

	Topic	Staff	Audience	Location	Time
Monday 28	Manage Program Plan Stack	Rebecca & Matt	Registration staff	GHL 128 - Enrollment Services	Afternoon
	Course class	Jill	course builders	GHL 213 (bring laptops)	1-5pm
	Enrollment, advising, transfer credits	Karen	SA staff	SHL 019	1:00 - 2:30
	Advising, assigning advisors	Karen	Advising leadership, assigners	SHL 019	3-4:30
	Entering admissions applications	Amanda	staff who enter / process applications	GHL 128 - Enrollment Services	1-5pm
	Financial Aid	Jodi	Financial Aid	GHL 021	1-5pm
Tuesday 29	ECD	Rebecca & Elizabeth (SF)	Kerrie & Leila	CTC 339	1-4:30
	Running Queries	Karen & Matt	Anyone who runs queries	SHL 019	10-noon
	Credentials building	Karen	Kael & Shelley	GHL 205 - or an office	1-5pm
	Plan Stack (select admissions, WES, plan	Rebecca	Terri K and Team, WES, Select Admissions	GHL 128 - Enrollment Services	8:30-11:30
	Registration essentials	Tanjagay	Registration staff	GHL 128 - Enrollment Services	1-4pm
	Beginning of terms set-up, calendars	Matt	Mirranda & Kael	Mirranda's office	8-10am
	Financial Aid	Jodi	Financial Aid	GHL 021	9am-1pm
	Faculty Workload	Josie	Cathy R.	Cathy's office JSH 230	8-5pm
Wednesday 30	Faculty Workload	Josie	All FWL staff, and course builders * Sherri	SHL 019	8-10am
	Demo of timesheet	Sherri & Dennis	all employees	SHL 019	10-11:30
	Demo of timesheet	Sherri & Dennis	all employees	SHL 019	2:30-4
	ERP staff introductions	ERP staff	Steering Team, SMES, ITS	PUB 258B	1-2:15
	Open Lab Time Sheets	Josie & Jennifer	evening employees	GHL 022	8pm-9pm
	3C's	Jill & Amanda	FA, Kael, Shelley, Mirranda, Michelle, Tanya	APH 208	8:30-12:30pm
	Demo Student Center	Jill	Career, Student leaders, ambassadors, Tech Hub	PUB 258B	2:30-4pm
	Cashiering	Elizabeth	Cashiers	PUB 153	8-5pm
Thursday 31	Open Lab Time Sheets	Josie & Jennifer, Deema, Natalie	all employees	GHL 021	6am - 6pm
	Cashiering	Elizabeth	Cashiers	PUB 153	8-5pm
	Registration essentials	Tanjagay	Registration staff	GHL 128 - Enrollment Services	8-5pm
	open Student Lab - Transitional Studies		Transitional Studies Students	TBld 229	9-1, 4-6
Friday 1	Cashiering	Elizabeth	Cashiers	PUB 153	8-5pm
	Supervisor approve time	Deema & Natalie	All Supervisors / Managers	GHL 021	9-3pm
M-F	OPEN LABS		Open lab for all employees: log in, navigation	APH 210	8-5 most days
			Open lab for SMES, help from SBCTC staff	GHL 205	8-5 M-Th, 8-3 F
			Triage Room, snacks, Open Webex to SBCTC, roles	GHL 207	8-5 M-Th, 8-3 F
			CTC Open lab for all employees: log in, navigation	CTC 339	Tues 1-4:30
			CTC Open lab for all employees, students	CTC 339	Fri 8am-12pm
			CC@WSUV Open lab for all employees, students	CCW 104	Thur 1-4:30pm

ri
ri