CU – ADA Student Tracking
College Staff Training

Target Audience: The target audience for this class includes but is not limited to staff who work in Disability Services, Registrars, Admissions, and other Student Service areas who are responsible for documenting students with a reported disability in Colleague.

Date(s) and Time(s): December 12, 2016
1:00 pm. – 4:00 p.m.
Please log in 15 minutes prior to class start time.

Delivery Method: Webinar

Register by Date: December 8, 2016

Facilitator(s): Kristina Eudy, Curriculum Instruction & Student Records SME
Daniel Alvarado, Associate Director, Student Support

Prerequisites: Participants should be familiar with ADA and Section 508 Compliance.

Course Description: This session will provide staff with training needed to document reported disabilities in Colleague to ensure accurate State and federal reporting. College staff will also have an opportunity to share local workflows that have proven successful in supporting students with disabilities as well as express concerns about items needed to support these students.

Advanced Preparation: Prior to class:
• Print and bring the class documentation, when available, published via the NCLOR at http://exploretlhor.org
• Have access to the mnemonics for this session
• Have access to local Colleague account
• Webinars are conducted using either Blackboard or Skype for Business. Please ensure your connections to both applications function properly prior to attending a CUST webinar. If you need assistance, please contact your college's IT Department.
**Course Objectives:**

After completing this session, participants will be able to:

- Discuss disabilities reported to the System Office in State Reporting
- Build a new disability code
- Determine whether the disability code will be reported to IPEDS
- Document a student’s reported disability in Colleague
- Share local workflows used to document students who report disabilities
- Discuss local needs to improve staff/college support provided to students who report disabilities

**Directions for Joining the Webinar:**

Join a webinar session by using the meeting link and telephone bridge information provided to you via the "Class Information" email. If you cannot locate the "Class Information" email from the CIS Training Registrar (cistrain@nccommunitycolleges.edu), please contact the College User Support Team at (919) 807-7178 or InternalCUST@nccommunitycolleges.edu and someone will assist you.

A limited number of phone lines are available for the call; therefore, all participants from one institution should meet in the same room with a speakerphone, computer with Internet access, and a projection unit to display the presentation. **Contact your college’s IT Department Help Desk if you need assistance.**

**Course Evaluation:**

Thank you for attending this training class. The goal of the College User Support Team is to provide the best possible training solutions for the Community College System. You can help us continually improve our training sessions by completing the evaluation for this class. At the conclusion of this class, you will receive an email at the email address you submitted during registration. This email will include a link to our training evaluation. Please complete this evaluation within ten days of receipt. Your input provides our team with valuable feedback about our services.