

FA-Annual Setup for 2012-2013 Ongoing Training

Date:	March 5-8, 2012
Time:	9:00 AM – 5:00 PM
Location:	Wayne CC Spruce Bldg, Room 102 Travel & Facility Information (classroom sessions only)
Instructors:	Eric Lane, SME/West – Financial Aid Karen Statler, SME/East – Financial Aid
Target Audience:	Financial Aid Directors and those staff members responsible for annual set up
Prerequisite:	Understanding of the fundamentals of financial aid.

Course Description: This session will provide the tools necessary for financial aid administrators to complete the annual set up for 2012-2013 and allow colleges the opportunity to customize their accounts to meet specific requirements on their campuses.

Course Objectives: After completing this session, participants will be able to

- Manage the Financial Aid Environment
- Perform Financial Aid Environment setup for 2012-2013
- Complete Set Up for Direct Loans
- Perform award/general ledger accounts setup
- Prepare R2T4 (Return to Title IV) set up
- Prepare the reporting forms in the FA module
- Complete set up for Year Round Pell Grant awarding

Advanced Preparation:

- Bring a list of all FA eligible programs to the training.
- Bring NCCCS Financial Aid Annual Set up Guide
- Terms must be setup in COLLTEST for 2012-2013 before award periods and attendance patterns can be created by FA.
- Have working knowledge of the 2012-2013 ISIR Comment Codes and all 'C' flags. If necessary, administrators may need to bring a copy of the comment codes with them to class
- Bring term dates for 2012-2013

- Bring your 2012-2013 files to import into Colleague on a flash drive or have them copied to the FA.RECEIVE.DIR in Test.
- Have IT create 2012-2013 file suites and 2012-2013 file suites on FFSP.
- Be able to access YOUR college's test account
- Ask your SA to open all ports that will allow you to access FTP from the Training Center
- Try to obtain general ledger account information for 2012-2013
- Bring a list of scholarships.