



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

R. Scott Ralls, Ph.D.

President

May 14, 2008

MEMORANDUM

Deadline: June 6, 2008

To: Senior Continuing Education Administrators
Student Development Administrators
Financial Aid Administrators

From: Wanda C. White, Director
Student Development Services

Subject: **New Continuing Education Course for Financial Aid Professionals**

The North Carolina Community College System (NCCCS) Department of Student Development Services has been working to develop a curriculum framework for on-going, standardized training for financial aid professionals. The instructional materials are based on current policies and procedures from the National Association of Student Financial Aid Administrators (NASFAA). A course has been approved by the NCCCS State Board and will be listed on the Continuing Education Master Course List in July 2008. Below are the specifics of the course:

BAF3200: Financial Aid Professionals

This course is designed to provide training for Financial Aid professionals and other interested individuals. There are 13 training modules. Course content will cover all aspects of administering federal and state student aid programs, including: laws and regulations, administrative and financial systems, application processing, verification, disbursing funds, and reporting requirements.

Recommended hours: 40

Our goal is to have eight to ten colleges regionally distributed across the state to offer the course. To assist colleges, we are currently working on an agreement with NASFAA to provide the student training materials for the course at a minimum cost. It will be the college's responsibility to recruit and hire instructors. The System Office will assist colleges in identifying possible instructors and will host a train-the-trainer session in July.

CC08 - 123
Email Copy

Memorandum
May 9, 2008
Page 2

An informational meeting will be held on June 26, 2008 at the System Office for colleges interested in offering the course. In order to offer the course on your campus, you must have a representative from your college attend the informational meeting. To register, please complete the attached registration form by May 30, 2008.

Should you have questions, please feel free to contact me at (919) 807-7104 or by email at whitew@nccommunitycolleges.edu.

c: Presidents
Vice Presidents of Instruction
Dr. Delores A. Parker
Mr. Kennon Briggs
Mr. Van Wilson
Ms. Barbara Boyce
Mr. Monty K. Hickman

Financial Aid Professionals - Training Course
 Student Development Services

Informational Meeting

June 26, 2008 (10:00 a.m. to 12:00 noon)

College Name:

Please spell out the name of the college

Contact Person Name

Title

Phone Number

Email Address

___ YES, we are interested in offering this course on our campus.

___ YES, we will attend the information session scheduled on June 26, 2008.

Information Meeting Attendance List

	Names
1.	
2.	
3.	
4.	
	Note: (List name(s) as you want them to appear on name tag)

To facilitate the planning process, please complete this form by May 30, 2008.

Fax or Email to:

Wanda White, Director

Student Development Services

Email: whitew@nccommunitycolleges.edu

(919) 807- 7164 (Fax)

(919) 807-7104 (Phone)