TE – Military Veterans Class
College Staff Training Offered in Partnership with Ellucian

Target Audience: The target audience for this class includes individuals responsible for managing benefits for military and veteran students and their eligible dependents. It is highly recommended that staff members affected by this functionality, e.g., Curriculum, Degree Audit, and Financial Aid also attend.

Date(s) and Time(s): December 12, 2016
1:00 p.m. – 5:00 p.m.
Please log in 30 minutes prior to class start time.

Delivery Method: Webinar

Register by Date: December 8, 2016

Facilitator(s): Lenora Foster

Prerequisites: None

Course Description: Active duty servicemembers, veterans, and eligible family members seeking tuition assistance and VA benefits represent an increasingly large segment of the higher education population. Colleague’s new Military and Veteran functionality helps your institution manage this important student cohort.

Advanced Preparation: Prior to class:
- Print and bring the class documentation, if available, published via the NCLOR at http://explorethelor.org. To request access to the NCLOR, refer to the CIS Documentation website at: http://www.nccommunitycolleges.edu/college-user-support/cis-documentation
- Participants should know basic Colleague navigation
- Participants should be familiar with federal regulations related to benefits for servicemembers, veterans, and eligible family members
- Participants should be familiar with institutional policies and procedures related to tuition benefits for active servicemembers, veterans, and eligible family members
- Participants should be familiar with Degree Audit (recommended)
- Visit https://clients.datatel.com/traininglab for information on how to test your connectivity prior to class to ensure trouble-free connection to Ellucian’s Virtual Training Lab

Course Objectives: After completing this session, participants will be able to:
- Track and manage information for active servicemembers and eligible military family members
- Track and manage information for military veterans and eligible military veteran family members
- Correspond with active servicemembers, veterans, and eligible family members using Colleague’s Communications Management module, which integrates with Colleague’s new Military and Veteran functionality
- Track enrollment changes through usage of the Enrollment Activity Report
- Enter and view basic information for active servicemembers and their eligible family members
- Enter and view basic information for veterans and their eligible family members
- Enter and view term-based information for veterans and their eligible family members helpful in tracking the VA certification process within Colleague
- Leverage Colleague’s Communications Management module to correspond with students who are active servicemembers, veterans, and eligible family members
- Enter Servicemembers Opportunity Colleges (SOC) Student Agreement Information
- Generate the SOC Student Agreement from Colleague to submit to SOC or the student
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.