LA County College of Nursing CAMS Enterprise Onsite Consultation

Day 1 – Monday, September 11, 2017

8:00   **CAMS Manager Module Tasks (CAMS Manager, Core Implementation Team)**

- Configuration
  - Admin 1 and Admin 2 tabs
  - Registration and Billing tabs
- Set Global Configuration Items in CAMS Manager >Configuration >Registration
  - Set Repeat Policy
- Custom Grade Entry
  - Review all grades, ensure accuracy in grade parameters
- Rebuild Repeats and Grades
- Rebuild Enrollment Counts starting with current term first, working your way back
- Once tasks a – d are complete, registrar review transcripts

10:15   **Break**

10:30   **CAMS Manager Module Tasks (CAMS Manager, Core Implementation Team)**

- User Administration
  - User Permissions
- CAMS Portal Configuration
  - Student Portal
  - Faculty Portal
  - Grad App Portal
- Lookup Table Options
  - Review Glossary and Reference Tables
  - Term Calendar Table

12:00   **Lunch Break**

1:30   **Bursar/Billing Tasks (CAMS Manager, Bursar, Registrar)**

- TransDocs
  - Review active TransDocs to ensure values are appropriately set, including IPEDS and 1098 flags in CAMS Manager >Lookup Table Options >Transaction Documents
  - *Update some of the GL account numbers in the TransDocs if necessary*
- Create Billing Structure
  - CAMS Manager Module
    - o Enter **cost types** (Cost Types reference table) needed for student types
    - o Enter all **cost centers** (Cost Centers reference table) needed
      - TransDocs to drive tuition to the GL must be added to cost centers
      - Late Registration Fee TransDoc
      - Audit Fee TransDoc (some schools use the same TransDoc for tuition and for audit tuition)
  - Create **refund groups** (Refund Groups glossary table) to reflect refund periods (first eight weeks, second eight weeks, sixteen weeks, etc). Refund schedules are based on the course start dates.

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Day 1 Continued

3:30   **Break**

3:45   **Registration Module**

- Cost Structure Setup
  - Add **Main** Cost Center to the term you want to build first
  - Add all Cost Types (**Default** will already exist, and I recommend that represents the majority of student body for that Cost Center/Cost Type combo)
  - Identify Costs for each Cost Type (student type)
  - Add Refund Schedules
  - Add Fees to Fees Tab (specific to each student type)

5:00   **End Day 1**

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Day 2 – Tuesday, September 12, 2017

8:00   **Faculty Module – Faculty Record Setup (CAMS Manager, Registrar's Staff)**

- Create/Maintain Faculty Record
  - Portal Access identified
- Create Course Management Roles for Faculty
- Set up Advisor Records in CAMS Manager
- Create CAMS Faculty User Records and assign faculty and advisor records
- Assign Course Management Role to Faculty

10:15   **Break**

10:30   **Registration Setup Tasks (CAMS Manager, Registrar's Staff)**

- Build/Update Offering for next subsequent term for which students will register
  - Ensure the courses in the offering reflect the correct Cost Center and Refund Schedule
  - Ensure that the courses in the offering have the appropriate schedule (faculty, dates, times, room).
  - If the course has course specific fees, such as a lab fee, add the fee to the Course Fees tab on the offering.

12:00   **Lunch Break**

1:30   **Registration Setup Tasks (CAMS Manager, Registrar's Staff)**

- Master Course List
  - Pre and co Requisites
  - Course Equivalencies
- Status Changes
  - First term to Continuing
  - Academic Standing (Dean's List, Probation)

2:45   **Break**

3:00   **Degree Audit Setup**

5:00   **End Day 2**

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Day 3 – Wednesday, September 13, 2017

8:00   **Financial Aid Setup (CAMS Manager, Financial Aid Staff)**
- TransDoc Setup
- Yearly Setup
    - Define Academic and Financial Aid Years
    - Set up Distribution Calendar
    - Define Cost of Attendance (Budgets)
    - Load Comment Codes
- Load Pell Table
- Award Reference Setup
    - Set COD Parameters
- Document Tracking Setup
    - Autoload Document Tracking Setup

10:30   **Break**

10:45   **Financial Aid Processes (CAMS Manager, Financial Aid Staff)**
- Import Files (MPN, EC, ISIRS)
- Financial Aid Maintenance
    - Apply Cost of Attendance
- Single Student Packaging
    - Package Students
    - Run Award Letters
- Export awards to COD
- Import award response files
- Transfer funded aid to Billing

12:00   **Lunch Break**

1:30   **Admissions Set Up (CAMS Manager, Admissions Office Staff)**
- Set up Communication Activities
    - Set up Communication Sequences
    - Mass Add Student Activities
- Set Up Document Tracking Items
- BYOR Reports
- Document Tracking Reports

3:00   **Break**

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Day 3 Continued

3:15   **Registration Processes (CAMS Manager, Registrar Staff)**

- Student Registration
  - Official vs. Unofficial
  - Register Students
  - Add Drop
  - Waitlist
  - Rosters/Schedules
  - Register via Portals
- Grades
  - Grade Catalog
  - Grades in CAMS Enterprise
  - Grade Submission through Faculty Portal
- Transcripts
  - Maintaining Transfer Courses
  - GPA Groups
  - Maintaining Transcripts
  - Print Transcripts
- Student Status Record
  - Student Status Screen
  - Status Change Processes
  - Mass Update Student Status

5:00   **End Day 3**

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Day 4 – Thursday, September 14, 2017

8:00   **Open Q&A (CAMS Manager, Core Implementation Team)**

10:15   **Break**

10:30   **Faculty Portal Hands-On Training Session 1 (CAMS Manager, Faculty) 10 person maximum**

12:00   **Lunch Break**

1:30   **Faculty Portal Hands-On Training Session 2 (CAMS Manager, Faculty) 10 person maximum**

3:00   **Break**

3:00   **Open Q&A (CAMS Manager, Core Implementation Team)**

5:00   **End Day 4**