Training

THE OFFICE OF ENROLLMENT & STUDENT SERVICES offers the following training sessions and workshops throughout the year for staff, faculty and students.

Admission Application Training
(Offered by Records & Registration)
A review of the entire process of entering admission applications into Colleague. Participants will have hands-on training.

Accounts Receivable Account Inquiry / ARAI
Designed to help staff understand the Accounts Receivable Account Inquiry screen as an information tool for student balances and financial activity.

Change of Curriculum
(Offered by Records & Registration)
A review in changing a student's curriculum and the effect on the student's matriculation and graduation requirements based on the College's matriculation policy.

Degree Audit/Program Evaluation
(Scheduled by Request Only)
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 while identifying courses still needed. It can be used for a student's official program of study or to explore "what if" scenarios.

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.

Financial Aid Overview
Designed as a brief overview of the forms, procedures and screens used by the Financial Aid Office.

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.

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 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.

Registration – RGN/RGPE
Designed for staff that will be registering students for classes.

SharePoint for Faculty, Administrators and Staff
An internal website that provides a one-stop shop for everything related to Colleague, such as UI 4.4, WebAdvisor, and Resource25. Learn to access reports, view the academic calendar, share departmental information, export reports to PDF and Excel along with easy access to college quick links, S drive etc…

WebAdvisor for Faculty
A demonstration on 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.

WebAdvisor for Staff
A general overview of WebAdvisor features and navigation techniques; designed to help college staff to better help students and faculty help themselves.

WebAdvisor for Students
(Scheduled by Faculty Request Only)
Designed to help students feel more comfortable and confident regarding online services. Our experience is that the most effective way to introduce students to WebAdvisor is through a demonstration. Let us come to your classroom and make a presentation to your students.

The Who, What, Where & 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.

To register or learn more about any of these sessions, please email Phyllis James: pjames@camdencc.edu.