

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:

Stacey Blacher, Lilliana Loeza, Katie Bijak, Sam Morgan

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

Timeslot C: 1:05 – 1:45pm

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