

## DESCRIPTION OF SERVICES—*continued*

### **Health Professions Division (HPD) Admissions**

This session will provide an overview of the HPD admissions processes. This will include general admissions procedures as well as an overview of the collaboration between the HPD Office of Admissions and Admissions Management Services (AMS). (30 min.)

### **National Student Clearinghouse**

This session will provide an overview of the university's reporting of enrollment and degree verifications and how they affect our students and alumni. (30 min.)

### **One-Stop Shop Services**

Do you at times wonder where to direct a student? Find out about how the One-Stop Shops, located on the main campus in the Horvitz and Terry Administration Buildings, can assist. The One-Stop Shops provide in person answers to many important questions and assist students with their financial aid, registration, billing, enrollment verification, transcript, and parking decal needs. (30 min.)

### **Registrar Policies and Procedures (P&P) Workshop**

Are you up-to-date with the university's grading, add/drop, and registration policies? Join the University Registrar for an interactive workshop to brush up on these plus many more registrar policies and procedures. (1 hour)

### **Regulatory Updates**

This session, led by ESS Vice President Dr. Stephanie G. Brown, will provide an update on federal and state regulatory changes and their impact on NSU. (1 hour)

### **Return of Title IV Funds**

This session will provide an inside view of the impacts of drops, withdrawals, or non-passing grades on a student's federal financial aid. We will also discuss the affect of drops and withdrawals for students registered for multiple parts of term. (30 min.)

### **Satisfactory Academic Progress (SAP) Appeal & Academic Plan**

Many students who fail SAP require an academic plan. This session will cover what an academic plan is, who needs one, the specific requirements, and how the academic plan can directly impact the student's ability to meet SAP requirements and regain financial aid eligibility. This session will be especially helpful for academic advisors and other staff who develop academic plans and/or assist students with course selection. (1 hour)

## DESCRIPTION OF SERVICES—*continued*

### **Scholarships, Program Discounts, and Tuition Rate Code Discounts**

This session will focus on the process of awarding scholarships, program discounts, and tuition rate code discounts through fee assessment and the effects on a student's financial aid package. The session is recommended for academic advisors, program managers who maintain tuition rate codes, scholarship/endowment coordinators, and finance managers within each school. (1 hour)

### **Transfer Services**

This session will explore the transfer evaluation process for undergraduate students and how this process impacts the student, program, and center. (1 hour)

### **University Call Center & Help Desk**

Do you know how a prospective student is greeted when he or she calls NSU's main operator? What about a student's parent requesting information via [nsuinfo@nova.edu](mailto:nsuinfo@nova.edu)? Find out about the services provided by the University Call Center and the Help Desk. This session will also include a strategic overview of colleges served and an overview of the Help Desk's role in assisting students, faculty, and staff with technical matters. (1 hour)

### **Veterans Benefits**

This session will focus on educational benefits available to veterans with an emphasis on the GI Bill and the NSU Yellow Ribbon Scholarship. Recent changes to legislation will also be discussed. (30 min.)

For more information on ESS,  
faculty and staff may now visit ESS' new  
internal website,  
ESS Community Net at

[www.nova.edu/esscommunitynet](http://www.nova.edu/esscommunitynet).  
SharkLink login credentials required.



*proudly presents*

# Informational Summit 7

Thursday,

July 23, 2015

8:30 a.m. to 5:00 p.m.



*A Stephanie G. Brown Production*

## 8:30 to 9:15 a.m. BREAKFAST & REGISTRATION

### 9:15 a.m. Welcome

Dr. Stephanie G. Brown,  
Vice President for Enrollment and Student Services

*Atrium*

### 9:35 a.m.

Regulatory Updates—Dr. Stephanie G. Brown	Room 1048
Intro. to Curriculum, Adv., Progr., Planning (CAPP)	Room 1047
University Call Center & Help Desk	Room 1049
Satisfactory Academic Progress (SAP)	Room 1052
Financial Aid	Room 1053
Transfer Services (undergraduate only)	Room 1054
Registrar Policies and Procedures	Room 1133

### 10:45 a.m.

#### 30 min. sessions

One-Stop Shop Svcs.	Rm. 1048
Return of Title IV Funds	Rm. 1049
Admissions Mgmt. Svcs.	Rm. 1052

#### 1 h sessions

Advanced CAPP	Rm. 1047
Bursar Services	Rm. 1053
FERPA	Rm. 1133
Scholarships & Progr. Discounts	Rm. 1054

### 11:20 a.m.

#### 30 min. sessions

Flexible Registration	Room 1048
National Student Clearinghouse	Room 1049
HPD Admissions	Room 1052

## 11:50 a.m. to 1:00 p.m. LUNCH 'N FUN

### 1:05 p.m.

Regulatory Updates—Dr. Stephanie G. Brown	Room 1048
Introduction to CAPP	Room 1047
The Debt Squad	Room 1049
Satisfactory Academic Progress (SAP)	Room 1052
Bursar Services	Room 1053
Scholarships & Program Discounts	Room 1054
FERPA	Room 1133

### 2:10 p.m.

#### 30 min. sessions

Flexible Registration	Room 1048
Return of Title IV Funds	Room 1049
Veterans Benefits	Room 1054
National Student Clearinghouse	Room 1133

## 2:45 to 3:00 p.m. BREAK



### 3:00 p.m.

#### 30 min. sessions

Veterans Benefits	Rm. 1048
Admissions Mgmt. Svcs.	Rm. 1052

#### 1 h session

Advanced CAPP	Rm. 1047
Financial Aid	Rm. 1053
Transfer Svcs.	Rm. 1054
Registrar P&P	Rm. 1133
University Call Ctr. & Help Desk	Rm. 1049

### 3:35 p.m.

#### 30 min. sessions

One-Stop Shop Services	Room 1048
HPD Admissions	Room 1052

## 4:20 p.m. to 5:00 p.m. Q&A - Door Prizes

This session will provide a venue through which to address questions to the ESS leadership team and to discuss opportunities for collaboration. In addition, attendees will have the opportunity to view a presentation of the new ESS Community Net internal website. **Door prizes will be distributed in this session. Knight Auditorium**

## DESCRIPTION OF SESSIONS

### **Admission Management Services (AMS)**

This session will provide an overview of the Admissions Management Services (AMS) process. AMS assists applicants to supported programs in the Fischler School of Education and Human Services and Health Professions Division in the submission of required admission documents. **(30 min.)**

### **Bursar Services**

This session will touch upon the various functions performed by the Office of the University Bursar with emphasis on payment policies, payment options, NSU eBill, financial hold flags, student refunds, cashing, and collections. **(1 hour)**

### **CAPP (Curriculum, Advising, Program, and Planning) Introduction:**

This session will explain the degree evaluation system which is fully integrated into Banner. CAPP allows advisors and students to track student progress toward degree or award completion via WebSTAR. **(1 hour)**

### **Advanced:**

This session will provide a more in-depth explanation of the CAPP degree evaluation system and will be useful for employees who are already familiar with using CAPP and who would like to learn more. **(1 hour)**

### **The Debt Squad (Debt Management)**

This session will provide a glimpse of the various tools and services that ESS offers NSU students directly, as well as through collaboration with NSU programs and centers, in the areas of financial literacy, responsible budgeting, and strategic borrowing. In addition, the session will demonstrate how these efforts benefit not only the individual student, but also our colleagues, the university as a whole, and the financial aid industry. **(1 hour)**

### **FERPA (Family Educational Rights and Privacy Act)**

This session will provide an overview of how FERPA applies to NSU employees and students and what precautions we need to take in handling student information. This session is important for anyone handling student records. **(1 hour)**

### **Financial Aid**

This session will provide an inside view of how students move through the financial aid lifecycle with special emphasis on strategies for student success and avoidance of common financial aid pitfalls. **(1 hour)**

### **Flexible Registration**

The Flexible Registration module of Banner allows prospective students to register and pay for continuing education/professional development courses without having to create an admissions application. The main feature of the solution is the front-facing web interface which emulates a 'shopping cart' experience. **(1 hour)**