**Background**

The existing University of Cape Town (UCT) Booklists web site is the result of an initiative started in 2008 by staff in the Office of the Deputy Registrar, Legal Services and Secretariat, in collaboration with the Communication and Marketing Department (CMD) at UCT. The system is part of an online CMS hosted by ICTS and supported by CMD.

The UCT strategic plan is to enhance the quality and profile of UCT’s graduates strengthening student support to improve success and throughput rates. In excess of 27 000 students are enrolled at UCT. Of these, more than 19 000 are undergraduate students pursuing a first degree, undergraduate diploma or certificate. Over 8 500 are pursuing a postgraduate qualification. The majority of first degree or undergraduate diploma and certificate courses require prescribed or recommended course textbooks. Ensuring that course textbook lists, vendors and costs are accurate and easily accessible to students is an important part of the student support process.

Currently, course booklists are compiled and captured onto the UCT Booklists system by academic departments. Booklist administrators within each of the academic departments are required to capture details of prescribed and recommended course textbooks onto the UCT Booklists web site. To facilitate booksellers in their ordering process, it is recommended that for first semester courses this exercise be completed by September and for second semester courses by April. Books are normally received four months after being ordered.

The Systems Division was approached by the Office of the Registrar and asked to conduct an investigation into the UCT Booklists system. The following objectives, operational and procedural problems as well as opportunities were identified during discussions with the Office of the Deputy Registrar and the Communication and Marketing Department at UCT;

**Project Objectives**

* *Implement a system capable of facilitating the efficient administration of course booklists at UCT*
* *Improve the quality of support to the student at UCT*
* *Unlock full course textbook functionality within the PeopleSoft Campus Management system*
* *Reengineer the UCT Booklists system to facilitate integration between the UCT Booklists web site and the PeopleSoft Campus Management systems*
* *Facilitate the easy accessibility of timeous and accurate course booklists information to the student*
* *Reengineer existing UCT Booklists system processes and procedures*

**Problems**

*Microsoft Office Excel worksheets are used by departments to correlate courses with course textbooks before capture onto the UCT Booklists web site*

* *Booklists are not always captured on time and sometimes missing from courses*
* *Late Booklists are sent directly to the bookseller*
* *Student course enrolment figures relative to order quantities are derived manually*
* *No integration exists between the PeopleSoft Campus Solutions system and the UCT Booklists system*
* *No centralised, single-version-of-truth course textbooks repository which is easily and timeously accessible to students, particularly undergraduate students, exists*

**Opportunities**

* *Incorporate existing course textbooks functionality within the PeopleSoft Campus Solutions system*
* *Provide students with online access to course booklists Design a reliable interface to cater for specific stakeholder needs e.g. Bookseller’s public portal access*
* *Facilitate the online distribution and sale amongst students of second hand course textbooks*
* *Reengineer the UCT Booklists web site and its related business processes and procedures to take advantage of PeopleSoft Campus Solutions textbook functionality e.g. Navigation Path: Curriculum Management >>Maintain Schedule of Classes >>Textbook TAB*

Presentation Objectives

The presentation hopes to describe and explain the approach taken by staff within the Systems Division in ICTS at UCT to meet the project objectives as articulated above.