Student Types
College Staff Training

Target Audience: The target audience for this class includes curriculum and business office staff members responsible for the creation and assignment of student types and the creation and maintenance of registration billing tables.

Date: June 6, 2016

Register by Date: May 27, 2016

Delivery Method: via Webinar

Time: 9:00 a.m. – 12:00 p.m. Log in 10 minutes before class start time.

Facilitator(s): Sonya C. A Bartley, SME, Curriculum Instruction and Student Records
Holly Martin, SME, Financial and ARCR

Prerequisites: None

Course Description: Standard student types have been defined for exceptions and waivers outlined in N. C. General Statute 115D and in the Tuition Remissions Reference Guide. This session outlines the workflow staff members must use to ensure students are assigned to appropriate standard student types and the appropriate AR setup needed to ensure accurate billing effective Fall 2016.

Advanced Preparation: Prior to class:
- Print and bring the class documentation, if available, published via the NCLOR at http://exploretelor.org.
- 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:

- Describe residency changes including:
  - Residency Determination Service (RDS)
  - Residency determination changes and timeline
- Use student types. Topics include:
  - Explaining
  - Creating
  - Associating
  - Monitoring use
  - Ending
- Manage rate tables. Topics include:
  - Creating:
    - General Ledger Accounts
    - AR Codes
    - AR Code Federal Tax Information
    - Rate Table
  - Billing/Rebilling students
  - Ending

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 Diana Spears (speards@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.