Contact/Training List – Updated February 2020

**Amanda Mobbs – Graduate Program Coordinator**

*Set up meeting to go over:*

-show where Admissions files are held

-Go over GPAC folder in share drive

-Go over what Amanda manages and supports

-Go over XMES/VMES (conditional/provisional admit process and definitions)

*Call her/email when:*

-You need to understand something about a recently admitted student or applicant (like if we have a transcript, where to find info on them, what pre-reqs they are missing, etc.

-She is also our main trainer for Radius

-When you need information from Banner that you can’t find in Adminweb

-email graduateadmissions@

**Budget**

-Ask Kevin who will be tracking these

-Get training for reviewing expenses and tracking budget in my.evergreen from Tina Pearson and/or Michelle Bartlett and/or Joseph Piper

-25101 – org code used for program expenses “MES Support”

-25102 – org code used for academic expenses (talk to Kevin about which one is used for what)

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**Evergreen Codes**

-Set up meeting w/Lori Klatt (Asst Registrar) to go over things like XMES, VMES, Banner codes, and using Banner in general (I personally never used Banner…most everything I needed I could find on AdminWeb, but good to know)

**Questions about Student Status, Registration, Evals, and Graduation**

-If you have questions about student status or registration (incl Active Students/Inactive Students/Graduates/Withdrawn), talk to Lori Klatt, Evergreen Registrar.

-Talk to Lori Klatt about graduation issues

-If you see any issues with evals not being processed that you know should be processed you can contact Lab 1 Support staff, Julie and Pam

**Residency questions**

-If a student has a residency question – tell them to email [residency@evergreen.edu](mailto:residency@evergreen.edu).

-If you personally have questions, contact Randy Kelley (in veterans office) – he’s in charge of residency

**How to transfer graduate classes into MES**

-Talk to Leona Walker – requires an email from Kevin and a confirmation that the transcript has been received

-We only allow up to 8 transfer credits in electives. Can only be from last 5 years, and can’t be from a previously earned master’s degree.

**Questions about Financial Aid from Evergreen**

-The finaid staff appointed to help grad programs is Colby Morelli (he is the current interim director, so this may change)

-Talk with Kevin about our awarding process

-If you have someone who turns down an award for Fall 2020, you’ll need to sort out if it needs to be re-awarded, it depends on if the award is from the Foundation or not. She can help you figure this out. You want to make sure to award all Foundation scholarships. As for tuition waivers (incl AmeriCorps scholarship, academic achievement, and international waiver), you could probably meet with Colby or David McAvity, and he can explain if you have any more tuition waiver money to give (if someone declines). In general, we cannot re-award waivers, only merit awards

**MES Weekly & MES News (WordPress blog software)**

- MES News is how we communicate with current students. I’ve been sending out a weekly update email, and occasionally another one if something timely comes up.

**-** Trudy is familiar with both and could help you get started

-Probably good to get training from Amy Greene eventually on using WordPress most effectively

**Quarterly Newsletter**

-We’ve been working with Jess Thrift in Advancement to send these out through My Emma. We try to send content to her at least a week in advance of send date so she can build and format the letter. A better relationship with Advancement is something we’ve worked really hard to cultivate, and Jess has been a really great partner.

**If you don’t know the answer to something:**

-Lab 1 Support folks can help you figure out paperwork

-If you have no idea where to go – call Tina Pearson in Academic Affairs budget office – she knows everything!!

**Updating MES online course catalog**

-This is found in adminweb.evergreen.edu – get training from Amy Betz or Tricia Bateman in Deans’ Area

**Paying Student Employees**

Tina Pearson and Joseph Piper support this and can train you on approving timesheet, etc. You’ll get a reminder to approve these twice a month at the end of the pay period. They will also show up in your “To-Do” list in your my.evergreen.edu account

**Field Trips**

-Work w/Kevin and Tina Pearson on this – we are required to post field trip costs before registration opens, so make sure that electives give us a heads up on these.

**Adminweb/Banner**

-Lori Klatt and/or Amy Betz can train you on these. These are where you will find anything from who is registered for what, who graduated, who our alumni are, course enrollment, financial aid awards, etc.

**Help Desk**

-any computer issues or access issues – Ext. 6627

**Website**

In general, you need to submit a help ticket for any website issue (Always set the due date a few days earlier than you really need it). You also need to submit a ticket to make a web form for a survey or RSVP form. Someday there will be a training on form creation, but not yet:

<https://www.evergreen.edu/marketing/web-assistance-request>

Good info about the marketing and communications team and what to use their support for is here: <https://www.evergreen.edu/marketing>

**Alumni**

This is an area of opportunity. Work with Jess Thrift to work on getting access to Raiser’s Edge, and to think strategically about good alumni documentation.

**Withdrawing a student**

If you need to withdraw a student, you can ask Lori Klatt to do so. See MES handbook for reasons students get withdrawn. Students are also withdrawn by the college after they don’t register for classes for 5 consecutive quarters. Also remember to take them off all email listservs. There are examples of withdraw letter in the O Drive.

**Other trainings to set up:**

1.       CMD – reach out to Kat Sackmann for a review of the CMD

2.       Adminweb (reports, OARS, etc) – Amy Betz

3.       Regular Banner – reach out to Lorri Klatt for Banner Access and Review

4.       Evergreen coding (i.e. AS, IS, WG, 201710, etc) – Lori Klatt will be your best bet for expertise here.