

Student Financials Fit/Gap Agenda***Session Objectives***

- To review the LACCD requirements for Student Financials.
- To review and document the objectives for Student Financials and their associated impacts so they are well understood.
- To design a working model of Student Financials and document all configuration decisions.
- To identify and document any issues which require follow up action or decisions.

Session Expectations

- This will be a deliberate, detailed process and we need your active participation to ensure all business needs are articulated and defined. Everyone on the team has an obligation to speak up.
- Our focus is on moving forward into the new system - not trying to replicate the existing system. We will work with each other to achieve this.
- When considering fits and gaps with your business processes, try to think about what your needs are as opposed to just “the way your institution does things now.” Remember that many of your institution’s current business practices are based on internal rules that developed over time. These may not be based on federal, state or local requirements or other best practices. This process will include asking why you do things differently than they are presented in PeopleSoft, to confirm how to best resolve these gaps.
- This project will involve some amount of cultural shift whereby the functional staff assumes more ownership for configuration than they have now. This may mean you need to think through parts of the process you haven’t had to worry about before, and it also probably means changes in the way functional and technical team members interact.
- We will use a timekeeper to ensure that we keep on track with the agenda. We will use a “parking lot” to track items that can or should be deferred for later follow up.
- If you cannot make the meeting, you need to find someone to be present, make decisions, and give updates for you.
- Ciber staff will document the results of the session for incorporation into the final Fit/Gap document.
- All project and other documents will be posted to the Project PMRx site.

<i>Agenda</i>	
Meeting Dates:	January 25, 2013
Location:	TBD
Facilitator:	Sheena Porter, Ciber, Student Financials
Scribe:	John Tinney, Ciber
Attendees:	Business Office Leads/Analysts

January 25, 2013 Day 1		
STUDENT FINANCIALS SESSION		
Topics	Begin	End
Welcome and Introductions	9:00 AM	9:15 AM
Session Objectives and Scope	9:15 AM	9:30 AM
Tuition and Fees <ul style="list-style-type: none"> • Tuition Calculation <ul style="list-style-type: none"> ○ Student Account/Account Types ○ Assessing Term Fees ○ Miscellaneous Fees (Optional Fees) ○ Class/Course Fees ○ Item Types Setup (General) ○ Tuition Calculation Process (Individual/Batch) 	9:30 AM	10:15AM
<i>Break</i>	10:15 AM	10:30 AM
Tuition and Fees <ul style="list-style-type: none"> • Tuition Calculation <ul style="list-style-type: none"> ○ Item Types Setup and Financial Aid ○ Charge Priority List ○ Payment Overall Allocation Rules 	10:30 AM	12:00 PM
<i>Lunch</i>	12:00 PM	1:00 PM
Tuition and Fees (Student Records) <ul style="list-style-type: none"> • Enrollment Cancellation • Adjustment/Billing and Due Calendar (Drop/Adds and Withdrawals) 	1:00 PM	2:30 PM
<i>Break</i>	2:30 PM	2:45 PM

Charges and Payments <ul style="list-style-type: none"> • Waivers • Group Post/Student Post/External File Load • Group Approval • Late Fees • Reversals 	2:45 PM	3:45 PM
<i>Review and Wrap Up</i>	3:45 PM	4:00 PM

January 26, 2013 Day 2 STUDENT FINANCIALS SESSION		
Topics	Begin	End
Questions, Review, Comments	9:00 AM	9:30 AM
Bill Customers <ul style="list-style-type: none"> • Student/Third Party Bills 	9:30 AM	10:15 AM
<i>Break</i>	10:15 AM	10:30 AM
Cashiering <ul style="list-style-type: none"> • Cash Management • Cashiering Reports/Receipts 	10:30 AM	12:00 PM
<i>Lunch</i>	12:00 PM	1:00 PM
Payment Plans <ul style="list-style-type: none"> • Payment Plans • Deferral Contracts • Third Party Contracts 	1:00 PM	2:15 PM
<i>Break</i>	2:15 PM	2:30 PM
Refunds <ul style="list-style-type: none"> • Process Batch Refunds via AP • Student Refund • Corporate Refund • Electronic Payment Refunds 	2:30 PM	3:45PM
<i>Review and Wrap Up</i>	3:45 PM	4:00 PM

January 27, 2013

Day 3

STUDENT FINANCIALS SESSION

Topics	Begin	End
Questions, Review, Comments	9:00 AM	9:30 AM
Collections <ul style="list-style-type: none"> • Credit History • Collection Efforts • Write Offs • Communication Generation • Other Collection processes 	9:30 AM	10:15 AM
<i>Break</i>	10:15 AM	10:30 AM
Taxes <ul style="list-style-type: none"> • 1098-T Reporting 	10:30 AM	12:00 PM
<i>Lunch</i>	12:00 PM	1:00 PM
GL Interface (Finance) <ul style="list-style-type: none"> • Item Type Setup/GL Interface • Generate Accounting Entries • Generate Cashiering Entries • Reverse GL Interface 	1:00 PM	2:00 PM
<i>Break</i>	2:00 PM	2:15 PM
Student Self –Service/Student Services Center <ul style="list-style-type: none"> • Make a Payment • Miscellaneous Fees • 1098-T • Payment Plans 	2:15 PM	3:45 PM
<i>Review and Wrap Up</i>	3:45 PM	4:00 PM

January 28, 2013 Day 4 STUDENT FINANCIALS SESSION		
Topics	Begin	End
Questions, Review, Comments	9:00 AM	9:30 AM
Conversion <ul style="list-style-type: none"> • Discussion on converting detail vs. summary information (1098T implications, troubleshooting implications) 	9:30 AM	10:15 PM
<i>Break</i>	10:15 AM	10:30 AM
Interfaces Discussion on current interfaces to the SF system (housing, library, parking, etc.) Reporting <ul style="list-style-type: none"> • Internal/External Reports 	10:30 AM	11:45 PM
<i>Review and Wrap up</i>	11:45 PM	12:00 PM

Session Objectives

- To present an overview of the Admissions and Records foundation tables.
- To review the current configuration and requirements.
- To review and document the objectives for Admissions and Records and their associated impacts so they are well understood.
- To design a working model and document all configuration decisions.
- To identify and document any issues which require follow up action or decisions.

Session Expectations

- We will follow the guiding principles and goals defined in the project charter as a springboard and reference point for our deliberations here.
- This will be a deliberate, detailed process and we need your active participation to ensure all business needs are articulated and defined. Everyone on the team has an obligation to speak up.
- Our focus is on moving forward into the new system - not trying to replicate the existing system. We will work with each other to achieve this.
- When considering fits and gaps with your business processes, try to think about what your needs are as opposed to just “the way your institution does things now.” Remember that many of your institution’s current business practices are based on internal rules that developed over time. These may not be based on federal, state or local requirements or other best practices. This process will include asking why you do things differently than they are presented in PeopleSoft, to confirm how to best resolve these gaps.
- This project will involve some amount of cultural shift whereby the functional staff assumes more ownership for configuration than they have now. This may mean you need to think through parts of the process you haven’t had to worry about before, and it also means changes in the way functional and technical team members interact.
- We will use a timekeeper to ensure that we keep on track with the agenda. We will use a “parking lot” to track items that can or should be deferred for later follow up.
- If you cannot make the meeting, you need to find someone to be present, make decisions, and give updates for you.
- Ciber staff will document the results of the session for incorporation into the final Fit/Gap document.
- All project and other documents will be posted to the Project PMRx site.

Agenda

Meeting Dates:	February 25, 2013 – March 8, 2013
Location:	<location>
Facilitator:	Roslyn Fletcher – Stephen Iron
Attendees:	

February 25th - Day 1

ADMISSIONS AND RECORDS

Topics	Begin	End
Welcome and Introductions	9:00 AM	9:10 AM
Recruiting Business Process Discovery Current Business Practices and Processes for Recruiting	9:10 AM	10:15 AM
Break	10:15 AM	10:30 AM
Setting up Prospects <ul style="list-style-type: none"> • Installation Defaults AD / Functionality • Recruiting Center Table • Referral Source Table • Recruiting Categories • Application Center Table • Admit Types • External Education/School Types • Extracurricular Activities; Honors and Awards 	10:30 AM	12:00 PM
Lunch	12:00 PM	1:00 PM
Territory/Region Assignment <ul style="list-style-type: none"> • Region Tree • Adding and Assigning Recruiters to Prospects 	1:00 PM	2:30 PM
Test Scores in Admissions and Records <ul style="list-style-type: none"> • Test Component Table • Test Table • External Test Score Load • Test Score Suspense Data • Search/Match and Post • Creating Prospects from Test Scores • External Test Score Purge 		
Break	2:30 PM	2:45 PM
Overview: Entering, Maintaining and Deleting a Prospect Record	2:45 PM	3:45 PM
CRM and Prospect Records		
Campus Event Planning <ul style="list-style-type: none"> • Setting Up and Managing Campus Events 		
Review & Wrap up	3:45 PM	4:00 PM

February 26 th , Day 2		
ADMISSIONS AND RECORDS		
Topics	Begin	End
Welcome and Introductions	9:00 AM	9:10 AM
Review and Questions	9:10 AM	9:20 AM
Admissions Business Process Discovery Current Business Practices and Process for Admissions Setting Up Applicants <ul style="list-style-type: none"> • Admissions Action Table • Program Action Reason Table • Academic Program/Plan/Sub Plan Deactivation Control • Response Reason Table • Application Fee Set Up • Security Application Data Entry (Manual) <ul style="list-style-type: none"> • Searching for an applicant • Entering or updating applicant bio/demo data • Entering or updating applicant addresses • Entering application program data • Entering application data 	9:20 AM	10:15 AM
Break	10:15 AM	10:30 AM
Academic Information for Applicants <ul style="list-style-type: none"> • Maintain External Education • Maintain Test Results • Enter Academic Interests • Track Applicants in Student Groups Relationships, Participation Data and Personal Information for Applicants <ul style="list-style-type: none"> • Relationships • Relations with Institution • Work Experience, Extracurricular Activities, Honors and Awards, Publications, Electronic Addresses, Names, Languages Residency	10:30 AM	12:00 PM
Lunch	12:00 PM	1:00 PM
Application Evaluation (Automated and Manual) <ul style="list-style-type: none"> • Materials • Ratings • Basis of Admission • Admission Comments Application Maintenance <ul style="list-style-type: none"> • Updating applicant bio-demo data 	1:00 PM	2:30 PM

<ul style="list-style-type: none"> • Updating or adding applicant addresses • Updating or adding application program data • Action Reason Entry • Admitting Applicants and Calculating Deposit Fees • Matriculating applicants from the application program data page 		
Break	2:30 PM	2:45 PM
Delivered Automated Processes for Handling Applications <ul style="list-style-type: none"> • Updating Action Reasons Using Population Selection • Mass Matriculation • Application Delete 	2:45 PM	3:45 PM
Review & Wrap up	3:45 PM	4:00 PM

February 27 th , Day 3		
ADMISSIONS AND RECORDS		
Topics	Begin	End
Welcome and Introductions	9:00 AM	9:10 AM
Review and Questions	9:10 AM	9:20 AM
3C's for Admissions and Records <ul style="list-style-type: none"> • Communications • Checklists • Comments Using Quick Admit <ul style="list-style-type: none"> • Understanding and Using Quick Admit • Process Quick Admit Creating Prospect or Applicants from Quick Admit	9:20 AM	10:15 AM
Break	10:15 AM	10:30 AM
Delete Application and Prospect Records <ul style="list-style-type: none"> • Delete an Application/Prospect Record • Application/Prospect Delete by Batch • Application/Prospect Delete Holding • Application/Prospect Delete Process Delete/Change Person or ORG ID	10:30 AM	12:00 PM
Lunch	12:00 PM	1:00 PM
Applicant Summaries Delivered Reports Admissions Self Service <ul style="list-style-type: none"> • Overview of Student Center • Request Information • Apply for Admission • Accept/Decline Admission Offer • View Pending Applications • View Holds • View outstanding Checklist Items Overview of Student Services (Staff) Center	1:00 PM	2:30 PM
Break	2:30 PM	2:45 PM
Admissions Security Review of security for recruitment and admissions – User-ID security vs. Permissions and Roles <ul style="list-style-type: none"> • Admissions Action • Application Center • Recruiting Center 	2:45 PM	3:45 PM

3C Group Security		
Interfaces <ul style="list-style-type: none">• Online Application(s)• Imaging Other systems		
Conversion		
Review & Wrap up	3:45 PM	4:00 PM

February 28th, Day 4

ADMISSIONS AND RECORDS

Topics	Begin	End
Welcome and Introductions	9:00 AM	9:10 AM
Review and Questions	9:10 AM	9:20 AM
Transfer Credit Overview <ul style="list-style-type: none"> • Current Business Practices and Process for managing transfer credit. • Effective Dating and Transfer Credit • Admissions and Transfer Credit • Preparing for Transfer Credit Implementation • Documenting your Institutions Transfer Credit Rules 	9:20 AM	10:15 AM
Transfer Credit Set Up and Processing <ul style="list-style-type: none"> • Transfer Credit Rules Set Up and Inquiries • Transfer Subject Area • Copy Subject Areas • Test Table and Components • Program Source/Test Equivalency • Course/Test Transfer Rules 		
Transfer Credit Evaluation <ul style="list-style-type: none"> • Course/ Credits Manual and Automated • Test Credits Manual and Automated • Other Credits Manual • External Education and Test Results • Student Agreements 		
Posting Transfer Credit (Manual and Batch)		
Break	11:00 AM	11:30 AM
Transfer Credit Inquiries and Reports <ul style="list-style-type: none"> • Transfer Credit Summary • Academic Test Summary • Transfer Evaluation Report 	11:30 AM	12:30 PM
Schools by Group and Transfer Review Inquiries		
Transfer Credit in Self Service <ul style="list-style-type: none"> • Evaluate My Transfer Credit • View Transfer Credit Report 		
Transfer Credit Security		
Interfaces		
Conversion		
Review & Wrap up	12:30 PM	1:00 PM

March 4 th , Day 5		
ADMISSIONS AND RECORDS		
Topics	Begin	End
Welcome and Introductions	9:00 AM	9:10 AM
Review and Questions	9:10 AM	9:20 AM
Student Records Curriculum Management – Course Catalog Review of current business practices for maintaining the course catalog Student Records Installation Course Catalog Maintenance <ul style="list-style-type: none"> • Catalog Data • Course Offerings • Course Components and Attendance • GL Maintenance • Course Attributes • Course Topics • Course Equivalencies • Requirement Designation 	9:20 AM	10:15 AM
Break	10:15 AM	10:30 AM
Repeat for Credit Rules and Repeat Processing	10:30 AM	12:00 PM
Lunch	12:00 PM	1:00 PM
Enrollment Requirements (Pre and co-requisites) <ul style="list-style-type: none"> • Requisite Checking Overview • Enrollment Course Lists • Enrollment Requirements • Enrollment Requirement Groups • Student Groups as Requisites • Tests as Requisites • Enrollment Requirement Summaries • Enrollment Advisement Report Post Enrollment Requirement Checking Instructor / Advisor Information Course Catalog via Self Service Course Catalog related Security Browse Catalog by Subject Catalog Summary	1:00 PM	2:30 PM

Break	2:30 PM	2:45 PM
Student Records Career and Program/Plan Maintenance Review current business processes for maintenance of student career, program and plan information Maintenance of Student Program/Plan and Sub Plans <ul style="list-style-type: none"> • Program Actions and Action Reasons • Student Program/Plan • Student Attributes • Student Degrees Student Program Inquiries and Reports <ul style="list-style-type: none"> • Basis of Admission • Student Milestones • Student Career • Student Term Search 	2:45 PM	3:45 PM
Review & Wrap up	3:45 PM	4:00 PM

March 5th, Day 6

ADMISSIONS AND RECORDS

Topics	Begin	End
Welcome and Introductions	9:00 AM	9:10 AM
Review and Questions	9:10 AM	9:20 AM
Student Term Processing <ul style="list-style-type: none"> • Term Activation - Manual • Term Activation Batch Set up and Process • Exclusions rules for term activation • Maintaining Student Career Term Records • Term History Term Withdrawal / Cancellation	9:20 AM	10:15 AM
Break	10:15 AM	10:30 AM
Enrollment Appointment Processing <ul style="list-style-type: none"> • Set up Enrollment and Validation appointments (including Student Appointment Blocks) • Create Enrollment & Validation Appointments • Assign Enrollment & Validation Appointments in Batch • Assign & Maintain Appointments for Individual Students • Create Appointment Communications in Batch Class Permissions <ul style="list-style-type: none"> • Permission to Add/Drop • General versus Student Specific • Generate Permissions Term Withdrawal and Cancellation Academic Standing Awards and Honors	10:30 AM	12:00 PM
Lunch	12:00 PM	1:00 PM
Student Records Curriculum Management – Class Scheduling Class Scheduling Maintenance <ul style="list-style-type: none"> • Basic Data • Meeting Patterns • Class Statuses • Enrollment Controls • Reserve Capacities • Class Notes • Class Exams • LMS Data • Textbooks data • GL Interface • Class Associations • Update Class Sections 	1:00 PM	2:30 PM

<ul style="list-style-type: none"> • Generate Exam Schedules • Global Notes • Resource Queue Clean Up • Class Event Table • Combined Sections <p>Class Schedule Processes</p> <ul style="list-style-type: none"> • Course and Class Roll <p>Prior Term Copy</p>		
Break	2:30 PM	2:45 PM
<p>Class Rosters</p> <p>Attendance Tracking</p> <p>Dynamic Class Dates</p> <p>Copy/Update Workload Process</p> <p>Schedule Inquiries</p> <ul style="list-style-type: none"> • Class Search • Facility Search • Class Facility Usage <p>Schedule Reports</p> <ul style="list-style-type: none"> • Print Class Schedule • Exam Code Table Report • Class Notes Table Report • Global Notes Table Report <p>Curriculum Management in Self Service</p> <ul style="list-style-type: none"> • Search for Classes <p>Class Schedule related Security</p>	2:45 PM	3:45 PM
Review & Wrap up	3:45 PM	4:00 PM

March 6th, Day 7

ADMISSIONS AND RECORDS

Topics	Begin	End
Welcome and Introductions	9:00 AM	9:10 AM
Review and Questions	9:10 AM	9:20 AM
Student Enrollment Processing <ul style="list-style-type: none"> • Current Business Practices and Process for student enrollment • Enrollment Actions and Reasons • Quick Admit and Enroll • Enrollment Methods • Student OEE Enrollment • Mass Enrollment Historical Course Enrollment	9:20 AM	10:15 AM
Break	10:15 AM	10:30 AM
Student Enrollment Processing cont' <ul style="list-style-type: none"> • Block Enrollment • Wait List Processes Enrollment Inquiries and Reports <ul style="list-style-type: none"> • Enrollment Request Search (Audit) • Enrollment Summary • Student Study List Report Class Roster and Class Roster Print	10:30 AM	12:00 PM
Lunch	12:00 PM	1:00 PM
Student Center Features in Self Service <ul style="list-style-type: none"> • View Appointments • Course Planner and Enrollment Shopping Cart • View Open Enrollment Dates • View Class Schedule • View Course History • Enrollment, Waitlisting • Enrollment Verification • Transcripts My Transfer Credit Program Definition and Management* <ul style="list-style-type: none"> • Overview of new Program Enrollment • Academic Item Registry • Program Formats • Academic Progress Tracker • Student Cohorts • Course Groups Enrollment	1:00 PM	2:30 PM

Break	2:30 PM	2:45 PM
Grading <ul style="list-style-type: none"> • Current business practices and process for grading students • Grade Roster Generation (manual and/or using batch process) for mid-term or final grades • Grade Entry using Self Service • Grade Posting • Student Incomplete grades and lapse • Grade Changes Grade Review	2:45 PM	3:45 PM
Review & Wrap up	3:45 PM	4:00 PM

March 7th, Day 8

ADMISSIONS AND RECORDS

Topics	Begin	End
Welcome and Introductions	9:00 AM	9:10 AM
Review and Questions	9:10 AM	9:20 AM
Grading Inquiries and Reports <ul style="list-style-type: none"> • Grade Change Audit • Student Grade Report • Mid-Term Deficiency Report • Print Grade Roster Grading in Self Service <ul style="list-style-type: none"> • View Student Grades (Student) • Access Grade Rosters (Faculty) Student Records Security <ul style="list-style-type: none"> • Enrollment Security Table and Group Access Set Up • Enrollment Security by Permission List • Self Service Enrollment Permission List • Enrollment Security for Administrators • Academic Org Security • Program Action Security • Student Group Security* • Transcript Type/Report Security Mass User Security Replacement	9:20 AM	10:15 AM
Break	10:15 AM	10:30 AM
Transcripts <ul style="list-style-type: none"> • Transcript Types & Requests • Transcript Text and Notes • Batch Transcripts • Process Transcripts • Electronic Transcripts • Purge processes • Transcripts in Self Service XML Publisher	10:30 AM	12:00 PM
Lunch	12:00 PM	1:00 PM
Graduation Processing <ul style="list-style-type: none"> • Student Degrees Posting (and Set Up) • Degree Honors • Revoking Degrees • Degree Change Audit Graduation Self Service Apply for Graduation*Graduation Tracking <ul style="list-style-type: none"> • Candidate tracking 	1:00 PM	2:30 PM

<ul style="list-style-type: none"> Updating Academic Program of Candidates Posting degrees Graduation reporting <p>Self Service Degree Progress</p>		
Break	2:30 PM	2:45 PM
<p>Student Records Interfaces</p> <ul style="list-style-type: none"> Review of known interfaces related to SR processes <p>Student Records Reports</p> <ul style="list-style-type: none"> Review of known reports related to SR processes Review & Wrap up <p>Conversion</p>	2:45 PM	3:45 PM
Review & Wrap up	3:45 PM	4:00 PM

Session Objectives

- To present an overview of the Financial Aid foundation tables.
- To review the LACCD requirements for Financial Aid.
- To review and document the objectives for Financial Aid and their associated impacts so they are well understood.
- To design a working model and document all configuration decisions.
- To identify and document any issues which require follow up action or decisions.

Session Expectations

- This will be a deliberate, detailed process and we need your active participation to ensure all business needs are articulated and defined. Everyone on the team has an obligation to speak up.
- Our focus is on moving forward into the new system - not trying to replicate the existing system. We will work with each other to achieve this.
- When considering fits and gaps with your business processes, try to think about what your needs are as opposed to just “the way your institution does things now.” Remember that many of your institution’s current business practices are based on internal rules that developed over time. These may not be based on federal, state or local requirements or other best practices. This process will include asking why you do things differently than they are presented in PeopleSoft, to confirm how to best resolve these gaps.
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- If you cannot make the meeting, you need to find someone to be present, make decisions, and give updates for you.
- Ciber staff will document the results of the session for incorporation into the final Fit/Gap document.
- All project and other documents will be posted to the Project PMRx site.

Agenda	
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Meeting Dates:	March 4 th – 7th
Location:	
Facilitator:	John Tinney – Sheena Porter
Attendees:	Financial Aid Leads

March 4th, 2013 Day 1		
FINANCIAL AID		

Topics	Begin	End
Welcome and Introductions/Session Expectations	9:00 AM	9:30 AM
ISIR Processing <ul style="list-style-type: none"> • ISIR Load • Suspense Management • ISIR Corrections • INAS (Need Analysis) 	9:30 AM	10:30 AM
Break	10:45 AM	11:00 AM
Aid Year Activation Financial Aid Term Build	11:00 AM	11:45 PM
Lunch	12:00 PM	1:00 PM
Budgets <ul style="list-style-type: none"> • Online Build • Batch Build 	1:00 PM	2:30 PM
Break	2:30 PM	2:45 PM
Verification	2:45 PM	3:45 PM
Review & Wrap up	3:45 PM	4:00 PM

March 5 th , 2013, Day 2		
FINANCIAL AID		
Topics	Begin	End
Welcome and Introductions	9:00 AM	9:10 AM
Review and Questions	9:10 AM	9:20 AM
Awarding and Packaging <ul style="list-style-type: none"> • Packaging Methodology • Packaging Status Summary 	9:20 AM	10:30 AM
Break	10:30 AM	10:45 AM
Awarding and Packaging (continued) <ul style="list-style-type: none"> • Packaging Selection • Mass Packaging Online Packaging	10:45 AM	11:45 PM
Lunch	12:00 PM	1:00 PM
Awarding and Packaging (continued) <ul style="list-style-type: none"> • External Award Load (from file) • External Award Load (from SF) 	1:00 PM	2:30 PM
Break	2:30 PM	2:45 PM
Repackaging <ul style="list-style-type: none"> • Repackaging Methodology • Repackaging Selection Mass Repackaging	2:45 PM	3:45 PM
Review & Wrap up	3:45 PM	4:00 PM

March 6 th , 2013, Day 3		
FINANCIAL AID		
Topics	Begin	End
Welcome and Introductions	9:00 AM	9:10 AM
Review and Questions	9:10 AM	9:20 AM
COD Processing <ul style="list-style-type: none"> • Pell • Direct Loans • Reports • Reconciliation SAP	9:20 AM	10:15 AM
Break	10:15 AM	10:30 AM
R2T4 Work Study Commonline Processing (Private Loans)	10:30 AM	11:45 PM
Lunch	12:00 PM	1:00 PM
3C's <ul style="list-style-type: none"> • Checklists • Communications • Comments 	1:00 PM	2:30 PM
Break	2:30 PM	2:45 PM
3C's Continued <ul style="list-style-type: none"> • 3C Group Security Authorization Disbursement NSLDS	2:45 PM	3:45 PM
Review & Wrap up	3:45 PM	4:00 PM

March 7th, 2013, Day 4**FINANCIAL AID**

Topics	Begin	End
Welcome and Introductions	9:00 AM	9:10 AM
Review and Questions	9:10 AM	9:20 AM
Student Self-Service Security Issues Unique to California Community Colleges	9:20 AM	10:15 AM
Break	10:15 AM	10:30 AM
Continue CCC discussion. Reporting Review and wrap-up	10:30 AM	12:00 PM