Enrollment Services Training Day - Session Details

**Timeslot A: 10:30 – 11:10am**

**Grading & COG Overview**
Description:
Gain an understanding of the structure and processes behind grading and get a look into what the faculty sees when posting grades.
Facilitator:
Suzi Wachowski, Office of the University Registrar

**BlueStar Overview**
Description:
Are you ready to incorporate BlueStar into your daily routine but aren't sure where to start? Please join us for a hands-on training session to help you get started. We will show you how to manage your connection to populate lists of students based on the relationship that you have with them. We will cover how to record notes, document appointments, raise flags and all the different tools that are available to you to help maximize your usage of the system.
Intended audience: Faculty & Faculty Advisors
Facilitator:
Ruben Picazo, Office of the University Registrar

**10 Things that College Academic Advisors Should Know About Financial Aid**
Description:
Financial Aid programs and rules are constantly changing. This session will provide a glimpse at what's on the horizon in the financial aid world – such as the October 1 FAFSA application date, the use of “prior-prior” income data on the FAFSA, and the effect of the state budget impasse for our Illinois MAP recipients. We'll also discuss common financial aid issues like scholarships vs. need-based aid, default prevention and more.
Facilitator:
Paula Luff, Associate Vice President of Enrollment Services

**Employee Access to DePaul Systems**
Description: This session will cover the basic procedures of requesting access for employees for major systems (e.g. email, computers, phones, PeopleSoft, W: drive folders, etc.); as well as the standard processes for how employee access is removed.
Facilitator:
Jeff Johnson, Information Services

**Timeslot B: 11:15 – 11:55am**

**Degree Conferral Best Practices**
Description:
The Degree Conferral Best Practices session hopes to provide tips and tricks regarding what can be a stressful process. We will provide a quick overview of degree conferral, more information about what the Office of the University Registrar (OUR) does and ideas from some of the colleges regarding initial audits, student communication strategies, prioritization of applications and more.
Facilitators:
Dynamic Advising with the Degree Progress Report
Description:
Academic success is just a click away with DePaul’s dynamic online advising tool, the Degree Progress Report. From overrides to course planning, get an introduction to the DPR and learn how to put its exciting features to work for you and your students.
Facilitators:
John Taflan, Degree Progress Coordinator, Office of the University Registrar

DePaul Central and Financial Fitness
Description:
Come to this session to learn about how DePaul Central works, what we do and how we help students. Learn about the financial fitness services we provide to keep our students on track financially – now, and after graduation. Share your ideas on how we can improve our services and partner with Academic Advisors more effectively.
Facilitators:
Members of the DePaul Central Management Team
Natalie Daniels, Financial Fitness Coordinator, DePaul Central

Simple Queries for the End User
Description:
Do you have data or list needs in your college office? The Office of the University Registrar has built and maintains queries for the common end user. Learn the basics of how to run these queries and the information that is already at your fingertips.
Facilitators:
Anthony Andrade, Jim Wade, Office of the University Registrar

Open Lab for BlueStar Help

Class Permissions, Requisites and PERC
Description:
Join us for an overview of the procedures, best practices and timelines with regard to using class permissions, requisite setup and the Post Enrollment Requisite Checking (PERC) process.
Facilitators:
Sarah Amutavi, Anthony Andrade, Office of the University Registrar

Filtering in BlueStar
Description:
Learn how to best utilize filters to sort through tracking items, find students based on organization membership or meeting information. We will also show you how to identify students that meet certain criteria such as cumulative GPA, home college or probation status.
Intended audience: Users with an Advisor-Assigned or Advisor-General role
Facilitator:
Ruben Picazo, Office of the University Registrar

Financial Aid Satisfactory Academic Progress Regulations (SAP)
Description:
The financial aid satisfactory academic progress regulations are among the most challenging of the regulatory requirements in the administration of federal financial aid. Come learn about the requirements, the scope of the regulations, and how they can assist students. Help us partner with you to assure that our students maximize their financial aid resources and tuition dollars, and efficiently manage their time to degree.

Facilitators:
Karen LeVeque, Director of DePaul Central
Mark Holysz, Financial Aid Counselor and SAP Process Manager, DePaul Central

Query Writing 101
Description:
Facilitator:
Debbie Harris, Information Services

Open Lab for Degree Progress and Records

**Timeslot D: 1:50 – 2:30pm**

Registration, Enrollment Request Search and Waitlist
Description:
_In this session you will gain an understanding of the logic used to determine registration timelines and appointments, how to use the enrollment request search and an overview of the waitlist function._
Facilitators:
Suzi Wachowski, Anthony Andrade & Jim Wade, Office of the University Registrar

The Transfer Articulation Center (TrAC) — The Life of a Document
Description:
_Learn more about the Transfer admission process from document receipt to posted credit._
Facilitator:
Pam Scanlon-Hutton, Transfer Systems and Operations

Financial Aid and Withdrawals from School - Official, Unofficial and Administrative
Description:
_Withdrawals of all kinds have financial impact, and most withdrawals affect financial aid eligibility. Come to this question-and-answer session to discuss the implications of withdrawals and the processes involved. Bring your questions and share ideas about how we can help students better understand and minimize the impacts of withdrawing._
Facilitators:
Agnes Roche, Director of Compliance, Office of Financial Aid
Lauren Kelly, Title IV Refund Coordinator, Office of Financial Aid

New Issues in Student Privacy
Description:
_Understand how privacy laws are interrupted in the modern digital age and what has changed recently in its enforcement._
Facilitator:
Patti Huerta, Office of the University Registrar

Open lab for BlueStar and Query Help
**Timeslot E: 2:40 – 3:20pm**

**Scheduling Classes: Everything You Wanted to Know, but Were Afraid to Ask**

*Description:*
An overview of the process of scheduling classes with emphasis on combining sections, scheduling lectures with labs and adjusting class associations.

*Facilitator:*
Sarah Amutavi, Office of the University Registrar

**BlueStar Calendar**

*Description:*
Did you know that you can sync your Outlook calendar to BlueStar? This additional functionality makes it easier to manage your BlueStar calendar. We will show you how to sync your calendars and how to set your office hours so that students can begin scheduling online appointments with you.

*Intended audience:*
Advisors, Faculty, and any support areas with BlueStar access and appointment information.

*Facilitator:*
Ruben Picazo, Office of the University Registrar

**All about DePaul Scholarships**

*Description:*
Have you ever wondered about the various types of scholarships available to DePaul students? How students find scholarships, how they qualify? Come get an overview of DePaul scholarships with our Office of Financial Aid scholarship team.

*Facilitator:*
Amy Moncher, Associate Director of Scholarships, Office of Financial Aid

**Basics in FERPA**

*Description:*
Review of the basic principles of this student privacy law.

*Facilitator:*
Patti Huerta, Office of the University Registrar

**Open Lab for Query Help**

---

**Timeslot F: 3:25 – 3:55pm**

**Office of the University Registrar Panel Discussion**

**Open Lab Time for BlueStar & Scholarships**

**Office of Financial Aid Panel Discussion**

**Query Writing 102**

*Description:*

*Facilitator:*
Debbie Harris, Information Services, Jim Wade, Office of the University Registrar