



<b>Type of Freeze</b>	Classic SIS financial transaction freeze & loading final outstanding balance to Workday
<b>System</b>	Student Information System (Classic SIS)
<b>Period</b>	<b>Start:</b> August 20, 2024 - 12:00 AM <b>End:</b> August 28, 2024 - 11:59 PM
<b>Overview of Freeze</b>	<p>Students are asked to make payments in Classic SIS by their specified due date. After August 19, student financial records can no longer be modified in Classic SIS.</p> <p>During the freeze period (August 20 to August 28), students CANNOT use Classic SIS or Workday to pay for outstanding balances for sessions before and including 2024 Summer. Students CAN still make payments for <b>2024 Winter</b> in Workday during this period.</p> <p>Staff should keep track of any balance adjustments required to sessions before and including 2024 Summer. Any adjustments to student financial accounts should be held off until after balances are loaded in Workday.</p> <p>Payments intended for sessions before and including 2024 Summer received during the freeze period will be recorded in Workday.</p> <p>After August 19, any UBC Okanagan debit terminal payments intended for sessions before and including 2024 Summer will be recorded in Workday.</p> <p>Students requiring tuition payment refunds are asked to submit a request for refund by August 8, 2024, for sessions before and including 2024 Summer. After August 8, tuition refunds will not be processed until the balance is transferred to Workday on August 29, 2024.</p>
<b>Impacted Users</b>	<p><b>All students with outstanding balances in Classic SIS</b> will be able to access their outstanding balances in Workday after the freeze period is complete.</p> <p><b>Enrolment Services staff (Vancouver &amp; Okanagan)</b> should keep track of any adjustments that occur during the cutover period for sessions before and including 2024 Summer. Adjustments should be made in Workday Student after August 29.</p> <p><b>Enrolment Services staff (Okanagan)</b> during the freeze period, UBCO debit terminal payments intended for sessions before and including 2024 Summer can be manually recorded or be loaded via the Enterprise Interface Builder (EIB) in Workday after August 19.</p> <p><b>Enrolment Services, Graduate &amp; Postdoctoral Studies, and College of Graduate Studies staff</b> will need to complete initiating the 2024 Summer Session award recovery in Classic SIS by July 31.</p> <p><b>Enrolment Services staff</b> must validate T4A totals before the final T4A job run and prior the freeze period.</p> <p><b>The Records and Systems Management staff</b> must update the MSC special courses and special programs tables before the T2202 job run and prior to the freeze period.</p> <p>On August 29 and 30, <b>the Student Financial Management staff</b> will use extracts from Classic SIS to compare the balances loaded in Workday. This allows staff to verify the Classic SIS tax slip totals for 2024 against the converted slip totals in Workday.</p>

