PRE-LAUNCH PILOT KICKOFF

System for Undergraduate Petition Review (SUPR)
WELCOME

BY DAVID BLASKO, EXECUTIVE DIRECTOR, UNIVERSITY FACULTY SENATE OFFICE

- PROJECT SPONSOR
PROJECT TEAM

- Senate Office Staff
  - Anna Butler
  - Kathe Craig
- Enterprise Application Team
  - Shelley Butler Patrick
  - Barbara Davies
  - Jason Morris
PILOT PARTICIPANTS

UNITS

- College of Engineering
- College of Health and Human Development
- Division of Undergraduate Studies
- Office of the Vice President for Commonwealth Campuses (University College)
- Penn State Altoona
- Penn State Erie
- World Campus
STAKEHOLDER OFFICES

- Bursar
- Education Abroad
- LionPATH
- Global Programs (Immigration and Sponsorship)
- Registrar
- Student Aid
- Student Conduct
- World Campus
SENATE SUBCOMMITTEE ON UNDERGRADUATE PETITION REVIEW

- Joyce Furfaro
- Peggy Johnson
- Elizabeth King
- Jacob Moore
- Mari Pierce
- Jay Precht
- Janina Safran
- Keith Shapiro
- Stephen Van Hook (Chair)
- Tiffany Whitcomb
PILOT OVERVIEW

Senate Office Staff

- Anna Butler
- Kathe Craig
IMPORTANT INFORMATION

- Launch Date is Wednesday, July 14
- Students required to use new *Structured Student Letter*
- Parallel Processes in Box and SUPR
  - Submitters will upload Petition Cover Sheet ONLY into Box
  - Submitters will upload all required documentation into SUPR and submit petition request form
- Students not included initially in the pilot phase
  - After processes and tasks have been verified, monitored, and updated as needed, then students will be provided the link and information to submit petitions to authorized submitters
OVERVIEW OF TEAMS

- Overview of Teams
  - Overview of Channels
  - Files in Your Role’s Channel
    - Expectations for Specific Roles
    - User Guide for Your Role
  - Review of Some Common Expectations
  - Using SUPR Calendar in Teams
  - Touchpoint Meetings
Report Problems or Suggest Improvements using **SUPR Reporting Form**
- Form produces a PDF Document
- Send finished document to **SUPR Staff**
- For Emergencies, please contact **SUPR Staff**
TECHNICAL OVERVIEW

Enterprise Application Team

- Shelley Butler Patrick
- Barbara Davies
- Jason Morris
TECHNICAL OVERVIEW

- Short demo
- To Check Status of a Student Petition
  - Log into Global Connect
  - Form Link [HERE](#)
    - Enter Student Number (Like 900000000)
    - Enter Student’s Last Name
    - Hit TAB (NOT Enter)
    - Form will show petition(s) for student entered along with their status(es) – since SUPR has started
- User Guides
PILOT LAUNCH DATE

- Launch Date is Wednesday, July 14, 2021
- Email will be sent by SUPR Staff when official launch happens