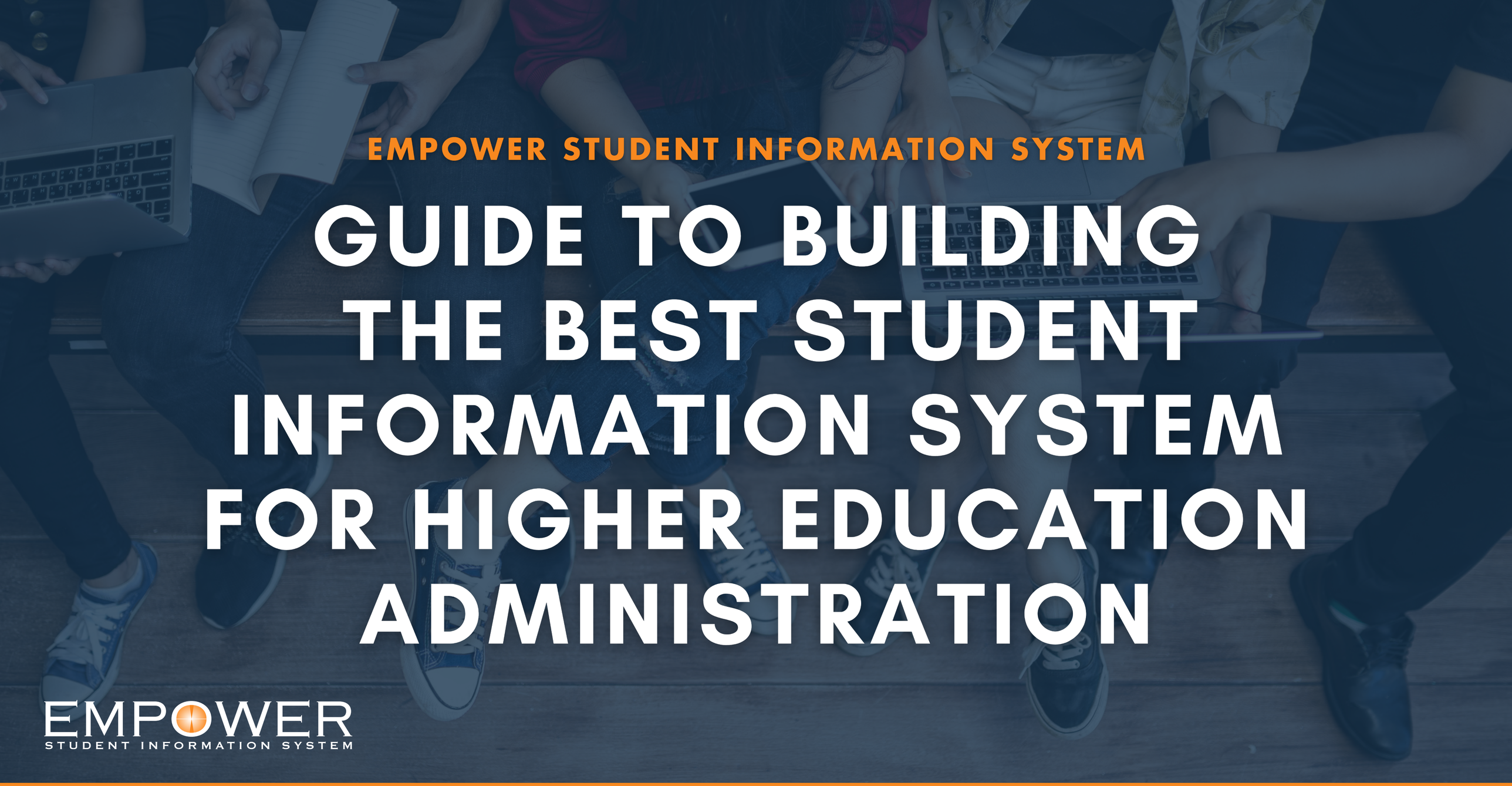

EMPOWER STUDENT INFORMATION SYSTEM

GUIDE TO BUILDING THE BEST STUDENT INFORMATION SYSTEM FOR HIGHER EDUCATION ADMINISTRATION

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When it comes to building a solid Student Information System, or SIS, there are many factors to consider. Having the right SIS makes life easier not just for the students themselves, but for your higher education administration as well.

With so many different departments and faculty, your school's student information system needs to be a well-oiled machine. Your administration should be running smoothly and efficiently without constantly hitting bumps in the road that slow everything down.

Our guide to building the best SIS for higher education administration will show you what it takes to build a system that works for everybody.

#1

Enrollment

Let’s start at the beginning with enrolling students into your school: the best SIS needs to make this process less burdensome on your faculty.

The sole purpose of a school’s registrar’s office is to work on behalf of its students, but without student registration software, those tasks can become muddled and inaccurate.

The software should cover a wide breadth of focus, which means your staff won’t be spending time moving from solution to solution.

The tedious, repetitive tasks of the past need to be easily taken care of with automated capabilities.

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#2

Billing

A school's billing and receivables department is one of its most critical functions. Automated software makes this task so much simpler and easier with automated software for automatic payments.

Students should have the ability to pay their tuition online through a simple-to-use web portal. This frees up precious time for your administration.

Employees will need to perform related actions like cashiering and collections in an easy way.

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#3

Recruitment

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The best SIS software makes it easy to find and recruit the best students.

Especially for smaller schools, you need a system that allows you to be aggressive with recruitment. Every student matters no matter what size school you run, but it is especially true for smaller schools.

Staff who don't use software for admissions are prone to making mistakes on repetitive tasks that can be completed seamlessly with an automated solution.

LET'S FACE IT: FINANCIAL AID CAN BE A VERY COMPLICATED PROCESS.

The best student information systems need to simplify this task.

A good SIS will make calculating and distributing financial aid quick, easy, and accurate.

Your SIS should enable your staff to manage all types of aid, loans, and rules within one unified platform. If students are waiting long periods of time to hear back about financial aid, they are more likely to start looking elsewhere for their education.

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#4

Financial Aid

#5

Higher Education Payroll

In order to truly build the best SIS, it needs to make life easier for your payroll department and simplify payday for your employees.

It should have all of the standard features: deductions, taxation, EFT and PTO.

Additionally, it should include special processes to support contract faculty, grant-related salaries, payments to clergy and religious, and student work-study recipients.

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#6

Human Resources

Does your SIS make it easy to confidentially and seamlessly administer key faculty and staff data? If not, it needs to.

All related departments should be able to share the information they need.

Manage everything from complex workload calculations, to academic credentials and history, to department rosters, to open and filled positions. It should also provide grade analysis and reporting, daily teaching schedules, team teaching assignments and advising load information.

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