

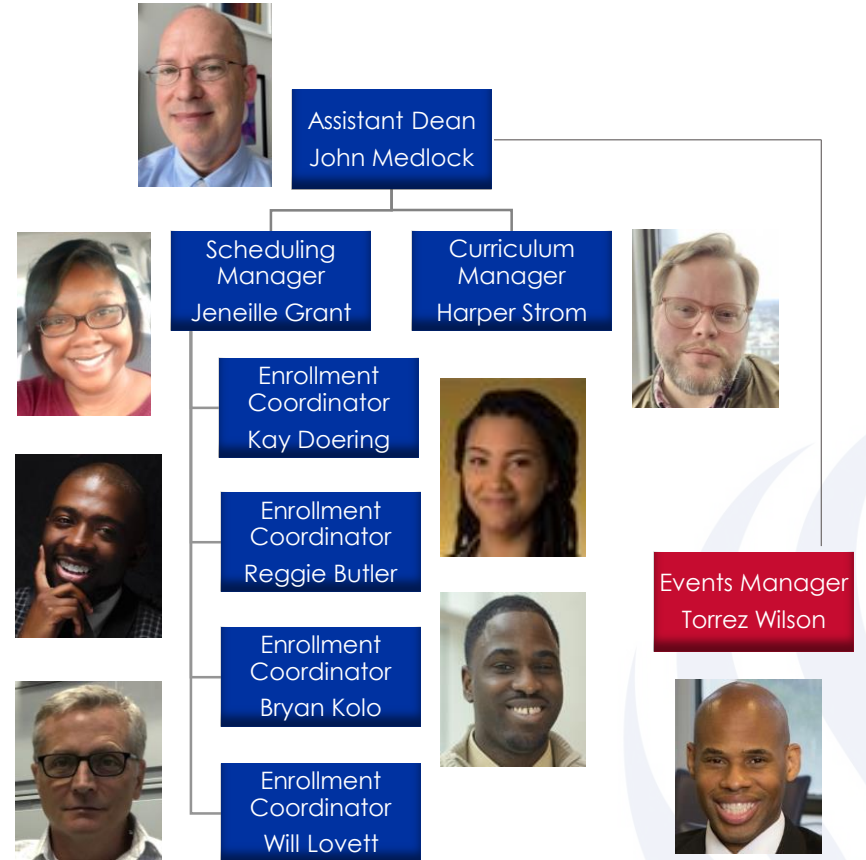
ENROLLMENT SERVICES

Team Introduction

COLLEGE OF ARTS & SCIENCES

MEET THE ENROLLMENT SERVICES TEAM

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Torrez Wilson
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Who's your ES team representative?

Jeneille: PHYS, POLS, WLC

Harper: ALSL, ENGL, GEOS, HIST

Kay: COMM, MATH, PHIL, RELS

Bryan: AAS, CSC, GTY, PSY

Will: BIO, CHEM, CMII, MLS

Reggie: ANTH, NEUR, SOCI, WGSS



What does the ES team do anyway?

Course
Scheduling

Enrollment
Management
& Reporting

Course &
Catalog
Updates

Syllabus
Collection

Book Ordering
Support

Other Stuff



Six Month Plan: July – Sept

What stays the same (pretty much):

- Spring schedule planning meetings will be held July 6–16 (includes meet and greet with designated ES team member)
- Dept administrators will begin working with ES representative to produce **spring 2022** course schedule (first draft available next week; first proof due July 30) and to make final updates to **fall 2021**.
- College will continue to use Schedule Builder system (1.0) for spring 2022, with ES rep entering schedule info based on dept feedback

Six Month Plan: July – Sept

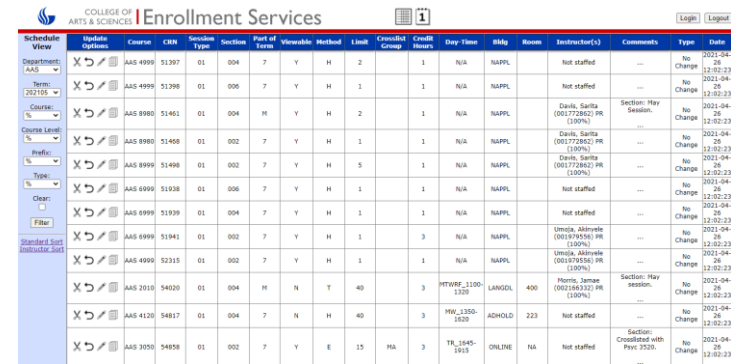
What will change (more or less):

- All instructors will submit **fall 2021** book orders (if not already submitted by July) using Follett Discover system. ES team will work with Follett/GSU Bookstore to provide support resources for faculty new to the system.
- Instructors will submit final course syllabi using a new online system managed by the ES team, to be rolled out by early August 2021. Site will include administrative access for subsequent downloads as needed (e.g., for faculty review, transfer articulation).

Six Month Plan: Oct–Dec

What will change:

- Depts will have access to a new suite of tools for developing the **summer** and **fall 2022** course schedules, will include filterable/sortable views of full schedule, weekly calendar views of schedule, faculty availability info, and other tools related to dept approaches.
- ES team member will support dept schedule development process and will be responsible for direct data management in the Banner system (following extensive training July–Sept).
- Instructors will submit teaching availability/preferences using new online system managed by ES team.



The screenshot displays the 'Enrollment Services' interface for the College of Arts & Sciences. It features a table with columns for Course, CRN, Section, Section, Part of Term, Viewable, Method, Load, Crosslist Group, Credit Hours, Day/Time, Bldg, Room, Instructor(s), Comments, Type, and Status. The table lists various courses such as AAS 9999, AAS 9980, AAS 9990, AAS 9999, AAS 9999, AAS 9999, AAS 9999, AAS 9999, AAS 2010, AAS 4120, and AAS 3050. The interface includes a sidebar with filters for Department, Term, Course, Course Level, Prefix, and Type, and a 'Standard Sort' dropdown menu.

Course	CRN	Section	Section	Part of Term	Viewable	Method	Load	Crosslist Group	Credit Hours	Day/Time	Bldg	Room	Instructor(s)	Comments	Type	Status
AAS 9999	51397	01	004	7	Y	H	2		1	N/A	NAPPL		Not staffed	...	No Change	2022-04-26
AAS 9999	51398	01	006	7	Y	H	1		1	N/A	NAPPL		Not staffed	...	No Change	2022-04-26
AAS 9980	51461	01	004	M	Y	H	2		1	N/A	NAPPL		Davis, Sarita (001772862) PR (100%)	Section: May Session	No Change	2022-04-26
AAS 9980	51466	01	002	7	Y	H	1		1	N/A	NAPPL		Davis, Sarita (001772862) PR (100%)	...	No Change	2022-04-26
AAS 9999	51498	01	002	7	Y	H	5		1	N/A	NAPPL		Davis, Sarita (001772862) PR (100%)	...	No Change	2022-04-26
AAS 9999	51938	01	006	7	Y	H	1		1	N/A	NAPPL		Not staffed	...	No Change	2022-04-26
AAS 9999	51939	01	004	7	Y	H	1		1	N/A	NAPPL		Not staffed	...	No Change	2022-04-26
AAS 9999	51941	01	002	7	Y	H	1		3	N/A	NAPPL		Umbria, Akimole (001979169) PR (100%)	...	No Change	2022-04-26
AAS 9999	52315	01	002	7	Y	H	1		1	N/A	NAPPL		Umbria, Akimole (001979169) PR (100%)	...	No Change	2022-04-26
AAS 2010	94020	01	004	M	N	T	40		3	HTHWF 1100 1320	LANGOL	400	Monte, James (002196332) PR (100%)	Section: May session	No Change	2022-04-26
AAS 4120	54817	01	004	7	N	H	40		3	MW 1350-1620	ADHOLD	223	Not staffed	...	No Change	2022-04-26
AAS 3050	94958	01	002	7	Y	E	15	HA	3	TR 1845-1915	ONLINE	N/A	Not staffed	Section: Crosslist with Phys 2020	No Change	2022-04-26

Communicating with the ES Team

- College expects high level of responsiveness from team members.
- ES dept reps will communicate and "meet" with depts throughout scheduling/ curriculum processes.
- Team members will continue to use of MS Teams and Outlook, WebEx, and college portal system.
- Mix of on-campus and remote working: many team members will be available each day in Dean's Office (25th floor).



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| Enrollment Services



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QUESTIONS, SUGGESTIONS & CONCERNS?

*Please use the raise hand feature, chat, or
email us at: casenrollment@gsu.edu*