



# OFFICE OF ENROLLMENT SERVICES

## Training/Workshop Schedule

### Summer 2009

**Degree Audit/Program Evaluation** (scheduled by request only) is an academic advisement tool designed to assist students in planning for degree completion. The degree audit provides a view of the student’s academic record that matches courses already completed and in progress with the requirements of a particular academic program and identifying courses still needed. It can be used for a student’s official program of study or to explore “what if” scenarios. *Note: Arrangements should be made directly with Vanessa McMasters at Extension 4227 or [vmcmasters@camdencc.edu](mailto:vmcmasters@camdencc.edu).* **Audience:** Program Chairs, Coordinators, and other employees who advise students. **Instructor:** Vanessa McMasters

**E Advising** complements our existing advising programs by providing an online option for students and advisors to collaborate. Workshop Participants will learn how to use WebAdvisor to access advisee information and records and to facilitate communication and collaboration between advisor and advisee on educational planning. **Audience:** Program chairs, coordinators, advisors, faculty and other employees who advise students. **Instructor:** Jackie Baldwin

June 22, 2009	10:00 a.m. - noon ~ LIB 012
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**Financial Aid Overview** (scheduled by request only) is designed as a brief overview of the forms, procedures and screens used by the Financial Aid Office. This workshop can be tailored to individual departments’ needs. Let this workshop come to your department! Call for details. *Note: arrangements should be made directly with Aquila Galgon at extension 5073 or [agalgon@camdencc.edu](mailto:agalgon@camdencc.edu)* **Audience:** Advisement or Business Office employees. **Instructor:** Aquila Galgon

**Introduction to Academic Advising** (scheduled by request only) focuses on the key aspects of advising students at Camden County College. Topics covered include understanding the advisement guide and schedule of classes, review of the degree audit, fundamentals of WebAdvisor, etc. The workshop will provide hands on experience in using WebAdvisor, with an emphasis on how to determine course availability, campus-specific course offerings and the importance of sessions. *Note: arrangements should be made directly with Jackie Tenuto at extension 5088 or [jtenuto@camdencc.edu](mailto:jtenuto@camdencc.edu).* **Audience:** Faculty, administrators, support staff **Instructor:** James Canonica

**Introduction to Colleague** is designed to provide the end user with an overview of basic Colleague concepts and navigation techniques. **Audience:** New employees and new Colleague users. **Instructor:** Jackie Baldwin

June 23, 2009	noon – 2:00 p.m. ~ LIB 012
July 13, 2009	10:00 a.m. – noon ~ LIB 012
August 13, 2009	noon – 2:00 p.m. ~ LIB 012

**NJ Transfer and Transfer Resource Overview** (scheduled by request only) Do you often wonder about what courses transfer to different institutions? Are you considering developing new courses this semester? NJ Transfer is an electronic website that interfaces Camden County College courses with Bachelor's degree institutions throughout New Jersey. Come to this short demonstration to learn more about how you can use NJ Transfer and other available transfer resources. *Note: Arrangements should be made directly with Vanessa McMasters at Extension 4227 or [vmcmasters@camdencc.edu](mailto:vmcmasters@camdencc.edu).* **Audience:** Program chairs, coordinators, and other employees who advise students. **Instructor:** Vanessa McMasters

**Query Builder for Beginners** (scheduled by request only) is designed as an introduction to the use of Query Builder. *Note: arrangements should be made directly with Chris Cappella at extension 4452 or [ccappella@camdencc.edu](mailto:ccappella@camdencc.edu).* **Audience:** Faculty, administrators, support staff. **Instructors:** Bunny Kohl and Chris Cappella

**Query Builder – Advanced** (scheduled by request only) is tailored for users who already have Query Builder experience but have additional questions about its use. *Note: due to the extensive prior experience that is required, this workshop is offered by invitation only.* **Instructors:** Bunny Kohl and Chris Cappella

**RGN/RGPE** is designed for staff that will be registering students for classes. **Audience:** Employees who are responsible for processing credit registrations. **Instructor:** Zaida Esteras

July 14, 2009	2:00 – 4:00 p.m. ~ LIB 012
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**Room Usage Inquiry** provides instruction for viewing Colleague screens related to room utilization and scheduled events. **Audience:** Security, Physical Plant, Enrollment Services employees, and others who need to schedule rooms on a regular basis. **Instructor:** Chris Cappella

July 14, 2009	10:00 a.m. – noon ~ LIB 012
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**WebAdvisor for Faculty** will demonstrate how, from the convenience of your home or office, you can post grades, submit attendance reports, communicate with students regarding academic progress, obtain class lists and monitor course enrollment. **Audience:** Faculty. **Instructor:** Zaida Esteras

June 22, 2009	noon – 2:00 p.m. ~ LIB -012
August 13, 2009	10:00 a.m. – noon ~ LIB 012

**WebAdvisor for Staff** is a general overview of WebAdvisor features and navigation techniques; designed to help college staff to better help students and faculty help themselves. **Audience:** Non-faculty college employees. **Instructor:** Jackie Baldwin

July 15, 2009	noon – 2:00 p.m. ~ LIB 012
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**WebAdvisor for Students** (scheduled by Faculty request only) is designed to help students feel more comfortable and confident regarding online services. Our experience is that the most effective way to introduce students to Web Advisor is through a demonstration. Let us come to your classroom and make a presentation to your students. **Audience:** Students. **Instructor:** Jackie Baldwin. *Note: please email your individual requests to Tom Gannon at: [tgannon@camdencc.edu](mailto:tgannon@camdencc.edu).*

**The Who, What, Where and When of Testing** (scheduled by request only)

For most people, testing is a dreaded event. For the testing staff, it's a great opportunity to meet students on the frontline of their educational experience. This workshop will give you a glimpse into the services offered by the Testing Center, and provide additional information about what tests are offered, retesting, credit by assessment, how we use the TSUM/STAC screens in *Colleague*, and related forms and policies. **Audience:** Advisors and employees who need to explain the testing process. **Instructor:** Eve Highstreet  
*Note: Arrangements should be made directly with Eve Highstreet at Extension 4275 or [ehighstreet@camdencc.edu](mailto:ehighstreet@camdencc.edu).*

**Please note: Workshops will be automatically cancelled when no one has registered 24 hours prior to the scheduled date.**