different that the Assistant Dean needs to change or monitor. The links include the following: Edit *Given School* General Information, Review Progress, and Review/Edit Changes. The Edit *Given School* General Information link when clicked opens the general information section of the given school for editing. When editing is completed the appropriate check box should be checked to indicate that the user is finished editing that section. The View Progress link takes the user to a system of pages and functionality much like the View Progress link for the User Level 0. However, the Assistant Dean can only view the progress of the Department Heads in their school. The Review/Edit Changes link is much like the series of Review/Edit Changes pages that the User Level 0 has. However, the Assistant Dean can only review and/or edit changes for the Department Heads in their school.

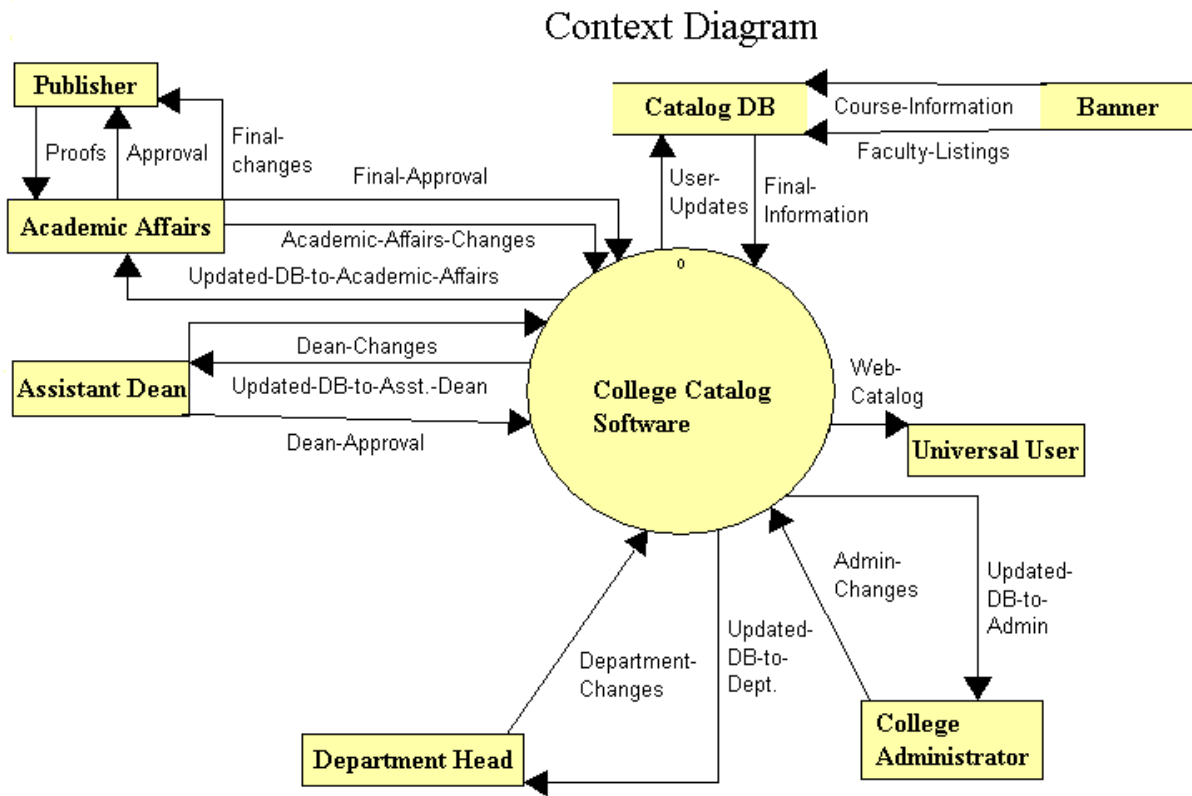
### **Vice President Home Page (User Level 1)**

The Vice President Home Page contains links for all of the sections of the catalog that the given VP has access to along with corresponding check boxes. When the VP clicks on a section of the catalog the editing window will pop up and they will be able to make the desired changes. When they are finished editing the section they click the check box and click the Submit Changes button. When the Submit Changes button is clicked it updates the files and status of their catalog progress.

### **Department Head Home Page (User Level 2)**

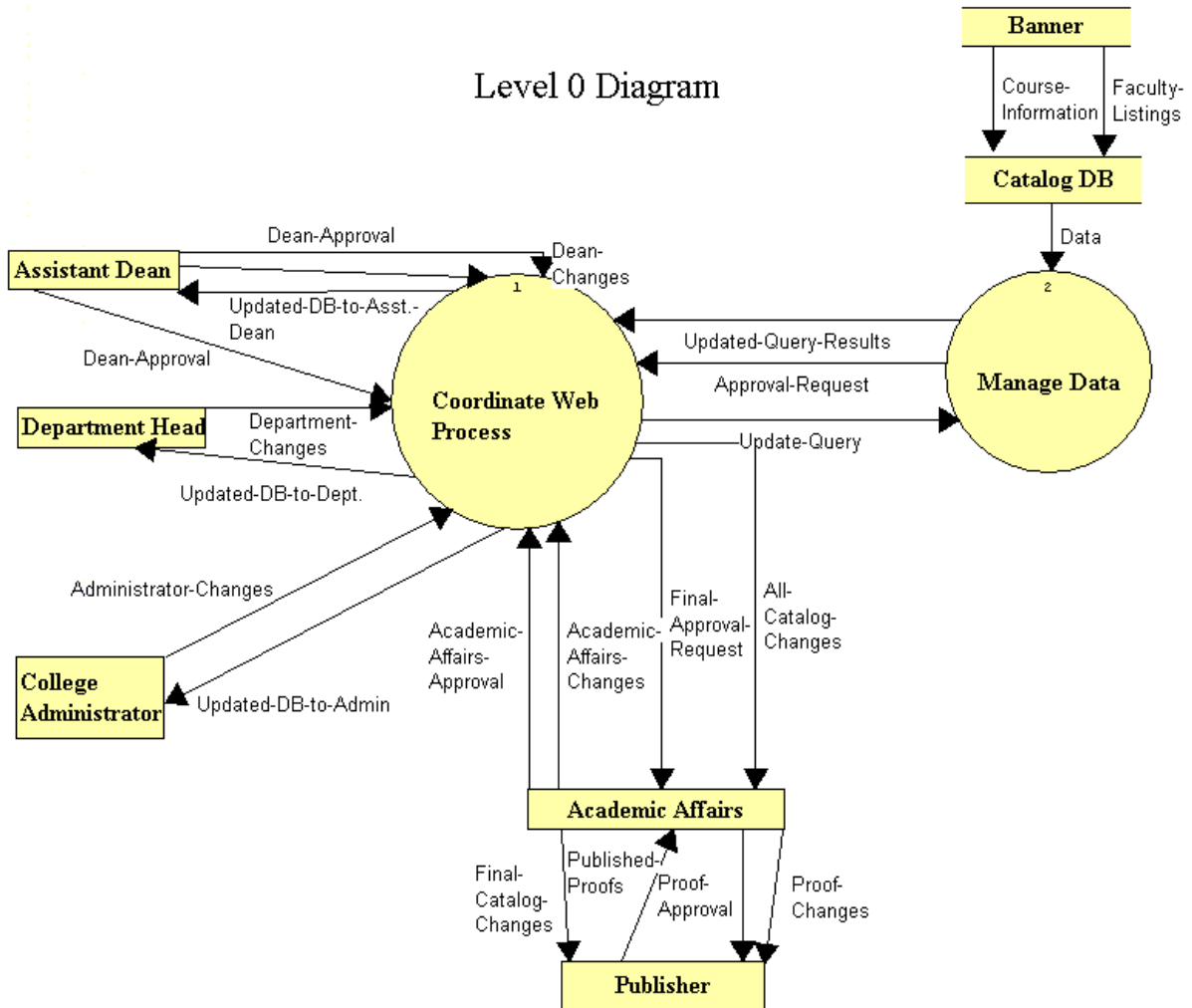
The Department Head Home Page contains links for all of the sections of the catalog that the given Department Head has access to change, along with corresponding check boxes, and a link to view the course descriptions in their given department. The Department Head clicks on his/her given link for the section of catalog they wish to edit and an editing window pops up. When they are finished editing the section they click the check box and click the Submit Changes button to submit their changes and update their catalog progress. When the View Course Description is clicked the Department Head will be able to view the course descriptions that are in their department in a read only manner.

### 1.3: Detailed Data Flow Diagrams

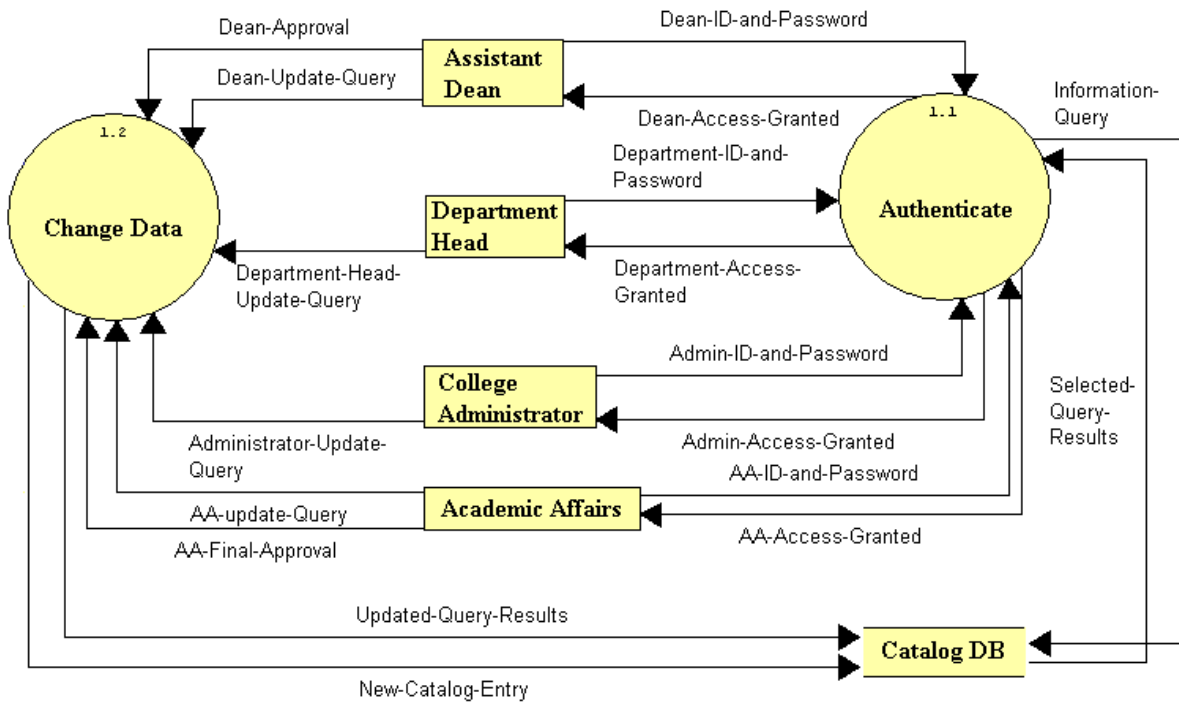




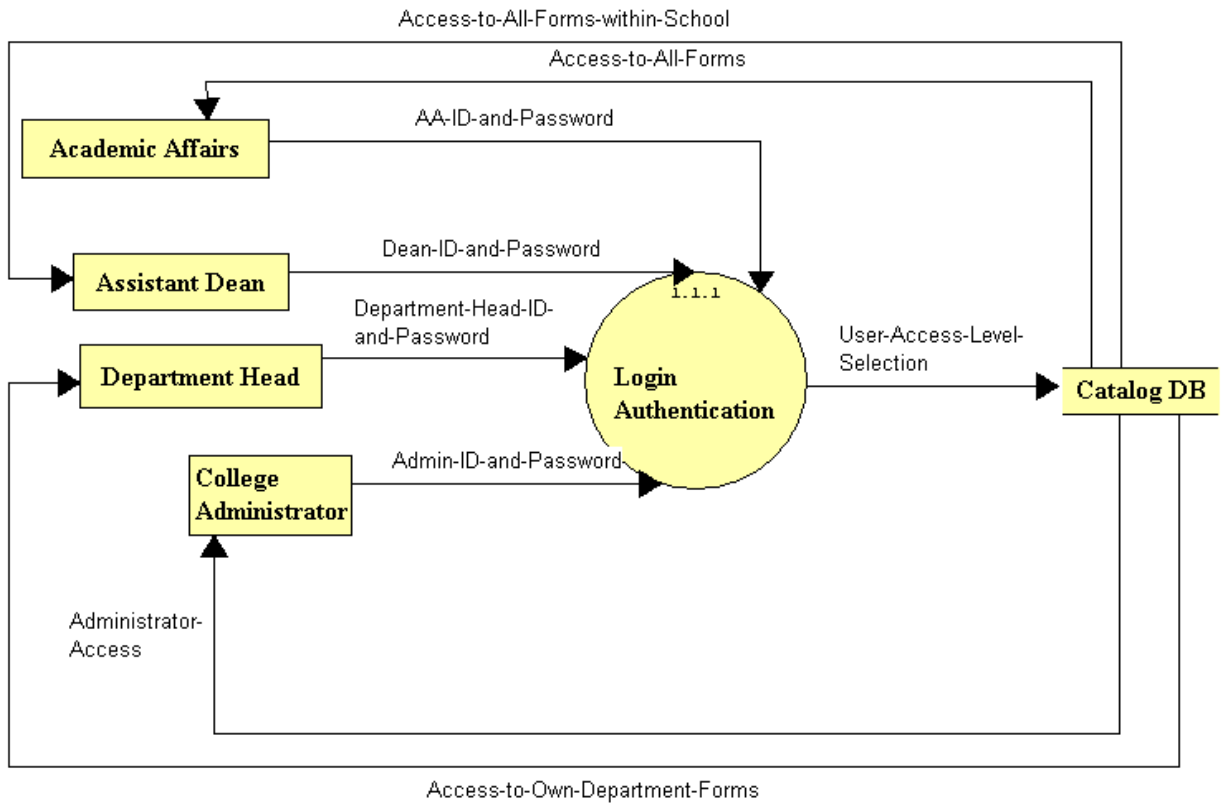
# Level 0 Diagram



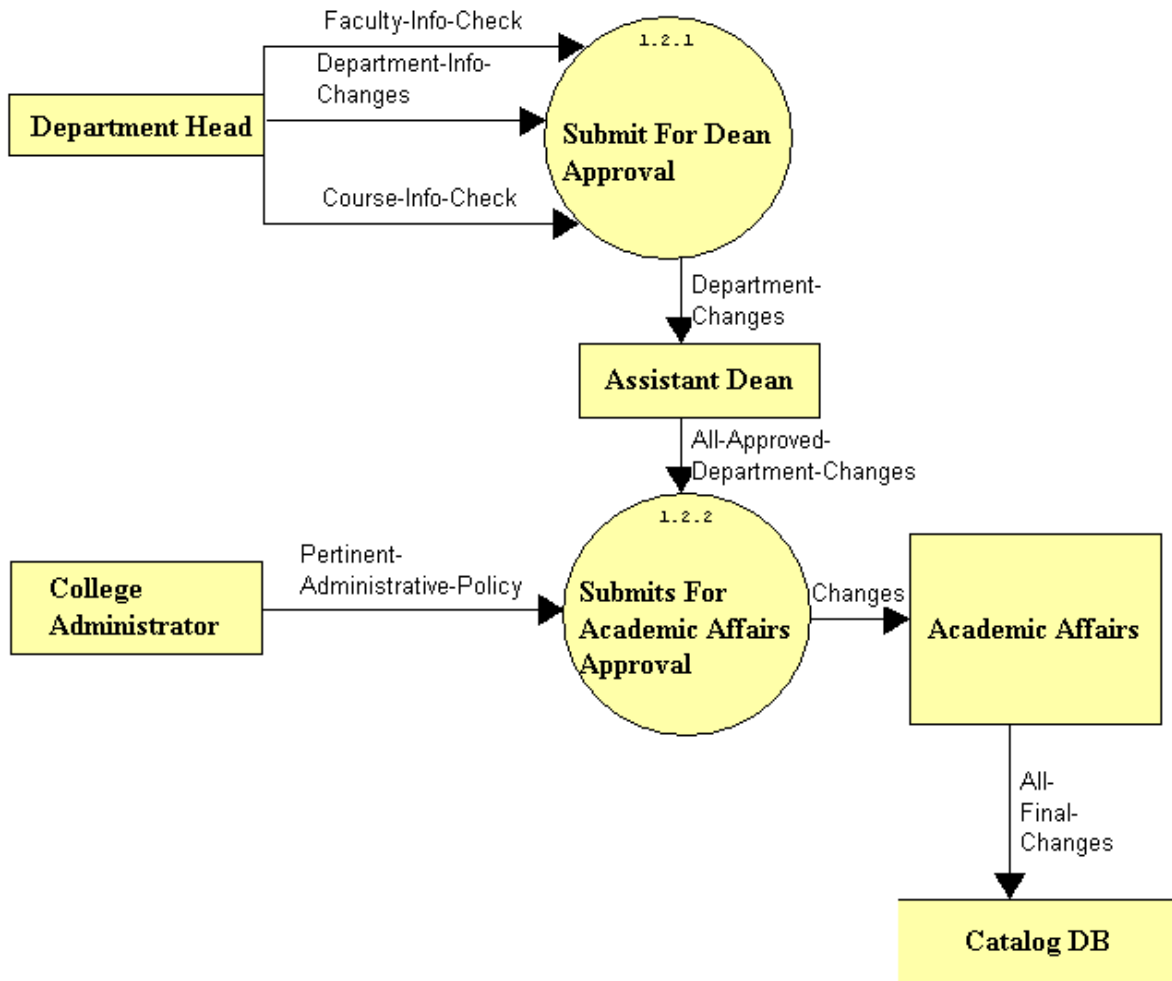
## Level 1 Diagram - Coordinate Web Process



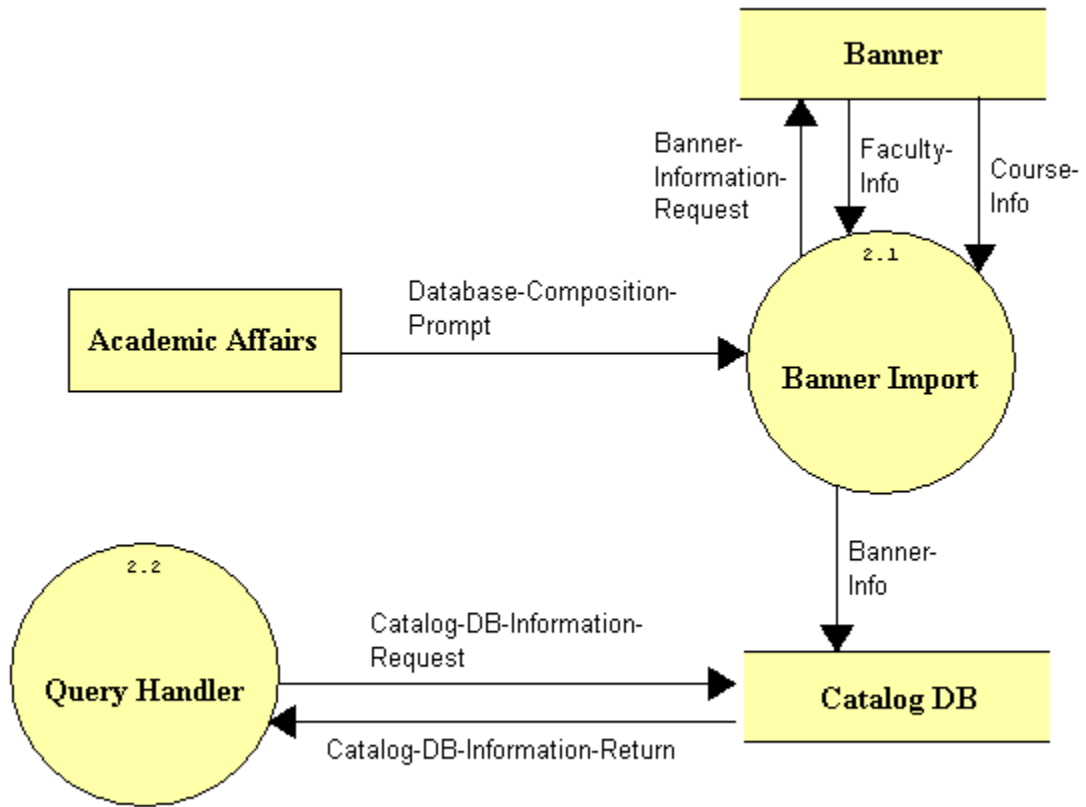
# Authenticate



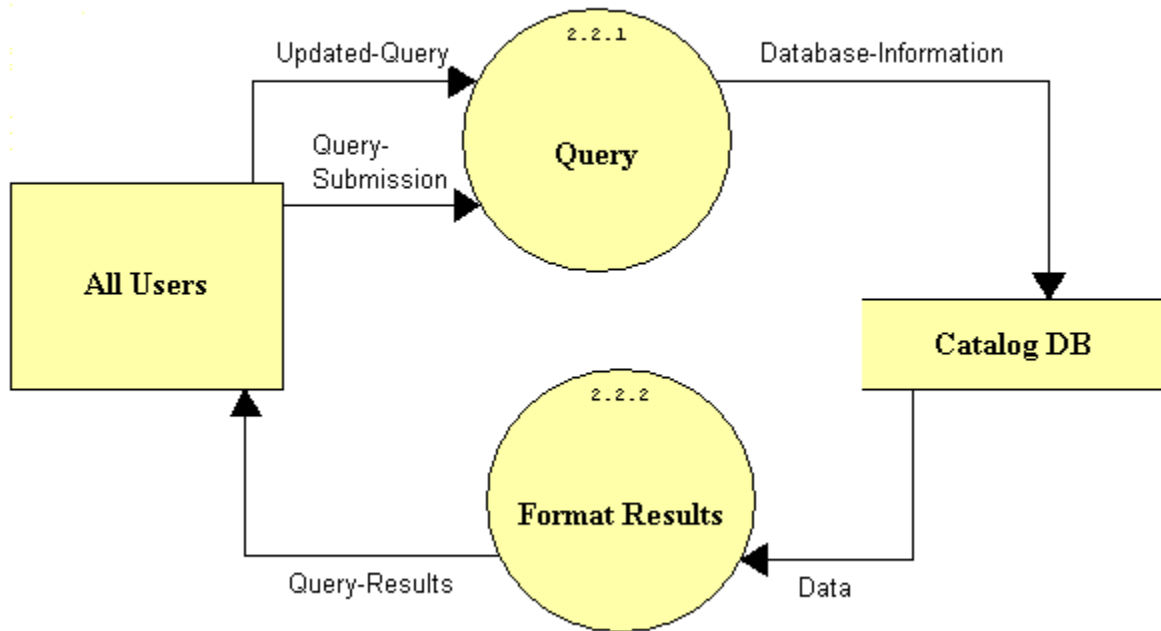
## Change Data



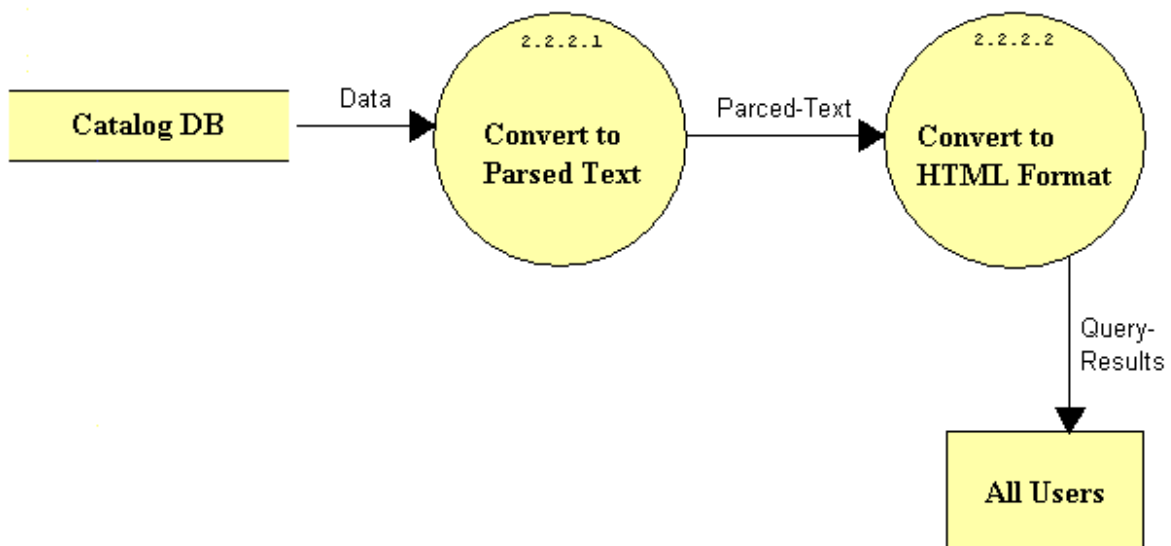
## Level 1 Diagram - Manage Data



## Query Handler



## Format Results



## 1.4: Logical Data Dictionary

The following information describes the data elements within the data flow diagrams (located in section 1.3 Detailed Data Flow Diagrams). The data elements are separated by the location (i.e., which data flow diagram) they are located within.

### ***Location – Context Diagram:***

#### **Academic Affairs Source/Sink**

*Description:*

In actuality, signifies the head user/system administrator (i.e. Ms. Zimmerman), who has complete control

*Input Flows:*

Proofs

Updated-DB-to-Academic-Affairs

*Output Flows:*

Approval

Final-changes

Final-Approval

Academic-Affairs-Changes

---

#### **Academic-Affairs-Changes Data Flow**

*Description:*

Academic Affairs can make any changes to the catalog.

*Source:* Academic Affairs ( Source/Sink )

*Dest:* College Catalog Software ( Process )

---

#### **Admin-Changes Data Flow**

*Description:*

Administrator changes are made to any necessary sections of the catalog that are not included in the academic portions

*Source:* College Administrator ( Source/Sink )

*Dest:* College Catalog Software ( Process )

*Date Last Altered:* 12/2/2004 *Date Created:* 10/30/2004

---

#### **Approval Data Flow**

*Description:*

Final approval of the College Catalog to be printed.

*Source:* Academic Affairs ( Source/Sink )

*Dest:* Publisher ( Source/Sink )

---

#### **Assistant Dean Source/Sink**

*Description:*

Anyone at the Dean level of the college; has the ability to access the database, make changes, and monitor

*Input Flows:*

Updated-DB-to-Asst.-Dean

*Output Flows:*

Dean-Approval

Dean-Changes

---

**Banner File***Description:*

Data store; Database used by Siena College that contains course information and faculty listings; software

*Output Flows:*

Course-Information

Faculty-Listings

---

**Catalog DB File***Description:*

Database containing all the College catalog information (different from Banner catalog database)

*Input Flows:*

Course-Information

Faculty-Listings

User-Updates

*Output Flows:*

Final-Information

---

**College Administrator Source/Sink***Description:*

Makes changes to administrative policies in areas not included in the schools.

*Input Flows:*

Updated-DB-to-Admin

*Output Flows:*

Admin-Changes

---

**College Catalog Software Process***Description:*

Allows for editing of the college catalog

*Input Flows:*

Final-Approval

Dean-Approval

Dean-Changes

Academic-Affairs-Changes

Department-Changes

Admin-Changes

Final-Information

*Output Flows:*

Updated-DB-to-Academic-Affairs

Updated-DB-to-Asst.-Dean

Updated-DB-to-Dept.

Updated-DB-to-Admin

Web-Catalog

User-Updates

---

**Course-Information Data Flow***Description:*

Contains course information.

*Source:* Banner ( File )

*Dest:* Catalog DB ( File )

---



### **Dean-Approval Data Flow**

*Description:*

The Dean must approve changes made to the departments within its school.

*Source:* Assistant Dean ( Source/Sink )

*Dest:* College Catalog Software ( Process )

---

### **Dean-Changes Data Flow**

*Description:*

The Dean can make any changes to any of the departments within its particular school.

*Source:* Assistant Dean ( Source/Sink )

*Dest:* College Catalog Software ( Process )

---

### **Department Head Source/Sink**

*Description:*

Makes changes to the particular scholastic department

*Input Flows:*

Updated-DB-to-Dept.

*Output Flows:*

Department-Changes

---

### **Department-Changes Data Flow**

*Description:*

Department heads make changes to only their specific department.

*Source:* Department Head ( Source/Sink )

*Dest:* College Catalog Software ( Process )

---

### **Faculty-Listings Data Flow**

*Description:*

Faculty information

*Source:* Banner ( File )

*Dest:* Catalog DB ( File )

---

### **Final-Approval Data Flow**

*Description:*

Academic Affairs has the final approval on all changes to be made to the catalog.

*Source:* Academic Affairs ( Source/Sink )

*Dest:* College Catalog Software ( Process )

---

### **Final-changes Data Flow**

*Description:*

The Academic Affairs Office sends any final changes it needs to make to the catalog.

*Source:* Academic Affairs ( Source/Sink )

*Dest:* Publisher ( Source/Sink )

---

### **Final-Information Data Flow**

*Description:*

This information is any information sent from the database back into the College Catalog Software.

*Source:* Catalog DB ( File )

*Dest:* College Catalog Software ( Process )

---

**Proofs Data Flow***Description:*

Proofs are the drafts of the catalog that are sent back for approval.

*Source:* Publisher ( Source/Sink )

*Dest:* Academic Affairs ( Source/Sink )

---

**Publisher Source/Sink***Description:*

Outside publishing editor; puts together the hard copy of the final college catalog

*Input Flows:*

Approval

Final-changes

*Output Flows:*

Proofs

---

**Universal User Source/Sink***Description:*

Anyone with access to the catalog; access limited to read-only privileges (can read the catalog)

*Input Flows:*

Web-Catalog

---

**Updated-DB-to-Academic-Affairs Data Flow***Description:*

Academic Affairs is notified of any changes made to the College Catalog database.

*Source:* College Catalog Software ( Process )

*Dest:* Academic Affairs ( Source/Sink )

---

**Updated-DB-to-Admin Data Flow***Description:*

The College Administrators can see any changes made by anyone else to their sections.

*Source:* College Catalog Software ( Process )

*Dest:* College Administrator ( Source/Sink )

---

**Updated-DB-to-Asst.-Dean Data Flow***Description:*

The Dean will be notified whenever changes are made to any departments within the particular school.

*Source:* College Catalog Software ( Process )

*Dest:* Assistant Dean ( Source/Sink )

---

**Updated-DB-to-Dept. Data Flow***Description:*

Department Heads can see any changes made by anyone else to their sections.

*Source:* College Catalog Software ( Process )

*Dest:* Department Head ( Source/Sink )

---

### **User-Updates Data Flow**

*Description:*

Any updates made to the catalog database.

*Source:* College Catalog Software ( Process )

*Dest:* Catalog DB ( File )

---

### **Web-Catalog Data Flow**

*Description:*

The Web Catalog is available to all users.

*Source:* College Catalog Software ( Process )

*Dest:* Universal User ( Source/Sink )

---

## **Location – Level 0 Diagram:**

### **Academic Affairs Source/Sink**

*Description:*

In actuality, signifies the head user/system administrator (i.e. Ms. Zimmerman), who has complete control

*Input Flows:*

Final-Approval-Request

All-Catalog-Changes

Published-Proofs

*Output Flows:*

Academic-Affairs-Approval

Academic-Affairs-Changes

Proof-Approval

Final-Catalog-Changes

Proof-Changes

---

### **Academic-Affairs-Approval Data Flow**

*Description:*

Academic Affairs makes all final approvals.

*Source:* Academic Affairs ( Source/Sink )

*Dest:* Coordinate Web Process ( Process )

---

### **Academic-Affairs-Changes Data Flow**

*Description:*

Academic Affairs can make any changes to the catalog.

*Source:* Academic Affairs ( Source/Sink )

*Dest:* Coordinate Web Process ( Process )

---

### **Administrator-Changes Data Flow**

*Source:* College Administrator ( Source/Sink )

*Dest:* Coordinate Web Process ( Process )

---

### **All-Catalog-Changes Data Flow**

*Description:*

Academic Affairs is notified of any Catalog changes.

*Source:* Coordinate Web Process ( Process )

*Dest:* Academic Affairs ( Source/Sink )

---

### **Approval-Request Data Flow**

*Description:*

Requests that changes be approved.

*Source:* Manage Data ( Process )

*Dest:* Coordinate Web Process ( Process )

---

### **Assistant Dean Source/Sink**

*Description:*

Anyone at the Dean level of the college; has the ability to access the database, make changes, and monitor

*Input Flows:*

Updated-DB-to-Asst.-Dean

*Output Flows:*

Dean-Changes

Dean-Approval

Dean-Approval

---

### **Banner File**

*Description:*

Data store; Database used by Siena College that contains course information and faculty listings; software

*Output Flows:*

Course-Information

Faculty-Listings

---

### **Catalog DB File**

*Description:*

Database containing all the College catalog information (different from Banner catalog database)

*Input Flows:*

Course-Information

Faculty-Listings

*Output Flows:*

Data

---

### **College Administrator Source/Sink**

*Description:*

Makes changes to administrative policies in areas not included in the schools.

*Input Flows:*

Updated-DB-to-Admin

*Output Flows:*

Administrator-Changes

---

### **Coordinate Web Process Process**

*Description:*

Coordinates changes made to the database via the internet; allows for authorized users to login to a user-fr

*Input Flows:*

Dean-Changes

Dean-Approval

Department-Changes

Administrator-Changes

Academic-Affairs-Approval

Academic-Affairs-Changes

Updated-Query-Results

Approval-Request

Dean-Approval

*Output Flows:*

Final-Approval-Request

All-Catalog-Changes

Update-Query

Updated-DB-to-Asst.-Dean

Updated-DB-to-Dept.

Updated-DB-to-Admin

---

### **Course-Information Data Flow**

*Description:*

Contains course information.

*Source:* Banner ( File )

*Dest:* Catalog DB ( File )

---

### **Data Data Flow**

*Description:*

Contains any data coming from the College Catalog DB.

*Source:* Catalog DB ( File )

*Dest:* Manage Data ( Process )

---

### **Dean-Approval Data Flow**

*Description:*

The Dean must approve changes made to the departments within its school.

*Source:* Assistant Dean ( Source/Sink )

*Dest:* Coordinate Web Process ( Process )

---

### **Dean-Changes Data Flow**

*Description:*

The Dean can make any changes to any of the departments within its particular school.

*Source:* Assistant Dean ( Source/Sink )

*Dest:* Coordinate Web Process ( Process )

---

### **Department Head Source/Sink**

*Description:*

Makes changes to the particular scholastic department

*Input Flows:*

Updated-DB-to-Dept.

*Output Flows:*

Department-Changes

---

### **Department-Changes Data Flow**

*Description:*

Department heads make changes to only their specific department.

*Source:* Department Head ( Source/Sink )

*Dest:* Coordinate Web Process ( Process )

---

### **Faculty-Listings Data Flow**

*Description:*

Faculty information

*Source:* Banner ( File )

*Dest:* Catalog DB ( File )

---

### **Final-Approval-Request Data Flow**

*Description:*

All users must submit their changes for final approval.

*Source:* Coordinate Web Process ( Process )

*Dest:* Academic Affairs ( Source/Sink )

---

### **Final-Catalog-Changes Data Flow**

*Description:*

All final Catalog changes are sent to the publisher.

*Source:* Academic Affairs ( Source/Sink )

*Dest:* Publisher ( Source/Sink )

---

### **Manage Data Process**

*Description:*

Process to manage the data submitted through the web interface based on authorization and approval

*Input Flows:*

Update-Query

Data

*Output Flows:*

Updated-Query-Results

Approval-Request

---

### **Proof-Approval Data Flow**

*Description:*

The proofs are approved and are ready to be printed.

*Source:* Academic Affairs ( Source/Sink )

*Dest:* Publisher ( Source/Sink )

---

### **Proof-Changes Data Flow**

*Description:*

Academic Affairs sends any changes to the proofs.

*Source:* Academic Affairs ( Source/Sink )

*Dest:* Publisher ( Source/Sink )

---

### **Published-Proofs Data Flow**

*Description:*

The published proofs are sent back for approval.

*Source:* Publisher ( Source/Sink )

*Dest:* Academic Affairs ( Source/Sink )

---

### **Publisher Source/Sink**

*Description:*

Outside publishing editor; puts together the hard copy of the final college catalog

*Input Flows:*

Proof-Approval

Final-Catalog-Changes

Proof-Changes

*Output Flows:*

Published-Proofs

---

### **Updated-DB-to-Admin Data Flow**

*Description:*

The College Administrators can see any changes made by anyone else to their sections.

*Source:* Coordinate Web Process ( Process )

*Dest:* College Administrator ( Source/Sink )

---

### **Updated-DB-to-Asst.-Dean Data Flow**

*Description:*

The Dean will be notified whenever changes are made to any departments within the particular school.

*Source:* Coordinate Web Process ( Process )

*Dest:* Assistant Dean ( Source/Sink )

---

### **Updated-DB-to-Dept. Data Flow**

*Description:*

Department Heads can see any changes made by anyone else to their sections.

*Source:* Coordinate Web Process ( Process )

*Dest:* Department Head ( Source/Sink )

---

### **Updated-Query-Results Data Flow**

*Description:*

Submits any update queries that are approved to the catalog database.

*Source:* Manage Data ( Process )

*Dest:* Coordinate Web Process ( Process )

---

### **Update-Query Data Flow**

*Description:*

Submission for changes to be made to the Catalog database.

*Source:* Coordinate Web Process ( Process )

*Dest:* Manage Data ( Process )

---

## ***Location – Level 1 Diagram – Coordinate Web Processes:***

### **AA-Access-Granted Data Flow**

*Description:*

Access respective to the user rights of the Academic Affairs head user are granted, pending authentication o

*Source:* Authenticate ( Process )

*Dest:* Academic Affairs ( Source/Sink )

---

### **AA-Final-Approval Data Flow**

*Description:*

The Academic Affairs head user (i.e., Ms. Zimmerman) must approve all final changes to the catalog data

*Source:* Academic Affairs ( Source/Sink )

*Dest:* Change Data ( Process )

---

### **AA-ID-and-Password Data Flow**

*Description:*

The head user from the Academic Affairs office (i.e., Ms. Zimmerman) submits a user ID and password to

*Source:* Academic Affairs ( Source/Sink )

*Dest:* Authenticate ( Process )

---

### **AA-update-Query Data Flow**

*Description:*

The Academic Affairs head user (i.e., Ms. Zimmerman) has the ability to submit information to be update

*Source:* Academic Affairs ( Source/Sink )

*Dest:* Change Data ( Process )

---

### **Academic Affairs Source/Sink**

*Description:*

In actuality, signifies the head user/system administrator (i.e. Ms. Zimmerman), who has complete control

*Input Flows:*

AA-Access-Granted

*Output Flows:*

AA-ID-and-Password

AA-update-Query

AA-Final-Approval

---

### **Admin-Access-Granted Data Flow**

*Description:*

Access respective to the user rights of a College Administrator are granted, pending authentication of the u

*Source:* Authenticate ( Process )

*Dest:* College Administrator ( Source/Sink )

---



### **Admin-ID-and-Password Data Flow**

*Description:*

A College Administrator submits a user ID and password to the system for authentication

*Source:* College Administrator ( Source/Sink )

*Dest:* Authenticate ( Process )

---

### **Administrator-Update-Query Data Flow**

*Description:*

A College Administrator has the ability to submit information to be updated within the database.

*Source:* College Administrator ( Source/Sink )

*Dest:* Change Data ( Process )

---

### **Assistant Dean Source/Sink**

*Description:*

Anyone at the Dean level of the college; has the ability to access the database, make changes, and monitor

*Input Flows:*

Dean-Access-Granted

*Output Flows:*

Dean-ID-and-Password

Dean-Update-Query

Dean-Approval

---

### **Authenticate Process**

*Description:*

Verify username and password at login as valid, authorized user

*Input Flows:*

Dean-ID-and-Password

Department-ID-and-Password

Admin-ID-and-Password

AA-ID-and-Password

Selected-Query-Results

*Output Flows:*

Dean-Access-Granted

Department-Access-Granted

Admin-Access-Granted

AA-Access-Granted

Information-Query

---

### **Catalog DB File**

*Description:*

Database containing all the College catalog information (different from Banner catalog database)

*Input Flows:*

Information-Query

Updated-Query-Results

New-Catalog-Entry

*Output Flows:*

Selected-Query-Results

---

### **Change Data Process**

*Description:*

The process to submit changes to the current data in the catalog database

*Input Flows:*

AA-update-Query  
AA-Final-Approval  
Administrator-Update-Query  
Department-Head-Update-Query  
Dean-Update-Query  
Dean-Approval

*Output Flows:*

Updated-Query-Results  
New-Catalog-Entry

---

### **College Administrator Source/Sink**

*Description:*

Makes changes to administrative policies in areas not included in the schools.

*Input Flows:*

Admin-Access-Granted

*Output Flows:*

Admin-ID-and-Password  
Administrator-Update-Query

---

### **Dean-Access-Granted Data Flow**

*Description:*

Access respective to the user rights of the Assistant Dean are granted, pending authentication of the user ID

*Source:* Authenticate ( Process )

*Dest:* Assistant Dean ( Source/Sink )

---

### **Dean-Approval Data Flow**

*Description:*

The Dean must approve changes made to the departments within its school.

*Source:* Assistant Dean ( Source/Sink )

*Dest:* Change Data ( Process )

---

### **Dean-ID-and-Password Data Flow**

*Description:*

The Assistant Dean submits a user ID and password to the system for authentication

*Source:* Assistant Dean ( Source/Sink )

*Dest:* Authenticate ( Process )

---

### **Dean-Update-Query Data Flow**

*Description:*

The Assistant Dean has the ability to submit information to be updated within the database.

*Source:* Assistant Dean ( Source/Sink )

*Dest:* Change Data ( Process )

---

### **Department Head Source/Sink**

*Description:*

Makes changes to the particular scholastic department

*Input Flows:*

Department-Access-Granted

*Output Flows:*

Department-ID-and-Password

Department-Head-Update-Query

---

### **Department-Access-Granted Data Flow**

*Description:*

Access respective to the user rights of the Department Head are granted, pending authentication of the user

*Source:* Authenticate ( Process )

*Dest:* Department Head ( Source/Sink )

---

### **Department-Head-Update-Query Data Flow**

*Description:*

The Department Head has the ability to submit information to be updated within the database.

*Source:* Department Head ( Source/Sink )

*Dest:* Change Data ( Process )

---

### **Department-ID-and-Password Data Flow**

*Description:*

The Department Head submits a user ID and password to the system for authentication

*Source:* Department Head ( Source/Sink )

*Dest:* Authenticate ( Process )

---

### **Information-Query Data Flow**

*Description:*

Checks with catalog database to make sure user IDs and passwords are saved in the system.

*Source:* Authenticate ( Process )

*Dest:* Catalog DB ( File )

---

### **New-Catalog-Entry Data Flow**

*Description:*

Enters any new catalog entries that were added by any authorized users with the ability to update into the

*Source:* Change Data ( Process )

*Dest:* Catalog DB ( File )

---

### **Selected-Query-Results Data Flow**

*Description:*

Privileges of a particular user (based on the user ID and password submitted in the information query) are

*Source:* Catalog DB ( File )

*Dest:* Authenticate ( Process )

---

### **Updated-Query-Results Data Flow**

*Description:*

Submits any update queries that are approved to the catalog database.

*Source:* Change Data ( Process )

*Dest:* Catalog DB ( File )

---

### ***Location – Authenticate:***

#### **AA-ID-and-Password Data Flow**

*Description:*

The head user from the Academic Affairs office (i.e., Ms. Zimmerman) submits a user ID and password to

*Source:* Academic Affairs ( Source/Sink )

*Dest:* Login Authentication ( Process )

---

#### **Academic Affairs Source/Sink**

*Description:*

In actuality, signifies the head user/system administrator (i.e. Ms. Zimmerman), who has complete control

*Input Flows:*

Access-to-All-Forms

*Output Flows:*

AA-ID-and-Password

---

#### **Access-to-All-Forms Data Flow**

*Description:*

Access to all catalog content is granted

*Source:* Catalog DB ( File )

*Dest:* Academic Affairs ( Source/Sink )

---

#### **Access-to-All-Forms-within-School Data Flow**

*Description:*

Access to all content for a particular school is granted

*Source:* Catalog DB ( File )

*Dest:* Assistant Dean ( Source/Sink )

---

#### **Access-to-Own-Department-Forms Data Flow**

*Description:*

Access to individual departments given to Department Heads

*Source:* Catalog DB ( File )

*Dest:* Department Head ( Source/Sink )

---

#### **Admin-ID-and-Password Data Flow**

*Description:*

A College Administrator submits a user ID and password to the system for authentication

*Source:* College Administrator ( Source/Sink )

*Dest:* Login Authentication ( Process )

---

### **Administrator-Access Data Flow**

*Description:*

College administrator access is granted to their particular office(s).

*Source:* Catalog DB ( File )

*Dest:* College Administrator ( Source/Sink )

---

### **Assistant Dean Source/Sink**

*Description:*

Anyone at the Dean level of the college; has the ability to access the database, make changes, and monitor

*Input Flows:*

Access-to-All-Forms-within-School

*Output Flows:*

Dean-ID-and-Password

---

### **Catalog DB File**

*Description:*

Database containing all the College catalog information (different from Banner catalog database)

*Input Flows:*

User-Access-Level-Selection

*Output Flows:*

Access-to-All-Forms

Access-to-All-Forms-within-School

Access-to-Own-Department-Forms

Administrator-Access

---

### **College Administrator Source/Sink**

*Description:*

Makes changes to administrative policies in areas not included in the schools.

*Input Flows:*

Administrator-Access

*Output Flows:*

Admin-ID-and-Password

---

### **Dean-ID-and-Password Data Flow**

*Description:*

The Assistant Dean submits a user ID and password to the system for authentication

*Source:* Assistant Dean ( Source/Sink )

*Dest:* Login Authentication ( Process )

---

### **Department Head Source/Sink**

*Description:*

Makes changes to the particular scholastic department

*Input Flows:*

Access-to-Own-Department-Forms

*Output Flows:*

Department-Head-ID-and-Password

---

### **Department-Head-ID-and-Password Data Flow**

*Description:*

Department Head's ID and Password are sent to be authenticated

*Source:* Department Head ( Source/Sink )

*Dest:* Login Authentication ( Process )

---

### **Login Authentication Process**

*Description:*

Takes user ID and password and verifies user authority to access the catalog database

*Input Flows:*

AA-ID-and-Password

Dean-ID-and-Password

Department-Head-ID-and-Password

Admin-ID-and-Password

*Output Flows:*

User-Access-Level-Selection

---

### **User-Access-Level-Selection Data Flow**

*Description:*

Access level requested from database

*Source:* Login Authentication ( Process )

*Dest:* Catalog DB ( File )

---

### **Location – Change Data:**

#### **Academic Affairs Source/Sink**

*Description:*

In actuality, signifies the head user/system administrator (i.e. Ms. Zimmerman), who has complete control

*Input Flows:*

Changes

*Output Flows:*

All-Final-Changes

---

### **All-Approved-Department-Changes Data Flow**

*Description:*

Assistant Dean submits changes for their particular school.

*Source:* Assistant Dean ( Source/Sink )

*Dest:* Submits For Academic Affairs Approval ( Process )

---

### **All-Final-Changes Data Flow**

*Description:*

All changes to any part of the catalog are submitted to the catalog database to update the records.

*Source:* Academic Affairs ( Source/Sink )

*Dest:* Catalog DB ( File )

---

**Assistant Dean Source/Sink**

*Description:*

Anyone at the Dean level of the college; has the ability to access the database, make changes, and monitor

*Input Flows:*

Department-Changes

*Output Flows:*

All-Approved-Department-Changes

---

**Catalog DB File**

*Description:*

Database containing all the College catalog information (different from Banner catalog database)

*Input Flows:*

All-Final-Changes

---

**Changes Data Flow**

*Description:*

All changes from all departments, schools, and offices of the college are submitted for Academic Affairs a

*Source:* Submits For Academic Affairs Approval ( Process )

*Dest:* Academic Affairs ( Source/Sink )

---

**College Administrator Source/Sink**

*Description:*

Makes changes to administrative policies in areas not included in the schools.

*Output Flows:*

Pertinent-Administrative-Policy

---

**Course-Info-Check Data Flow**

*Description:*

Verifies that the course information in Banner is correct.

*Source:* Department Head ( Source/Sink )

*Dest:* Submit For Dean Approval ( Process )

---

**Department Head Source/Sink**

*Description:*

Makes changes to the particular scholastic department

*Output Flows:*

Faculty-Info-Check

Department-Info-Changes

Course-Info-Check

---

**Department-Changes Data Flow**

*Description:*

Department heads make changes to only their specific department.

*Source:* Submit For Dean Approval ( Process )

*Dest:* Assistant Dean ( Source/Sink )

---

### **Department-Info-Changes Data Flow**

*Description:*

Submit any changes to the department information.

*Source:* Department Head ( Source/Sink )

*Dest:* Submit For Dean Approval ( Process )

---

### **Faculty-Info-Check Data Flow**

*Description:*

Verifies that the faculty information in Banner is correct.

*Source:* Department Head ( Source/Sink )

*Dest:* Submit For Dean Approval ( Process )

---

### **Pertinent-Administrative-Policy Data Flow**

*Description:*

Submit any college policy changes.

*Source:* College Administrator ( Source/Sink )

*Dest:* Submits For Academic Affairs Approval ( Process )

---

### **Submit For Dean Approval Process**

*Description:*

Process to send approval request to user at Dean level

*Input Flows:*

Faculty-Info-Check

Department-Info-Changes

Course-Info-Check

*Output Flows:*

Department-Changes

---

### **Submits For Academic Affairs Approval Process**

*Description:*

Submit request for final approval on all changes from Academic Affairs

*Input Flows:*

All-Approved-Department-Changes

Pertinent-Administrative-Policy

*Output Flows:*

Changes

---

## ***Location – Level 1 Diagram – Manage Data:***

### **Academic Affairs Source/Sink**

*Description:*

In actuality, signifies the head user/system administrator (i.e. Ms. Zimmerman), who has complete control

*Output Flows:*

Database-Composition-Prompt

---



### **Banner File**

*Description:*

Data store; Database used by Siena College that contains course information and faculty listings; software

*Input Flows:*

Banner-Information-Request

*Output Flows:*

Faculty-Info

Course-Info

---

### **Banner Import Process**

*Description:*

Process to format Banner information from Banner tables and append them to the Catalog DB tables

*Input Flows:*

Database-Composition-Prompt

Faculty-Info

Course-Info

*Output Flows:*

Banner-Information-Request

Banner-Info

---

### **Banner-Info Data Flow**

*Description:*

Updated Banner information submitted to catalog database for storage.

*Source:* Banner Import ( Process )

*Dest:* Catalog DB ( File )

---

### **Banner-Information-Request Data Flow**

*Description:*

Banner requested to update faculty and course information, to prepare for submission to the catalog databa

*Source:* Banner Import ( Process )

*Dest:* Banner ( File )

---

### **Catalog DB File**

*Description:*

Database containing all the College catalog information (different from Banner catalog database)

*Input Flows:*

Banner-Info

Catalog-DB-Information-Request

*Output Flows:*

Catalog-DB-Information-Return

---

### **Catalog-DB-Information-Request Data Flow**

*Description:*

User requests information from the database.

*Source:* Query Handler ( Process )

*Dest:* Catalog DB ( File )

---

### **Catalog-DB-Information-Return Data Flow**

*Description:*

Catalog database returns the information requested in the catalog-DB-information-query.

*Source:* Catalog DB ( File )

*Dest:* Query Handler ( Process )

---

### **Course-Info Data Flow**

*Description:*

Contains information about courses.

*Source:* Banner ( File )

*Dest:* Banner Import ( Process )

---

### **Database-Composition-Prompt Data Flow**

*Description:*

Query to prompt for updated faculty and course information from Banner

*Source:* Academic Affairs ( Source/Sink )

*Dest:* Banner Import ( Process )

---

### **Faculty-Info Data Flow**

*Description:*

Contains faculty information to be added to the database from Banner.

*Source:* Banner ( File )

*Dest:* Banner Import ( Process )

---

### **Query Handler Process**

*Description:*

Allows user to request information from the Catalog DB and sends information back to said user

*Input Flows:*

Catalog-DB-Information-Return

*Output Flows:*

Catalog-DB-Information-Request

---

### **Location – Query Handler:**

#### **All Users Source/Sink**

*Description:*

Any user with the ability to make changes to the catalog

*Input Flows:*

Query-Results

*Output Flows:*

Query-Submission

Updated-Query

---

### **Catalog DB File**

*Description:*

Database containing all the College catalog information (different from Banner catalog database)

*Input Flows:*

Database-Information

*Output Flows:*

Data

---

### **Data Data Flow**

*Description:*

Contains any data coming from the College Catalog DB.

*Source:* Catalog DB ( File )

*Dest:* Format Results ( Process )

---

### **Database-Information Data Flow**

*Description:*

All database information submitted for the catalog.

*Source:* Query ( Process )

*Dest:* Catalog DB ( File )

---

### **Format Results Process**

*Description:*

Format queried results into aesthetically pleasing, easy to read text and possibly graphics

*Input Flows:*

Data

*Output Flows:*

Query-Results

---

### **Query Process**

*Description:*

Request information from Catalog DB

*Input Flows:*

Query-Submission

Updated-Query

*Output Flows:*

Database-Information

---

### **Query-Results Data Flow**

*Description:*

Formatted data returned to any user.

*Source:* Format Results ( Process )

*Dest:* All Users ( Source/Sink )

---

### **Query-Submission Data Flow**

*Description:*

Submit new information to the catalog

*Source:* All Users ( Source/Sink )

*Dest:* Query ( Process )

---

### **Updated-Query Data Flow**

*Description:*

Update information that already exists in the catalog.

*Source:* All Users ( Source/Sink )

*Dest:* Query ( Process )

---

### **Location – Format Results:**

#### **All Users Source/Sink**

*Description:*

Any user with the ability to make changes to the catalog

*Input Flows:*

Query-Results

---

#### **Catalog DB File**

*Description:*

Database containing all the College catalog information (different from Banner catalog database)

*Output Flows:*

Data

---

#### **Convert to HTML Format Process**

*Description:*

Converts parsed text to an HTML format so that it is viewable to the users.

*Input Flows:*

Parced-Text

*Output Flows:*

Query-Results

---

#### **Convert to Parsed Text Process**

*Description:*

Converts any raw data to parsed text.

*Input Flows:*

Data

*Output Flows:*

Parced-Text

---

#### **Data Data Flow**

*Description:*

Contains any data coming from the College Catalog DB.

*Source:* Catalog DB ( File )

*Dest:* Convert to Parsed Text ( Process )

---

**Parced-Text Data Flow**

*Description:*

Parced Text.

*Source:* Convert to Parsed Text ( Process )

*Dest:* Convert to HTML Format ( Process )

---

**Query-Results Data Flow**

*Description:*

Formatted data returned to any user.

*Source:* Convert to HTML Format ( Process )

*Dest:* All Users ( Source/Sink )

---

## 1.5: Logical Data Stores

After consulting with our clients, Ms. Zimmerman and Mr. Smith, our group, in collaboration with IniTech software engineering group, compiled a list of all sections and subsections of the college catalog (as it was prepared for the 2004-2005 academic year). Along with this information, we indicated who would be editing this information, and the chain of command in which any given section will be edited and/or approved.

The following is that compiled list:

### **Table of Contents:**

Source: Text file  
College VP Area: Vice President of Academic Affairs  
Editor: Kate Zimmerman (or appointee)  
Hierarchy: None

### **Communications Directory:**

Source: Text file  
College VP Area: Vice President of Academic Affairs  
Editor: Kate Zimmerman (or appointee)  
Hierarchy: None

### **Academic Calendar:**

Source: Text file  
College VP Area: Vice President of Academic Affairs  
Editor: Kate Zimmerman (or appointee)  
Hierarchy: None

### **Siena College:**

Source: Text file

### *General Information*

College VP Area: President of the College  
Editor: Fr. Kevin Mackin, O.F.M. (or appointee)  
Hierarchy: President → Kate Zimmerman

### *Founding of the College*

College VP Area: President of the College  
Editor: Fr. Kevin Mackin, O.F.M. (or appointee)  
Hierarchy: President → Kate Zimmerman

### *The Franciscan Liberal Arts Tradition*

College VP Area: President of the College  
Editor: Fr. Kevin Mackin, O.F.M. (or appointee)  
Hierarchy: President → Kate Zimmerman

*Mission Statement*

College VP Area: President of the College  
Editor: Fr. Kevin Mackin, O.F.M. (or appointee)  
Hierarchy: President → Kate Zimmerman

*Accreditation*

College VP Area: Vice President for Enrollment and Planning  
Editor: Noel Hogan (or appointee)  
Hierarchy: VPEP → Kate Zimmerman

*Retention Rates*

College VP Area: Vice President for Enrollment and Planning  
Editor: Noel Hogan (or appointee)  
Hierarchy: VPEP → Kate Zimmerman

*Growth of Campus Facilities*

College VP Area: Vice President, Office of the President  
Editor: Fr. James Toal, O.F.M. (or appointee)  
Hierarchy: VPOP → Kate Zimmerman

*Library / Audiovisual Resources*

College VP Area: Vice President of Academic Affairs  
Editor: Linda Richardson (or appointee)  
Hierarchy: VPAA → Kate Zimmerman

*Information & Technology Services*

College VP Area: Vice President of Finance & Administration  
Editor: Paul Stec (or appointee)  
Hierarchy: VPFA → Kate Zimmerman

*Computer Ethics*

College VP Area: Vice President of Finance & Administration  
Editor: Paul Stec (or appointee)  
Hierarchy: VPFA → Kate Zimmerman

*Academic Integrity*

College VP Area: Vice President of Academic Affairs  
Editor: Linda Richardson (or appointee)  
Hierarchy: VPAA → Kate Zimmerman

*Student Records -Family Education Rights &...*

College VP Area: Vice President of Academic Affairs  
Editor: Linda Richardson (or appointee)  
Hierarchy: VPAA → Kate Zimmerman

*Student Access to Records*

College VP Area: Vice President of Academic Affairs  
Editor: Linda Richardson (or appointee)  
Hierarchy: VPAA → Kate Zimmerman

*Siena College Health Requirements*

College VP Area: Vice President of Student Affairs  
Editor: Maryellen Gilroy (or appointee)  
Hierarchy: VPSA → Kate Zimmerman

*Campus Crime Statistics*

College VP Area: Vice President, Office of the President

Editor: Fr. James Toal, O.F.M. (or appointee)

Hierarchy: VPOP → Kate Zimmerman

*Compliance Statements*

College VP Area: Vice President of Finance & Administration

Editor: Paul Stec (or appointee)

Hierarchy: VPFA → Kate Zimmerman

*Changes in College Regulations*

College VP Area: Vice President of Finance & Administration

Editor: Paul Stec (or appointee)

Hierarchy: VPFA → Kate Zimmerman

**Admission to the College:**

Source: Text file

College VP Area: Vice President of Enrollment & Planning

Editor: Noel Hogan (or appointee)

Hierarchy: VPEP → Kate Zimmerman

Subsections: All subsections have the same source, College VP area, editor, and hierarchy.

The following are the subsections for this section:

*General Requirements*

*Interviews*

*High School Course Requirements*

*When & How to Apply*

*Early Admission*

*Early Decision*

*Early Action*

*Higher Education Opportunity Program*

*International Applicants*

*Transfer Students*

*Re-entry Students*

*Non-matriculated Students*

*Auditing Students*

*International Students*

*Advanced Placement*

*International Baccalaureate*

**Undergraduate Tuition & Fees:**

Source: Text file

College VP Area: Vice President of Finance & Administration

Editor: Paul Stec (or appointee)

Hierarchy: VPFA → Kate Zimmerman



Subsections: All subsections have the same source, College VP area, editor, and hierarchy.

The following are the subsections for this section:

- General Info*
- Procedure for Payment*
- Payment by Check*
- Deposit*
- Rooms & Meals*
- Books & Supplies*
- General Estimate of Cost*
- Withdrawals & Refunds*
- Room & Board Fees*

### **Academic Info & Regulations:**

Source: Text file  
College VP Area: Vice President of Academic Affairs  
Editor: Linda Richardson (or appointee)  
Hierarchy: VPAA → Kate Zimmerman

### **Degree Requirements:**

Source: Text file  
College VP Area: Vice President of Academic Affairs  
Editor: Linda Richardson (or appointee)  
Hierarchy: VPAA → Kate Zimmerman

Subsections: All subsections have the same source, College VP area, editor, and hierarchy.

The following are the subsections for this section:

- General Info*
- Core, Concentration, & Electives*
- Core Curriculum*
- Major*
- Changing Schools*
- Change of Major*
- Minor*
- Double Majors*
- Double Degrees - Simultaneous Awarding...*
- Second Degree*
- Transfer Credit for Matriculated Siena Student*
- Graduation*
- Academic Advising*
- Registration*
- Regular & Summer Sessions*
- Day & Evening Sessions*

*Unit of Instruction*  
*Absences from Class*  
*Change of Address*  
*Pass/Fail Option*  
*Adding a Course*  
*Dropping a Course*  
*Examinations*  
*College Proficiency Examinations, Noncoll...*  
*Academic Classification*  
*System of Grading*  
*Grade Reports*  
*Appeal of Assigned Grades*  
*Scholarship Indices (G.P.A)*  
*Repeated Courses*  
*Transcript of Record*  
*Honor Lists*  
*Honor Society*  
*Graduation Honors*  
*Good Academic Standing*  
*Academic Probation & Academic Dismissal*  
*Withdrawing from the College*  
*Separation from the College*  
*Snow Day Procedure*  
*Faculty Attendance Policies*

**Courses of Instruction:**

*Attributes List*

Source: Banner

College VP Area: Vice President of Academic Affairs

Editor: Linda Richardson (or appointee)

Hierarchy: VPAA → Kate Zimmerman

**Multidisciplinary Courses, Certificates, etc.:**

College VP Area: Vice President of Academic Affairs

Editor: Program Director

Hierarchy: Program Director → Kate Zimmerman

**Convivium**

*General Info*

Source: Text file

*Course Desc*

Source: Banner

## **Criminal Justice Minor Environmental Studies Certificate Program**

### *General Info*

Source: Text file

## **Foundations Sequence**

### *General Info*

Source: Text file

### *Course List/Requirements*

Source: Banner

## **Franciscan Service & Advocacy Minor**

### *General Info*

Source: Text file

### *Course List/Requirements*

Source: Banner

### *Course Desc*

Source: Banner

## **Globalization Studies Minor**

### *Professors*

Source: Text file

### *General Info*

Source: Text file

### *Course List/Requirements*

Source: Banner

### *Course Desc*

Source: Banner

## **Health Care Minors**

### *General Info*

Source: Text file

### *Course List/Requirements*

Source: Banner

## **Honors Program**

### *General Info*

Source: Text file

## **International Studies:**

College VP Area: Vice President of Academic Affairs

Editor: Program Director

Hierarchy: Program Director → Kate Zimmerman

## **Foreign Language & Business Cert Program**

### *Professors*

Source: Text file

### *General Info*

Source: Text file

### *Course List/Requirements*

Source: Banner

## **Multicultural Studies Minor**

### *General Info*

Source: Text file

### *Course List/Requirements*

Source: Banner

### *Course Desc*

Source: Banner

## **Peace Studies Certificate Program**

### *Professors*

Source: Text file

### *General Info*

Source: Text file

### *Course Desc*

Source: Banner

## **Women's Studies Minor**

### *General Info*

Source: Text file

### *Course List/Requirements*

Source: Banner

### *Course Desc*

Source: Banner

## **School of Liberal Arts:**

College VP Area: Vice President of Academic Affairs

Hierarchy: Department Head/Program Director → Assistant Dean → Kate Zimmerman

### *Professors*

Source: Text file

Editor: Assistant Dean (or appointee)

### *Course Desc*

Source: Banner

Editor: Assistant Dean (or appointee)

## **American Studies Program**

Editor: Program Director (or appointee)

### *Professors*

Source: Text file

### *General Info*

Source: Text file

### *Course Desc*

Source: Banner

## **Creative Arts**

Editor: Department Head

### *Professors*

Source: Text file

### *General Info*

Source: Text file

### *Course Desc*

Source: Banner

## **Theatre Program**

Editor: Program Director (or appointee)

### *Professors*

Source: Text file

### *General Info*

Source: Text file

### *Course Desc*

Source: Banner

## **Education Dept**

Editor: Department Head

### *Professors*

Source: Text file

### *General Info*

Source: Text file

### *Course Desc*

Source: Banner

**English Dept**

Editor: Department Head

*Professors*

Source: Text file

*General Info*

Source: Text file

*Course Desc*

Source: Banner

**English Honors Program**

Editor: Program Director (or appointee)

*Professors*

Source: Text file

*General Info*

Source: Text file

*Course Desc*

Source: Banner

**History Dept**

Editor: Department Head

*Professors*

Source: Text file

*General Info*

Source: Text file

*Course Desc*

Source: Banner

**History Honors Program**

Editor: Program Director (or appointee)

*Professors*

Source: Text file

*General Info*

Source: Text file

*Course Desc*

Source: Banner

## **Modern Language & Classics Dept**

Editor: Department Head

### *Professors*

Source: Text file

### *General Info*

Source: Text file

### *Course Desc*

Source: Banner

## **American Sign Language**

### *Course Desc*

Source: Banner

## **French**

### *Course Desc*

Source: Banner

## **German**

### *Course Desc*

Source: Banner

## **Russian**

### *Course Desc*

Source: Banner

## **Spanish**

### *Course Desc*

Source: Banner

## **Classics – Latin**

### *Course Desc*

Source: Banner

## **Greek**

### *Course Desc*

Source: Banner

## **Greek Classical Studies**

### *Course Desc*

Source: Banner

**Philosophy Dept**

Editor: Department Head

*Professors*

Source: Text file

*General Info*

Source: Text file

*Course Desc*

Source: Banner

**Political Science Dept**

Editor: Department Head

*Professors*

Source: Text file

*General Info*

Source: Text file

*Course Desc*

Source: Banner

**Psychology Dept**

Editor: Department Head

*Professors*

Source: Text file

*General Info*

Source: Text file

*Course Desc*

Source: Banner

**Religious Studies Dept**

Editor: Department Head

*Professors*

Source: Text file

*General Info*

Source: Text file

*Course Desc*

Source: Banner



**Social Work Dept**

Editor: Department Head

*Professors*

Source: Text file

*General Info*

Source: Text file

*Course Desc*

Source: Banner

**Sociology Dept**

Editor: Department Head

*Professors*

Source: Text file

*General Info*

Source: Text file

*Course Desc*

Source: Banner

**School of Business:**

College VP Area: Vice President of Academic Affairs

Hierarchy: Department Head/Program Director → Assistant Dean → Kate Zimmerman

**Accounting and Business Law**

Editor: Department Head

*Professors*

Source: Text file

*General Info*

Source: Text file

*Course Desc*

Source: Banner

**Business Law***Course Desc*

Source: Banner

**Economics Dept**

Editor: Department Head

*Professors*

Source: Text file

*General Info*

Source: Text file

*Course Desc*

Source: Banner

**Finance Dept**

Editor: Department Head

*Professors*

Source: Text file

*General Info*

Source: Text file

*Course Desc*

Source: Banner

**Marketing Management Dept**

Editor: Department Head

*Professors*

Source: Text file

*General Info*

Source: Text file

*Course Desc*

Source: Banner

**Quantitative Business Analysis Dept**

Editor: Department Head

*Professors*

Source: Text file

*General Info*

Source: Text file

*Course Desc*

Source: Banner

**School of Science:**

College VP Area: Vice President of Academic Affairs

Hierarchy: Department Head/Program Director → Assistant Dean → Kate Zimmerman

**Biology Dept**

Editor: Department Head

*Professors*

Source: Text file

*General Info*

Source: Text file

*Course Desc*

Source: Banner

**Chemistry Dept**

Editor: Department Head

*Professors*

Source: Text file

*General Info*

Source: Text file

*Course Desc*

Source: Banner

**Computer Science Dept**

Editor: Department Head

*Professors*

Source: Text file

*General Info*

Source: Text file

*Course Desc*

Source: Banner

**Environmental Studies Program**

Editor: Department Head

*Professors*

Source: Text file

*General Info*

Source: Text file

*Course Desc*

Source: Banner

## **Mathematics Dept**

Editor: Department Head

### *Professors*

Source: Text file

### *General Info*

Source: Text file

### *Course Desc*

Source: Banner

## **Physics Dept**

Editor: Department Head

### *Professors*

Source: Text file

### *General Info*

Source: Text file

### *Course Desc*

Source: Banner

## **Military Science Department:**

College VP Area: Vice President of Academic Affairs

Editor: Department Head

Hierarchy: Department Head → Kate Zimmerman

### *Professors*

Source: Text file

### *General Info*

Source: Text file

### *Course Desc*

Source: Banner

## **Off Campus Opportunities:**

Source: Text file

College VP Area: Vice President of Academic Affairs

Editor: Program Director

Hierarchy: Program Director → Kate Zimmerman

Subsections: All subsections have the same source, College VP area, editor, and hierarchy.

The following are the subsections for this section:

*Internships General Info*

*Study Abroad General Info*

*Washington Semester General Info*

**Pre-Professional Studies:**

Source: Text file

College VP Area: Vice President of Academic Affairs

Editor: Program Director(s)

Hierarchy: Program Director(s) → Kate Zimmerman

Subsections: All subsections have the same source, College VP area, editor, and hierarchy.

The following are the subsections for this section:

*Pre-Law Studies General Info*

*Pre-Medical, Pre-Dental and other Health-Related Studies General Info*

*Allied Health Professions General Info*

**Affiliation/Articulation Agreements:**

Source: Text file

College VP Area: Vice President of Academic Affairs

Editor: Program Director(s)

Hierarchy: Program Director → Kate Zimmerman

Subsections: All subsections have the same source, College VP area, editor, and hierarchy.

The following are the subsections for this section:

*2- Year Institutions General Info*

*Albany Medical Early Assurance General Info*

*Albany Medical Program in Science, Humanities and Medicine General Info*

*Boston University Goldman School of Graduate Dentistry General Info*

*Business Management Programs General Info*

*Engineering Programs General Info*

*Environmental Science/ Forestry Program General Info*

*Hudson-Mohawk Association General Info*

*Law School Programs General Info*

*Pennsylvania College of Optometry Program General Info*

*Social Work Masters Program General Info*

*SUNY Buffalo School of Dental Medicine Program General Info*

*SUNY College of Optometry Early Assurance Program General Info*

*SUNY College of Optometry Joint Affiliation Program General Info SUNY*

*College of Medicine Early Assurance General Info*

*Temple University College of Podiatric Medicine Program General Info*

**Special Programs:**

Source: Text file

College VP Area: Vice President, Office of the President

Editor: Fr. James Toal, O.F.M. (or appointee)

Hierarchy: VPOP → Kate Zimmerman

Subsections: All subsections have the same source, College VP area, editor, and hierarchy.

The following are the subsections for this section:

*Kieval Institute for Jewish Christian Studies General Info*  
*MLK Jr. and Coretta Scott King Lecture Series on Race and Nonviolent Social Change General Info*  
*Reinhold Niebuhr Institute of Religion and Culture General Info*  
*Siena Business Institute General Info*  
*Siena Research Institute General Info*

**The Siena Community:**

Source: Text file

College VP Area: Vice President, Office of the President

Editor: Maryellen Gilroy (or appointee)

Hierarchy: VPSA → Kate Zimmerman

Subsections: All subsections have the same source, College VP area, editor, and hierarchy.

The following are the subsections for this section:

*Office of College Chaplain General Info*  
*Franciscan Center for Service and Advocacy General Info*  
*Student Life General Info*  
*Student Government General Info*  
*Student Activities General Info*  
*Weekend Activities General Info*  
*Dramatics General Info*  
*Music General Info*  
*Athletics Program General Info*  
*Concerts General Info*  
*Guest Lecturers General Info*  
*Residence Life General Info*  
*Motor Vehicle Registration and Traffic Violations General Info*  
*Dining General Info*  
*Student Services Orientation General Info*  
*Commuter Students General Info*  
*Sarazen Student Union General Info*  
*Multicultural Affairs General Info*  
*Counseling Center General Info*  
*The Writing Center General Info*  
*Office of Tutoring and Services for Students with Disabilities General Info*  
*Learning Support Services General Info*  
*Health Services General Info*

**Career Services:***General Info*

Source: Text document

College VP Area: Vice President of Academic Affairs

Editor: Thomas Denham, Director of the Career Center (or appointee)

Hierarchy: Director of Career Center → Kate Zimmerman

**Financial Aid:**

Source: Text file

College VP Area: Vice President for Enrollment Planning

Editor: Noel Hogan (or appointee)

Hierarchy: VPEP → Kate Zimmerman

Subsections: All subsections have the same source, College VP area, editor, and hierarchy.

The following are the subsections for this section:

*General Info*

*Grants and Scholarships General Info*

*State and Federal Aid Programs General Info*

*Criteria for Renewal of Financial Aid General Info*

*Satisfactory Academic Progress General Info*

*Federal Aid General Info*

*NYS Aid General Info*

*Appealing the Withdrawal of Aid General Info*

*State and Federal Aid Programs Descriptions*

**Directory:**

Source: Banner

Hierarchy: Kate Zimmerman

Subsections: All subsections have the same source, College VP area, editor, and hierarchy.

The following are the subsections for this section:

*Board of Trustees*

*Office of the President*

*Office of the Vice President*

*Athletic Department*

*Office of the College Chaplain*

*Plant Operations*

*Safety and Security*

*Office of VP for Academic Affairs*

*School Officers*

*Career Center*

*HEOP*

*Library/Audio Visual Services*  
*Center for Continuing and Professional Education*  
*Office of International Programs*  
*Office of the Registrar*  
*Office of Tutoring and Services for Students with Disabilities*  
*Writing Center*  
*Office of the VP for Community and Public Affairs*  
*Siena Research Insititute*  
*WVCR*  
*Office of VP for Enrollment and Planning*  
*Office of Admissions*  
*Office of Financial Aid*  
*Communications*  
*Office of Enrollment and Planning*  
*Office of the VP for Finance and Administation*  
*Business Affairs*  
*Human Resources*  
*Information & Technology Services*  
*Post Office*  
*Purchasing*  
*Office of VP for Institutional Advancement*  
*Alumni Relations*  
*Annual Fund*  
*Office of the VP for Student Affairs*  
*Counseling Center*  
*Franciscan Center for Service and Advocacy*  
*Health Services*  
*Residence Life*  
*Campus Programs*  
*Multicultural Affairs*  
*Full-Time Faculty*  
*Part-Time Faculty*  
*Professors Emeriti*  
*Vice President Emeritus*  
*Registrar Emerita*

The final subsection does not follow the same format, and is as follows:

*Committees of the College*

Source: Text file

College VP Area: Vice President of Academic Affairs

Editor: Kate Zimmerman

Hierarchy: None



**Index:**

Source: Text File  
Editor: Publisher  
Hierarchy: Publisher → Kate Zimmerman

**Directions to the College:**

Source: Text document  
College VP Area: Vice President, Office of the President  
Editor: Fr. James Toal, O.F.M. (or appointee)  
Hierarchy: VPOP → Kate Zimmerman

Additionally, our group, in a collaborative effort with IniTech, we met with Jim Serbalik, Director of the Registrar, and Stephanie Kot, a staff member in Information & Technology Services (I&TS). Mr. Serbalik and Ms. Kot informed us of the forms and the tables (associated with the forms) that we would need access to from Banner to gather information for our database.

The following are a list of the tables and fields necessary for our database, organized by the forms we would need access to from Banner:

**Form: SCARRES (owned by Registrar)***Table: SCRRCOL*

Fields: SCRRCOL\_SUBJ\_CODE  
SCRRCOL\_CRSE\_NUMB  
SCRRCOL\_EFF\_TERM  
SCRRCOL\_REC\_TYPE  
SCRRCOL\_COLL\_IND  
SCRRCOL\_COLL\_CODE  
SCRRCOL\_ACTIVITY\_DATE

*Table: SCRRMAJ*

Fields: SCRRMAJ\_SUBJ\_CODE  
SCRRMAJ\_CRSE\_NUMB  
SCRRMAJ\_EFF\_TERM  
SCRRMAJ\_REC\_TYPE  
SCRRMAJ\_MAJOR\_IND  
SCRRMAJ\_MAJR\_CODE  
SCRRMAJ\_ACTIVITY\_DATE

*Table: SCRRCLS*

Fields: SCRRCLS\_SUBJ\_CODE  
SCRRCLS\_CRSE\_NUMB  
SCRRCLS\_EFF\_TERM  
SCRRCLS\_REC\_TYPE  
SCRRCLS\_CLASS\_IND  
SCRRCLS\_CLAS\_CODE  
SCRRCLS\_ACTIVITY\_DATE

*Table: SCRRLVL*

Fields: SCRRLVL\_SUBJ\_CODE  
SCRRLVL\_CRSE\_NUMB  
SCRRLVL\_EFF\_TERM  
SCRRLVL\_REC\_TYPE  
SCRRLVL\_LEVEL\_IND  
SCRRLVL\_LEVEL\_CODE  
SCRRLVL\_ACTIVITY\_DATE

*Table: SCRRDEG*

Fields: SCRRDEG\_SUBJ\_CODE  
SCRRDEG\_CRSE\_NUMB  
SCRRDEG\_TERM\_CODE\_EFFECTIVE  
SCRRDEG\_REC\_TYPE  
SCRRDEG\_ACTIVITY\_DATE  
SCRRDEG\_DEGC\_IND  
SCRRDEG\_DEGC\_CODE

*Table: SCRRPRG*

Fields: SCRRPRG\_SUBJ\_CODE  
SCRRPRG\_CRSE\_NUMB  
SCRRPRG\_TERM\_CODE\_EFFECTIVE  
SCRRPRG\_REC\_TYPE  
SCRRPRG\_ACTIVITY\_DATE  
SCRRPRG\_PROGRAM\_IND  
SCRRPRG\_PROGRAM

*Table: SCRRCAM*

Fields: SCRRCAM\_SUBJ\_CODE  
SCRRCAM\_CRSE\_NUMB  
SCRRCAM\_EFF\_TERM  
SCRRCAM\_REC\_TYPE  
SCRRCAM\_CAMP\_IND  
SCRRCAM\_CAMP\_CODE  
SCRRCAM\_ACTIVITY\_DATE

**Form: SCABASE (owned by Registrar)**

*Table: SCBCRKY*

Fields: SCBCRKY\_SUBJ\_CODE  
SCBCRKY\_CRSE\_NUMB  
SCBCRKY\_TERM\_CODE\_START  
SCBCRKY\_TERM\_CODE\_END  
SCBCRKY\_ACTIVITY\_DATE

**Form: SCADETL (owned by Registrar)**

*Table: SCREQIV*

Fields: SCREQIV\_SUBJ\_CODE  
SCREQIV\_CRSE\_NUMB  
SCREQIV\_EFF\_TERM  
SCREQIV\_SUBJ\_CODE\_EQIV  
SCREQIV\_CRSE\_NUMB\_EQIV  
SCREQIV\_START\_TERM  
SCREQIV\_END\_TERM  
SCREQIV\_ACTIVITY\_DATE

*Table: SCRFEEES*

Fields: SCRFEEES\_SUBJ\_CODE  
SCRFEEES\_CRSE\_NUMB  
SCRFEEES\_EFF\_TERM  
SCRFEEES\_DETL\_CODE  
SCRFEEES\_FEE\_IND  
SCRFEEES\_FEE\_IND\_IND  
SCRFEEES\_FEE\_AMOUNT  
SCRFEEES\_ACTIVITY\_DATE  
SCRFEEES\_FTYPE\_CODE

*Table: SCRATTR*

Fields: SCRATTR\_SUBJ\_CODE  
SCRATTR\_CRSE\_NUMB  
SCRATTR\_EFF\_TERM  
SCRATTR\_ATTR\_CODE  
SCRATTR\_ACTIVITY\_DATE

*Table: SCBSUPP*

Fields: SCBSUPP\_SUBJ\_CODE  
SCBSUPP\_CRSE\_NUMB  
SCBSUPP\_EFF\_TERM  
SCBSUPP\_TOPS\_CODE  
SCBSUPP\_OCCS\_CODE  
SCBSUPP\_CCSL\_CODE  
SCBSUPP\_COOP\_ED\_IND  
SCBSUPP\_ACTIVITY\_DATE  
SCBSUPP\_PERM\_DIST\_IND  
SCBSUPP\_CUDA\_CODE  
SCBSUPP\_CUDB\_CODE  
SCBSUPP\_CUDC\_CODE  
SCBSUPP\_CUDD\_CODE  
SCBSUPP\_CUDE\_CODE  
SCBSUPP\_CUDF\_CODE  
SCBSUPP\_CREDIT\_CATEGORY\_IND

*Table: SCBDESC*

Fields: SCBDESC\_SUBJ\_CODE  
SCBDESC\_CRSE\_NUMB  
SCBDESC\_TERM\_CODE\_EFF  
SCBDESC\_ACTIVITY\_DATE  
SCBDESC\_USER\_ID  
SCBDESC\_TEXT\_NARRATIVE  
SCBDESC\_TERM\_CODE\_END

*Table: SCRTEXT*

Fields: SCRTEXT\_SUBJ\_CODE  
SCRTEXT\_CRSE\_NUMB  
SCRTEXT\_EFF\_TERM  
SCRTEXT\_TEXT\_CODE  
SCRTEXT\_SEQNO  
SCRTEXT\_TEXT  
SCRTEXT\_ACTIVITY\_DATE

*Table: SCRCORQ*

Fields: SCRCORQ\_SUBJ\_CODE  
SCRCORQ\_CRSE\_NUMB  
SCRCORQ\_EFF\_TERM  
SCRCORQ\_SUBJ\_CODE\_CORQ  
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SCRCORQ\_ACTIVITY\_DATE

*Table: SCRSBGI*

Fields: SCRSBGI\_SUBJ\_CODE  
SCRSBGI\_CRSE\_NUMB  
SCRSBGI\_EFF\_TERM  
SCRSBGI\_SBG\_CODE  
SCRSBGI\_AGREEMENT\_DATE  
SCRSBGI\_ACTIVITY\_DATE

**Form: SCACRSE (owned by Registrar)**

*Table: SCRLEVEL*

Fields: SCRLEVEL\_SUBJ\_CODE  
SCRLEVEL\_CRSE\_NUMB  
SCRLEVEL\_EFF\_TERM  
SCRLEVEL\_LEVEL\_CODE  
SCRLEVEL\_ACTIVITY\_DATE

*Table: SCRGMOD*

Fields: SCRGMOD\_SUBJ\_CODE  
SCRGMOD\_CRSE\_NUMB  
SCRGMOD\_EFF\_TERM  
SCRGMOD\_GMOD\_CODE  
SCRGMOD\_ACTIVITY\_DATE  
SCRGMOD\_DEFAULT\_IND

*Table: SCRSCHD*

Fields: SCRSCHD\_SUBJ\_CODE  
SCRSCHD\_CRSE\_NUMB  
SCRSCHD\_EFF\_TERM  
SCRSCHD\_SCHD\_CODE  
SCRSCHD\_ACTIVITY\_DATE  
SCRSCHD\_WORKLOAD  
SCRSCHD\_MAX\_ENRL  
SCRSCHD\_ADJ\_WORKLOAD  
SCRSCHD\_INSM\_CODE

*Table: SCRCPRT*

Fields: SCRCPRT\_SUBJ\_CODE  
SCRCPRT\_CRSE\_NUMB  
SCRCPRT\_TERM\_CODE\_EFF  
SCRCPRT\_ACTIVITY\_DATE  
SCRCPRT\_USER\_ID  
SCRCPRT\_PARS\_CODE  
SCRCPRT\_PARS\_PREF\_NUMBER

*Table: SCRCRDF*

Fields: SCRCRDF\_SUBJ\_CODE  
SCRCRDF\_CRSE\_NUMB  
SCRCRDF\_TERM\_CODE\_EFF  
SCRCRDF\_ACTIVITY\_DATE  
SCRCRDF\_USER\_ID  
SCRCRDF\_RDEF\_CODE  
SCRCRDF\_RDEF\_PREF\_NUMBER

*Table: SCBCRSE*

Fields: SCBCRSE\_SUBJ\_CODE  
SCBCRSE\_CRSE\_NUMB  
SCBCRSE\_EFF\_TERM  
SCBCRSE\_COLL\_CODE  
SCBCRSE\_DIVS\_CODE  
SCBCRSE\_DEPT\_CODE  
SCBCRSE\_CSTA\_CODE  
SCBCRSE\_TITLE  
SCBCRSE\_CIPC\_CODE  
SCBCRSE\_CREDIT\_HR\_IND  
SCBCRSE\_CREDIT\_HR\_LOW  
SCBCRSE\_CREDIT\_HR\_HIGH  
SCBCRSE\_LEC\_HR\_IND  
SCBCRSE\_LEC\_HR\_LOW  
SCBCRSE\_LEC\_HR\_HIGH  
SCBCRSE\_LAB\_HR\_IND  
SCBCRSE\_LAB\_HR\_LOW  
SCBCRSE\_LAB\_HR\_HIGH  
SCBCRSE\_OTH\_HR\_IND  
SCBCRSE\_OTH\_HR\_LOW  
SCBCRSE\_OTH\_HR\_HIGH  
SCBCRSE\_BILL\_HR\_IND  
SCBCRSE\_BILL\_HR\_LOW  
SCBCRSE\_BILL\_HR\_HIGH  
SCBCRSE\_APRV\_CODE  
SCBCRSE\_REPEAT\_LIMIT  
SCBCRSE\_PWAV\_CODE  
SCBCRSE\_TUIW\_IND  
SCBCRSE\_ADD\_FEES\_IND  
SCBCRSE\_ACTIVITY\_DATE  
SCBCRSE\_CONT\_HR\_LOW  
SCBCRSE\_CONT\_HR\_HIGH  
SCBCRSE\_CONT\_HR\_IND  
SCBCRSE\_CEU\_IND  
SCBCRSE\_REPS\_CODE  
SCBCRSE\_MAX\_RPT\_UNITS  
SCBCRSE\_CAPP\_PREREQ\_TEST\_IND

SCBCRSE\_DUNT\_CODE  
SCBCRSE\_NUMBER\_OF\_UNITS

**Form: SCAPREQ (owned by Registrar)**

*Table: SCRRTST*

Fields: SCRRTST\_SUBJ\_CODE  
SCRRTST\_CRSE\_NUMB  
SCRRTST\_TERM\_CODE\_EFF  
SCRRTST\_SEQNO  
SCRRTST\_TESC\_CODE  
SCRRTST\_TEST\_SCORE  
SCRRTST\_SUBJ\_CODE\_PREQ  
SCRRTST\_CRSE\_NUMB\_PREQ  
SCRRTST\_LEVL\_CODE  
SCRRTST\_MIN\_GRDE  
SCRRTST\_CONCURRENCY\_IND  
SCRRTST\_CONNECTOR  
SCRRTST\_LPAREN  
SCRRTST\_RPAREN  
SCRRTST\_ACTIVITY\_DATE

*Table: SCRRARE*

Fields: SCRRARE\_SUBJ\_CODE  
SCRRARE\_CRSE\_NUMB  
SCRRARE\_TERM\_CODE\_EFFECTIVE  
SCRRARE\_ACTIVITY\_DATE  
SCRRARE\_SEQNO  
SCRRARE\_AREA

*Table: SCBCRSE*

Fields: SCBCRSE\_SUBJ\_CODE  
SCBCRSE\_CRSE\_NUMB  
SCBCRSE\_EFF\_TERM  
SCBCRSE\_COLL\_CODE  
SCBCRSE\_DIVS\_CODE  
SCBCRSE\_DEPT\_CODE  
SCBCRSE\_CSTA\_CODE  
SCBCRSE\_TITLE  
SCBCRSE\_CIPC\_CODE  
SCBCRSE\_CREDIT\_HR\_IND  
SCBCRSE\_CREDIT\_HR\_LOW  
SCBCRSE\_CREDIT\_HR\_HIGH  
SCBCRSE\_LEC\_HR\_IND  
SCBCRSE\_LEC\_HR\_LOW  
SCBCRSE\_LEC\_HR\_HIGH  
SCBCRSE\_LAB\_HR\_IND  
SCBCRSE\_LAB\_HR\_LOW  
SCBCRSE\_LAB\_HR\_HIGH

SCBCRSE\_OTH\_HR\_IND  
SCBCRSE\_OTH\_HR\_LOW  
SCBCRSE\_OTH\_HR\_HIGH  
SCBCRSE\_BILL\_HR\_IND  
SCBCRSE\_BILL\_HR\_LOW  
SCBCRSE\_BILL\_HR\_HIGH  
SCBCRSE\_APRV\_CODE  
SCBCRSE\_REPEAT\_LIMIT  
SCBCRSE\_PWAV\_CODE  
SCBCRSE\_TUIW\_IND  
SCBCRSE\_ADD\_FEES\_IND  
SCBCRSE\_ACTIVITY\_DATE  
SCBCRSE\_CONT\_HR\_LOW  
SCBCRSE\_CONT\_HR\_HIGH  
SCBCRSE\_CONT\_HR\_IND  
SCBCRSE\_CEU\_IND  
SCBCRSE\_REPS\_CODE  
SCBCRSE\_MAX\_RPT\_UNITS  
SCBCRSE\_CAPP\_PREREQ\_TEST\_IND  
SCBCRSE\_DUNT\_CODE  
SCBCRSE\_NUMBER\_OF\_UNITS

**Form: PPAIDEN (owned by Human Resources)**

*Table: SPRIDEN*

Fields: SPRIDEN\_PIDM  
SPRIDEN\_ID  
SPRIDEN\_LAST\_NAME  
SPRIDEN\_FIRST\_NAME  
SPRIDEN\_MI  
SPRIDEN\_CHANGE\_IND  
SPRIDEN\_ENTITY\_IND  
SPRIDEN\_ACTIVITY\_DATE  
SPRIDEN\_USER  
SPRIDEN\_ORIGIN  
SPRIDEN\_SEARCH\_LAST\_NAME  
SPRIDEN\_SEARCH\_FIRST\_NAME  
SPRIDEN\_SEARCH\_MI  
SPRIDEN\_SOUNDEX\_LAST\_NAME  
SPRIDEN\_SOUNDEX\_FIRST\_NAME  
SPRIDEN\_NTYP\_CODE  
SPRIDEN\_CREATE\_USER  
SPRIDEN\_CREATE\_DATE  
SPRIDEN\_DATA\_ORIGIN



*Table: PEBEMPL*

Fields: PEBEMPL\_PIDM  
PEBEMPL\_EMPL\_STATUS  
PEBEMPL\_COAS\_CODE\_HOME  
PEBEMPL\_ORGN\_CODE\_HOME  
PEBEMPL\_COA\_CODE\_DIST  
PEBEMPL\_ORGN\_CODE\_DIST  
PEBEMPL\_ECLS\_CODE  
PEBEMPL\_LCAT\_CODE  
PEBEMPL\_BCAT\_CODE  
PEBEMPL\_FIRST\_HIRE\_DATE  
PEBEMPL\_CURRENT\_HIRE\_DATE  
PEBEMPL\_ADJ\_SERVICE\_DATE  
PEBEMPL\_SENIORITY\_DATE  
PEBEMPL\_LREA\_CODE  
PEBEMPL\_LOA\_BEG\_DATE  
PEBEMPL\_LOA\_END\_DATE  
PEBEMPL\_TREA\_CODE  
PEBEMPL\_TERM\_DATE  
PEBEMPL\_I9\_FORM\_IND  
PEBEMPL\_I9\_DATE  
PEBEMPL\_I9\_EXPIRE\_DATE  
PEBEMPL\_ACTIVITY\_DATE  
PEBEMPL\_WKPR\_CODE  
PEBEMPL\_FLSA\_IND  
PEBEMPL\_STGR\_CODE  
PEBEMPL\_DAYS\_IN\_CANADA  
PEBEMPL\_1042\_RECIPIENT\_CD  
PEBEMPL\_INTERNAL\_FT\_PT\_IND  
PEBEMPL\_DICD\_CODE  
PEBEMPL\_EGRP\_CODE  
PEBEMPL\_IPEDS\_SOFT\_MONEY\_IND  
PEBEMPL\_FIRST\_WORK\_DATE  
PEBEMPL\_LAST\_WORK\_DATE  
PEBEMPL\_CALIF\_PENSION\_IND  
PEBEMPL\_NRSI\_CODE  
PEBEMPL\_SSN\_LAST\_NAME  
PEBEMPL\_SSN\_FIRST\_NAME  
PEBEMPL\_SSN\_MI  
PEBEMPL\_SSN\_SUFFIX  
PEBEMPL\_JBLN\_CODE  
PEBEMPL\_COLL\_CODE  
PEBEMPL\_CAMP\_CODE

In order to have a better understanding of how these tables apply to our system, we have provided a couple of examples of information we would need. One example provides information for a department (to keep our information consistent, specifically the Computer Science Department), and one example will provide material from Banner for the Directory information of the catalog.

If we needed to retrieve course information for the Computer Science Department, we would be looking for information that would affect the SCACRSE, SCAPREQ, and SCADETL database forms. From the SCBCRSE table, which affects the SCACRSE form, we would need information such as SCBCRSE\_CRSE\_NUMB, SCBCRSE\_TITLE, SCBCRSE\_CREDIT\_HR\_IND, SCBCRSE\_CREDIT\_HR\_LOW, SCBCRSE\_CREDIT\_HR\_HIGH, SCBCRSE\_LEC\_HR\_IND, SCBCRSE\_LEC\_HR\_LOW, SCBCRSE\_LEC\_HR\_HIGH, SCBCRSE\_LAB\_HR\_IND, SCBCRSE\_LAB\_HR\_LOW, SCBCRSE\_LAB\_HR\_HIGH, SCBCRSE\_OTH\_HR\_IND, SCBCRSE\_OTH\_HR\_LOW, SCBCRSE\_OTH\_HR\_HIGH, SCBCRSE\_BILL\_HR\_IND, SCBCRSE\_BILL\_HR\_LOW, SCBCRSE\_BILL\_HR\_HIGH, SCBCRSE\_REPEAT\_LIMIT, SCBCRSE\_CAPP\_PREREQ\_TEST\_IND.

If we needed to retrieve course information for the Directory, we would be looking for listings of faculty, staff, administrators, and Board of Trustee members, to name a few. Therefore, we would need information from tables that affect the PPAIDEN forms. From the SPRIDEN table, we would need the following fields: SPRIDEN\_LAST\_NAME, SPRIDEN\_FIRST\_NAME, SPRIDEN\_MI, SPRIDEN\_CHANGE\_IND, SPRIDEN\_ENTITY\_IND, SPRIDEN\_USER, SPRIDEN\_ORIGIN, SPRIDEN\_DATA\_ORIGIN.

It is possible that we will need more information from these tables than what we have listed, as we have not actually seen the tables and may need more fields provided within them upon actually seeing what is stored inside those fields.

## **1.6: Logical Format of Data Files and Databases**

The information used to develop our catalog will be stored in a database system. As we have determined from information from our clients, the data needed to create the college catalog are typically text documents, since text files are what is sent to the catalog publisher. Also, text files allows for easier editing for any users. Therefore, our database will have tables that will store our information in text files.

As we have stated in the last section, we will also need to copy Banner tables into our database, as Banner contains the most up-to-date information about courses and faculty. The information that we retrieve from Banner will also be stored in text format, allowing the entire document to be visible within Microsoft Word, or any other word processing program.

## 2.1: GUI Testing

### Requirements Inventory

- To test that all screens are properly displayed on monitors of various sizes.
- To test the connectivity between the database and the system.
- To test that all information inputted is kept in a secure database, avoiding misuse.
- To test that information in the database stays updated in real time
- To test that all links, scroll bars, drop boxes, and submit buttons work on all the screens.
- To test that the system can decipher text boxes to have proper read or write access

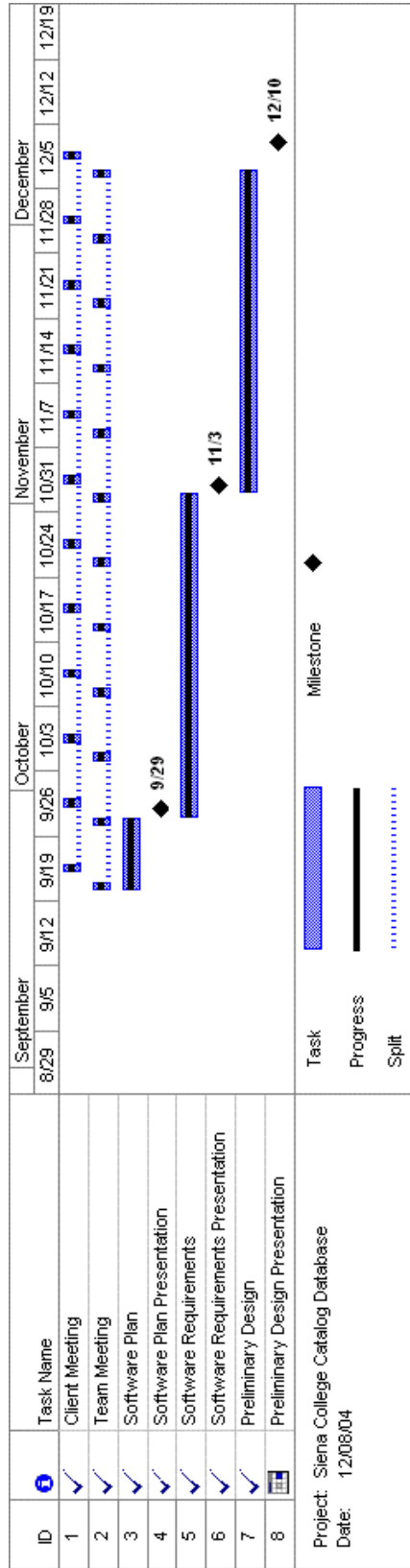
### Design Inventory

The design inventory for testing is going to incorporate all of the different screens that will be used in the system. The system will use a different set of screens for different users. The type of screen the user would interact with will be determined by the permissions that each user is allotted. The first screen is the login screen. For this screen we will test that the system will log the user into its system and transfer the user to their proper section of the system.

Every screen that is involved in the system will have to be tested. These tests will include the obvious tests of all links and buttons on the screens. Besides those test, all pages will require specific tests. These tests will be used to make sure that the screens are able to submit the proper information to the database which is the principle software behind the system.

The other screens that will be tested are the catalog text editor pages. These pages will be tested to make sure that one side is read-only while the other side of the screen is a carbon copy with write access to make changes. This screen will consist of text editor software that is opened twice on the same screen. Also we will test the text editor to make sure that all changes are viewer friendly by changing the text color of edited material on the write-access side.

### 3.A: Gantt Chart



### 3.B: Glossary of Terms

**Access** – A relational database running under Microsoft Windows.

**Browser** – An application program that provides a way to look at and interact with all the information on the World Wide Web.

**Code** – Symbolic arrangement of data or instructions in a computer program, or a set of such instructions.

**Controlled Decentralized** – An organizational structure for teams, in which a team leader is defined, but all problem solving and decision-making is the responsibility of the group.

**Database** – An information management system used for storing and retrieving related data.

**Data Store** – Generic physical files that contain data necessary for the program, but which is external from the software developed.

**Data flow diagram** – A representation of the functional decomposition of a system.

**Dreamweaver** – A program used in the development of web pages.

**Gantt Chart** – A graphical-based, progressive timeline containing relevant dates, often used with regard to planning and tracking a project.

**GUI** – *Graphical User Interface*: A user interface based on graphics (icons, pictures, and menus) instead of text; uses a mouse as well as a keyboard as an input device.

**HTML** – *Hypertext Transfer Markup Language*: A markup language used to structure text and multimedia documents and to set up hypertext links between documents, used extensively on the World Wide Web.

**Hypertext** – A computer-based text retrieval system that enables a user to access particular locations in web pages or other electronic documents by clicking on links within specific web pages or documents.

**Internet** – An interconnected system of networks that connects computers around the world via the TCP/IP protocol.

**Java Script** – A language used in the development of web pages.

**Linear Sequential Model** – Sometimes called the *classic life cycle* or the *waterfall model*, this model, originally developed by W.W. Royce, suggests a systematic, sequential approach to software development that begins at the system level and progresses through analysis, design, coding, testing, and support.

**mySQL** – Open-Source database software

**Network** – A network of data processing nodes that is interconnected for the purpose of data communication.

**Open-Source** – A method and philosophy for software licensing and distribution designed to encourage use and improvement of software by making the code freely available.

**Oracle** – A relational database management system that runs on most mainframe, micro, and personal computers.

**PHP** – PHP: Hypertext Preprocessor (server-side scripting language).

**Process** – An activity that changes or manipulates data.

**Protocol** – A standard procedure for regulating data transmission between computers.

**Query** – A data retrieval request.

**Relational Database** – A database system in which any database file can be a component of more than one of the database's tables.

**Software** – Written programs, procedures, or rules and associated documentation pertaining to the operation of a computer system and that are stored in read/write memory.

**SQL** – *Structured Query Language*: A language used in the creation and maintenance of databases.

**Use Case** – Set of scenarios that show a usage of the system by a certain user.

**User** – An individual that has signed onto a system and has been assigned a user name and password.

**Username** – A system created login for users.

**Universal User** – Any person, whether directly or indirectly involved with the system, who has the ability to perform certain functions. In the case of the *Siena College Catalog Project*, any universal user has the ability to view the Siena College Catalog via the Internet.

**Visual Basic** – A popular event-driven visual programming system from Microsoft Corporation for Microsoft Windows.

**Web-based** – Uses the World Wide Web (via HTML) on the Internet to gain access to the system.