CU – Colleague All About Waitlisting
College Staff Training Offered in Partnership with Ellucian

Target Audience: The target audience for this class includes Curriculum Management staff, Registration staff, IT representatives, and Deans/Department Heads who use, set up, and maintain waitlists in Colleague.

Date(s) and Time(s): October 24, 2016
9:30 a.m. – 4:00 p.m.
Please log in 30 minutes prior to class start time.

Delivery Method: Webinar

Register by Date: October 20, 2016

Facilitator(s): Doug VanDenBerg

Prerequisites: Understanding of the registration process in Colleague
Understanding of basic Colleague curriculum management

Course Description: This session will include detailed discussion about the use, setup, and maintenance of waitlists in Colleague.

Advanced Preparation: Prior to class:
• Print and bring the class documentation, if available, published via the NCLOR at http://exploretelahor.org. To request access to the NCLOR, refer to the CIS Documentation website at: http://www.nccommunitycolleges.edu/college-user-support/cis-documentation

Course Objectives: After completing this session, participants will be able to:
• Understand waitlist functionality in Colleague
• Identify all setup necessary for utilizing waitlist functionality
• Understand the administrative and student tools available for maintaining waitlists
• Begin to identify the optimal way to manage waitlists based on the institution’s needs
• Consider a timeline for testing and implementing waitlist functionality

Directions for Joining the Webinar:

Join the webinar session by using the meeting link and connection information provided to you via email.

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.