



GEORGETOWN UNIVERSITY LAW CENTER

Office of the Dean

February 20, 2009

Dear Students:

After two years of intensive preparation, Georgetown University is in the process of implementing a new student information system, called Banner, for the 2009-2010 year. Banner is one of the most popular systems of its kind in the United States – for example, Yale, Brown, Notre Dame and George Washington University run their operations with Banner.

The main purpose of the system is to help students register for classes, check grades, order transcripts online, apply for financial aid, and manage financial accounts. Faculty members post grades using the system. Academic administrators manage course scheduling and registration, student records, student accounts, and financial aid transactions. The experiences of peer institutions show that the first year in the implementation of Banner, or any similar replacement system, may be challenging and occasionally disruptive.

Beginning this month and continuing over the next eight months, Law Center offices will gradually make the transition to using Banner in their daily operations. Such a transition will require ongoing and fairly extensive training for staff members in affected offices. Providing this training will require that these offices close on some work days this semester. The offices will announce closures in advance on their websites and/or through broadcast emails. I ask your understanding as we implement the demanding work of upgrading our student information system. Please note these upcoming office closings:

Office of the Registrar Closings

Wednesday, February 25, 12:00 – 3:00 pm
Friday, February 27, 10:00 am – 1:00 pm
Wednesday, March 4, 9 am – 1:00 pm
Thursday, March 5, 2:00 - 6:00 pm

Financial Aid Office Closings

March 9, March 13 (both during Spring Break)

Student Accounts Office Closings

Fridays, beginning February 27, 3:00 – 5:00 pm
April 7 and 14, 9:00 – 11:30 a.m.

We will keep you updated on the progress of the transition and will give you notice and explanation of the ways in which it may affect you.

I want to recognize the tremendous contributions of time and talent that some members of our community have made to this effort: particularly Dominique Brown, Linda Davidson, Ingrid Epperly, Mary Jean Hall, Richard Headley-Soto, Chris Jewell, Susan Mesick, Pablo Molina, Denae Newman, Deborah Naylor, Cora Osborne, Charles Pruett, Denise Sangster, Alison Spada, and Stephanie Tremble.

Sincerely,

T. Alexander Aleinikoff
Dean