Understanding Your Data and Rules Writing  
College Staff Training

<table>
<thead>
<tr>
<th>Target Audience:</th>
<th>The target audience for this class includes college Financial Aid employees responsible for generating reports.</th>
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</thead>
<tbody>
<tr>
<td>Register by Date:</td>
<td>Monday, September 21, 2015</td>
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<tr>
<td>Dates:</td>
<td>Wednesday, September 23, 2015 10:00 a.m. – 4:30 p.m.</td>
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<td>Thursday, September 24, 2015 thru Friday, September 25, 2015 9:00 a.m. – 4:30 p.m.</td>
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| Location:        | Wayne Community College  
Spruce Building  
College Training Center  
Goldsboro, North Carolina  
[College Training Center Information](#) |
| Facilitator:     | Karen Britt Statler, Business Systems Analyst (Financial Aid)                                                 |
| Prerequisites:   | N/A                                                                                                            |
| Course Description: | These courses will provide end users with tools necessary to understand where data ‘lives’ in Colleague and how to write basic rules to be used in Financial Aid processes. |
| Advanced Preparation: | Prior to class:  
• Review the class agenda.  
• Print and bring the class documentation, if available, published via the NCLOR at [http://explorettheor.org](http://explorettheor.org).  
• Ensure you have access to RDEL and RFEI.  
• Identify a rule you would like to write in class. |
| Course Material: | Rule Writing Techniques Participant Guide  
Rule Hooks from Ellucian.All  |

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Course Objectives: After completing this session, participants will be able to:
- Find the name of a field and the file associated with that field
- Write rules using Financial Aid data
- Identify what data can be used in a rule
- Understand basic construction of a rule
- Identify when a pointer is used in a rule

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.