

By Area

Audiences	Approx. Headcounts	Online Courses								Hands on Training																	
		BANNAV 100 Banner Navigation	BANNAV 200 Advanced Banner Navigation (avail. late July 2008)	FAOV 100 Financial Aid Overview	FABV200 Bursar View of Financial Aid	FAVW200 Financial Aid View 1	FAVW200 Financial Aid View 2	FAVW200 Financial Aid View 3	SOV 100 Student Overview	FACT 200 Financial Aid - for W.L.	FACT 210 Financial Aid - for PNC	ENRLSV 200 Enrollment Services View	STUVW 200 Student View Only	SADMS 200 Admissions View includes ENRLSV 200	SADMS 210 Admissions - Create General Person	SADMS 220 Manage Admission Appl. Info. (Admis. User 2)	SBURS 200 Bursar View includes ENRLSV 200	SBURS 210 Cashiering and TouchNet	SBURS 220 Refund, billing, deferment	SREG 200 Registrar view includes ENRLSV 200	SADVSR 230 PNC Advisors - INB & SSB	SREG 220 Registrar Modify and Update	SREG 230 Degree Status and Graduation (timing TBD)	SADVSR 200 Advisors INB & SSB	SADVSR 210 Advisors SSB role	SGRADC 200 Grad Registration Advisors	SSCHED 210 - Schedule Deputies and assistants
		2 hr.	1.5 hr.	1.5 hr.	1.5 hr.	1.5 hr.	1.5 hr.	1.5 hr.	2 hr.	16 hr.	16 hr.	3 hr.	2 hr.	3.5 hr.	4 hr.	4 hr.	7.5 hr.	4 hr.	4 hr.	4 hr.	8 hr.	7.5 hr.	8 hrs.	4 hrs.	2 hrs.	3 hrs.	3.5 hrs.

West Lafayette
(Grey areas indicate R3 courses.)

Admissions ALL STAFF	65	✓	✓					✓						✓	✓														
Admissions User 2 role	30															✓													
SATS ALL STAFF	7	✓	✓					✓						✓															
ISS ALL STAFF	20	✓	✓					✓						✓															
ISS (Admissions)	5														✓	✓													
Enrollment Mgmt ALL STAFF	12	✓	✓					✓						✓															

HOW TO INTERPRET THIS TABLE :

- o Left hand column is audience (department or major audience group)
- o Across the top is the course list-- online courses, then hand-on courses appear, left to right
- o Generally, these represent a sequence from introductory to more advanced topics. Training participants would complete their check-marked courses, starting with those on the left and working their way one by one to the right
- o Green shading in leftmost column = start of a new department/audience
- o Green check mark = EVERYONE in that department or audience takes these courses
- o If there multiple subsections in a department/group (i.e., different groups do different things and may need different training):
 - On page 1, see the example of Admissions. The WHOLE staff will take BANNAV100, BANNAV200 (when it's available), SOV100, SADMS200, and SADMS210.
 - Additionally, the staff assigned the Admissions User 2 role will *also* take the SADMS220 course.

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		2 hr.	1.5 hr.	1.5 hr.	1.5 hr.	1.5 hr.	1.5 hr.	1.5 hr.	2 hr.	16 hr.	16 hr.	3 hr.	2 hr.	3.5 hr.	4 hr.	4 hr.	7.5 hr.	4 hr.	4 hr.	4 hr.	8 hr.	7.5 hr.	8 hrs.	4 hrs.	2 hrs.	3 hrs.	3.5 hrs.	
Grad School ALL STAFF	23	✓	✓					✓																				
Grad School (Admissions)	4													✓	✓	✓												
Grad School (Update Adms)	5													✓	✓	✓												
Grad School (Registrar)	6																			✓		✓						
Grad Registraion Advisors (Academic depts.)	70	✓	✓					✓				✓														✓		
Grad Registration Assistants (Academic depts.)	50	✓	✓					✓				✓																
Registrar ALL STAFF	40	✓	✓					✓												✓		✓						
Registrar Graduation roles	10																							✓				
Schedule Deputies and Assistants	200	✓	✓					✓																			✓	
Advisors INB & SSB	24	✓	✓					✓																✓				
Advisors SSB	550-600	✓	✓																						✓			

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		2 hr.	1.5 hr.	1.5 hr.	1.5 hr.	1.5 hr.	1.5 hr.	1.5 hr.	2 hr.	16 hr.	16 hr.	3 hr.	2 hr.	3.5 hr.	4 hr.	4 hr.	7.5 hr.	4 hr.	4 hr.	4 hr.	8 hr.	7.5 hr.	8 hrs.	4 hrs.	2 hrs.	3 hrs.	3.5 hrs.	
Bursar ALL STAFF	30	✓	✓	✓	✓				✓								✓											
Bursar Staff Cashiers	15																	✓										
Bursar Staff Bills & Disbursements	15																		✓									
University Coll.	5	✓	✓														✓	✓										
University Residences (Non-Bursar staff)	38	✓	✓						✓			✓																
U. Residences (Bursar)	5																✓											
Financial Aid ALL STAFF	72	✓	✓	✓					✓	✓	✓	✓																
Bus. Ofc. Student Orgs.		✓	✓						✓				✓															
Dean of Students	40	✓	✓						✓			✓																
VPSS		✓	✓						✓			✓																
Div. of Rec. Sports	7	✓	✓						✓				✓															
PUSH	27	✓	✓						✓				✓															
ROTC	5	✓	✓						✓			✓																

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Other Areas - West Lafayette																												
OCEC ALL STAFF	12	✓	✓					✓			✓																	
OCEC Schedule Deputies	2																											✓
OCEC Reg Advisors	3																										✓	
Study Abroad	10	✓	✓					✓			✓																	
Inter. Coll. Athletics		✓	✓					✓			✓																	
Reporting Validators	100	✓	✓					✓			✓																	
Libraries	12	✓	✓					✓				✓																
Parking	9	✓	✓					✓				✓																
Police	15	✓	✓					✓				✓																
Fiscal Services		✓	✓					✓				✓																
U. Advancement		✓	✓					✓				✓																
Card Services	3	✓	✓					✓				✓																
HR		✓	✓					✓				✓																

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		2 hr.	1.5 hr.	1.5 hr.	1.5 hr.	1.5 hr.	1.5 hr.	1.5 hr.	2 hr.	16 hr.	16 hr.	3 hr.	2 hr.	3.5 hr.	4 hr.	4 hr.	7.5 hr.	4 hr.	4 hr.	4 hr.	8 hr.	7.5 hr.	8 hrs.	4 hrs.	2 hrs.	3 hrs.	3.5 hrs.
IT Contracts/Licensing	6	✓	✓					✓				✓															
Internal Audit	5	✓	✓	✓				✓	✓			✓															

Statewide Technology																												
Statewide Tech Coord.	20	✓	✓	✓				✓	✓			✓																