Thank you for your interest in GNECsis. Please answer the following questions and send this document along with the additional requested files (listed below) to GNECsis@nazarene.org, and someone will be in contact with you.

- What is the name of your school?
- Where is your main location?
- Do you have a website? If so, please provide current url.
- Please provide the name and contact information for the following individuals of the school
  - President
  - Academic Dean
  - Head over Financial Area
  - Registrar
  - Head over Alumni
  - Technical Support
- What is the preferred language(s) of the system for each of the following groups? Is English viable?
  - Administrators/Staff
  - Faculty
  - Staff
- What are you currently using to track your information?
  - Applicants and Potential Students
  - Students and Classes
  - Employees
  - Student Accounts
  - Accounting Program
  - Student Health
- What do you think will be the biggest hurdle in switching to GNECsis?
- Do you use a system such as Moodle or Canvas? If not, are you interested in more information about implementing this type of system?
- Do you offer on-line classes, if so, using what system?
- Do you have an electronic library system, such as OPALs? If not, are you interested in more information about implementing this type of system?
- What is your preferred time for installation and training on the new system? Any times that would not work for you?
- Are there multiple campuses? If so, where and what are their functions? Is administration centralized or is it separate per location?
• What is the headcount of your school from last school year? How many on each campus (if applicable)?

• When does your school year start and when does it end? How many terms per year?

• Please describe your school’s grading system. Letter grades? Percentages? GPA?

• Are there any specific privacy laws we should be aware of regarding student information?

• Has your network infrastructure been evaluated by Global IT?

• Do you have on-site technical support available?

• How comfortable are your students/faculty/staff with computer technology?

• How stable is your electrical environment?
  o Very rare to have an outage.
  o Have an outage less than 1 times a month
  o Have an outage generally each week
  o Have an outage several days within a week
  o Have an outage daily
  o Very frequent outages of electricity.

• How stable is your internet connection?
  o Very stable – nearly always on
  o Have an outage less than 1 times a month
  o Have an outage generally each week
  o Have an outage several days within a week
  o Have an outage daily
  o Very frequently we have an outage.

• What speed is your upload/download speed of your Internet connection? (If known)

• What do you use for email (self-hosted, Google Apps for Education, Office 365, etc.)?

• Please provide the following:
  o Course catalog/List of degrees offered
  o Copy of a transcript
  o Copy of a student bill
  o List of student charges (tuition costs, dorm fees, etc)