



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

Student Services

Campus Solutions Preliminary Training Plan UPDATED: 08/31/2018 – **Changes are highlighted**

Introduction

The primary goal of the end user training initiative is to enable staff to learn the new Campus Solutions business processes related to their job. This document provides the training strategy and timeline for San Diego City, Mesa and Miramar Colleges and Continuing Education

Assumptions

The plan is based on the following assumptions:

- All training will be held at Miramar College at the dedicated training room (W-246) located at the District Datacenter unless otherwise specified
- Training will be facilitated by District Student Services, while training delivery will be done by project team members (Business Analysts or Supervisors)
- Training is required in order to gain access to the system
- Instructional materials will be available online and provided at the training
- Some offices may need to be closed for a period of time in order to maximize training efficiency
- Prior to training, all staff will be asked to complete a basic preview training (CS 101) online in order to be prepared

Training Populations

Specialized Training	
<ul style="list-style-type: none"> • Admissions and Records (includes Veteran Services, Residency, International) • CalWORKs • Counseling Faculty • Counseling Support Staff • DSPS • EOPS/CARE • Financial Aid • Research • Schedulers • Student Accounting 	<ul style="list-style-type: none"> • Student Outreach • Managers • Students • Teaching Faculty • Student Affairs • Athletics • TRIO/UMOJA • Tutoring/LRC/Library • Assessment Office • Fitness Center Staff • Student Health Services • Parking Services

Training Timeline:

All trainings will be viewable to on the Training Calendar:

<https://www.sdccd.edu/mysdccd/training/training-calendar.aspx>

Training schedule is subject to change based upon area readiness.

Admissions and Records

Session Name	Date/Time	Location	Content
A&R 101	10/19/18 1pm to 5pm	Miramar W-246	Introduction to CS, Student Journey, Student Services Center, 3Cs, Portal
A&R 102	10/26/18 1pm to 5pm	Miramar W-246	Registration, Student Grades, Class Schedule
A&R 103 (City Only)	11/2/18 8:30am to 12:30pm	Miramar W-246	Residency, International Students, Veterans, Campus Specific BP
A&R 103 (Mesa Only)	11/2/18 1pm to 5pm	Miramar W-246	Residency, International Students, Veterans, Campus Specific BP
A&R 103 (Miramar Only)	11/2/18 1pm to 5pm	Miramar M-101	Residency, International Students, Veterans, Campus Specific BP
A&R 120	12/14/2018 8:30am to 12:30pm	Miramar W-246	CCCApply

CalWORKs

Session Name	Date/Time	Location	Content
CalWORKs 101	11/9/2018 1pm to 5pm	Miramar W-246	Introduction to CS, Student Services Center, Overview of CalWORKs
CE CalWORKs 101	12/7/2018 8:30am to 12:30pm	ECC TBD	Introduction to CS, Student Services Center, Overview of CalWORKs

Counseling Faculty

	Room	CSC 101 CSC 102	Track	CSC 103	CSC 104	CSC 105/106	CSC 199
Miramar	Miramar W-246	Sept 24 9am to 4pm	A	Sept 25 8:00am - 12:00pm	Sept 26 8:00am - 12:00pm	Sept 27 8:00am - 12:00pm	Sept 28 1:00pm – 4:00pm
			B	Sept 25 1:00pm - 5:00pm	Sept 26 1:00pm - 5:00pm	Sept 27 1:00pm - 5:00pm	
Mesa	Mesa I4-201	Oct 1 9am to 4pm	A	Oct 2 8:00am - 12:00pm	Oct 3 8:00am - 12:00pm	Oct 4 8:00am - 12:00pm	Oct 5 1:00pm – 4:00pm
			B	Oct 2 1:00pm - 5:00pm	Oct 3 1:00pm - 5:00pm	Oct 4 1:00pm - 5:00pm	

City	City MS-161	Oct 8 9am to 4pm	A	Oct 9 8:00am - 12:00pm	Oct 10 8:00am - 12:00pm	Oct 11 8:00am - 12:00pm	Oct 12 1:00pm – 4:00pm
			B	Oct 9 1:00pm - 5:00pm	Oct 10 1:00pm - 5:00pm	Oct 11 1:00pm - 5:00pm	
CE	ECC, TBD	Dec 3 9am to 3pm	A	Dec 4 8:00am - 12:00pm	Dec 5 8:00am - 12:00pm		Dec 6 1:00pm – 4:00pm
			B	Dec 4 1:00pm - 5:00pm	Dec 5 1:00pm - 5:00pm		Dec 6 1:00pm – 4:00pm

Counseling Support Staff

Session Name	Date/Time	Location	Content
CSS 101	10/19/18 8:30am to 12:30pm	Miramar W-246	CS 101, Student Services Center, Student Journey
CSS 110	10/26/18 8:30am to 12:30pm	Miramar W-246	Student Success Pages, Enrollment, Class Schedule

DSPS

Session Name	Date/Time	Location	Content
DSPS Miramar 101	9/28/18 8:30am to 12:30pm	Miramar W-246	DSPS Processes
DSPS Mesa 101	10/5/18 8:30am to 12:30pm	Mesa TBD	DSPS Processes
DSPS City 101	10/12/18 8:30am to 12:30pm	City MS-161	DSPS Processes
DSPS CE 101	12/7/2018 8:30am to 12:30pm	ECC TBD	DSPS Processes

EOPS/CARE

Session Name	Date/Time	Location	Content
EOPS 101	8/2/2018 11:00am to 3:00pm	Miramar M-101	EOPS Processes
EOPS 110	TBD	TBD	TBD

Financial Aid

Session Name	Date/Time	Location	Content
Financial Aid 120	6/29/2018 8:30am to 12:30pm	Miramar M-102	Student Portal, Triage Session
Financial Aid 130	7/16/2018 8:30am to 12:30pm	Miramar M-102	Force Loading ISIRs, manually posting awards

Research

Session Name	Date/Time	Location	Content
Campus Solutions	10/24/2018 8:30am to 12:30pm	Miramar W-246	Campus Solutions Overview

Schedulers

Session Name	Date/Time	Location	Content
Scheduler Build	8/27/18 – 9/28/18 Varies	Varies	Schedule Build

Student Accounting

Session Name	Date/Time	Location	Content
SA 101 (City)	10/25/18 8:00am to 12:00pm	City MS-TBD	Student Services Center, Account Inquiry
SA 101 (Mesa)	10/26/18 8:30am to 12:30pm	Mesa MS-209	Student Services Center, Account Inquiry
SA 101 (Miramar)	10/26/18 8:30am to 12:30pm	Miramar M-101	Student Services Center, Account Inquiry
SA 110 (City)	11/1/2018 8:00am to 12:00pm	City MS-TBD	Accounting Basics, Touchnet
SA 110 (Mesa)	11/2/2018 8:30am to 12:30pm	Mesa MS-209	Accounting Basics, Touchnet
SA 110 (Miramar)	11/2/2018 8:30am to 12:30pm	Miramar M-101	Accounting Basics, Touchnet
SA 110 (CE)	11/2/2018 9:00am to 12:00pm	TBD	Accounting Basics, Touchnet

Student Outreach

Session Name	Date/Time	Location	Content
Online Schedule Training	Week of 10/15/18	TBD	
Registration Training	Week of 10/29/18	TBD	

Managers for TAO and Class Scheduling

Session Name	Date/Time	Location	Content
VPs/Deans for Class Scheduling (Session 1)	9/21/2018 9:00am to 12:00pm	Miramar W-246	Class scheduling, TAO, Ad Astra
VPs/Deans for Class Scheduling (Session 2)	10/4/2018 9:00am to 12:00pm	Miramar W-246	Class scheduling, TAO, Ad Astra
Admins/Business Services for TAO	9/24/2018 9:00am to 12:00pm	Miramar W-246	TAO, Reports/Queries

Students

Session Name	Date/Time	Location	Content
Online Schedule	Week of 10/22 – 10/29	Each Campus	Online Schedule
Registration	Week of 11/12	Each Campus	Registration
Online Videos	N/A	Online	Varies

Faculty

Session Name	Date/Time	Location	Content
Training for Department Chairs and VPIs @ City	9/24/2018 2:00pm to 3:30pm	City MS-161	TAO, Faculty Assignment, Reports, Portal (Faculty Center)
Training for Department Chairs and VPIs @ Mesa	9/19/2018 2:30pm to 4:00pm	Mesa, TBD	TAO, Faculty Assignment, Reports, Portal (Faculty Center)
Training for Department Chairs and VPIs @ Miramar	9/17/2018 1:00pm to 2:30pm	Miramar W-246	TAO, Faculty Assignment, Reports, Portal (Faculty Center)
Online Videos	N/A	Online	Faculty Portal

Continuing Education

Session Name	Date/Time	Location	Content
CE Student Services	11/5/18 - 11/7/18 8:30am to 12:30pm	North City	CS 101 for CE, Apply/Register, Portal
CE Student Services	11/13/18 – 11/14/18 8:30am to 12:30pm	ECC	CS 101 for CE, Apply/Register, Portal

Student Affairs, Athletics, TRIO/UMOJA

Session Name	Date/Time	Location	Content
Campus Solutions Training	11/01/2018 10:00am to 12:00pm 1:00pm to 3:00pm	City	CS 101, Student Services Center, Student Groups, Queries/Reports, Student Journey
Campus Solutions Training	11/06/2018 10:00am to 12:00pm 1:00pm to 3:00pm	Mesa	CS 101, Student Services Center, Student Groups, Queries/Reports, Student Journey
Campus Solutions Training	11/07/2018 10:00am to 12:00pm 1:00pm to 3:00pm	Miramar	CS 101, Student Services Center, Student Groups, Queries/Reports, Student Journey

Tutoring/LRC, Assessment, Fitness Center, Student Health Services, Parking

Session Name	Date/Time	Location	Content
Campus Solutions Basics	12/11/2018 10:00am to 12:00pm 1:00pm to 3:00pm	City	Student Service Center, Student Journey, Portal
Campus Solutions Basics	12/12/2018 10:00am to 12:00pm 1:00pm to 3:00pm	Mesa	Student Service Center, Student Journey, Portal
Campus Solutions Basics	12/13/2018 10:00am to 12:00pm 1:00pm to 3:00pm	Miramar	Student Service Center, Student Journey, Portal