HLC Accreditation Evidence

Title: Fort Riley and Fort Leavenworth Advising Standard Operating Procedures

Office of Origin: Military Academic Services

Bldg. 217 Custer Ave. · P.O. Box 2463 · Fort Riley, KS 66442

STUDENT SERVICES

STANDARD OPERATING PROCEDURES

**All documents in this Binder can also be found on:
  (G:)>Staff>DP>Student Services Shared>Procedures>1_SOP FR Student Services (MASTER)
CONTENTS: (Listed by paragraph and page number)

SECTION 1: Mission and Vision

1-1. Mission Statement

Barton Community College, Fort Riley Campus Student Services exists to provide a student focused professional and quality customer service and advisement services, and treats everyone equally with dignity and respect. Fort Riley Campus Student Services is dedicated to provide excellent support and continuously improve standards to meet student needs and expectations.

FR Student Services will seek to achieve its mission through six themes that build on commitment of excellent customer service in support of the college mission.

> **B** – Be proficient with our jobs and maintain professional conduct and appearance when dealing with students, co-workers, and other agencies
>
> **A** – Accuracy and timeliness is the standard in accomplishing our mission
>
> **R** – Respect others without regard to their color, race, gender, religion, age or disability
>
> **T** – Teamwork in all we do, professionally and personally
>
> **O** – Outstanding customer service and advisement services to our students
>
> **N** – Numbers; we assist one, gain the trust and loyalty of 10

1-2. Vision: Barton Community College Fort Riley Campus Student Services will be a model department of excellence and having professional and outstanding student services people that genuinely care about student learning and treat everyone with dignity and respect. Furthermore, strive to create a healthy environment for people to develop professionally and personally, and to work as a team.

"OWNERSHIP"
Changing mental attitude – Think positive – Outstanding customer service

Operate as though Barton is your own business. Take responsibility. There's no, "It's not my job" in ownership. There's only, "I will help you."

Walk in the students shoes. That's the best way to be sure you understand what's going on and to help. Pretend it's you calling or emailing in and needing the assistance. What if this happened to you?

Never say "NO." That's right; even when you're not able to help or situation is hopeless (and let's hope it never gets to that). The word NO is offensive, abrupt, unfriendly, overused and tired. There are a few positive alternatives we can use like: "Let me double check on that" or "Let me see what I can do" or "Let me see if we can work this out. "Bottom line, offering NO at the top of your conversation is useless.

Empowerment is strength. Having employees empowered to assist by themselves is a strong motivation to do well. Worst they can do is make one mistake, normally easily corrected and move forward. Empower yourself! Ask yourself "Am I empowered?" If not, know your job and don't be afraid to make decisions.

Resolution. Sticking with the issue until it is solved. No matter how many phone calls or emails, how many times we re-check something; it's not over till it's fixed. Resolved! The mentality needs to be: "Your issues are our issues."

Sending confirmation of the resolution. This is so important. If something gets fixed or resolved and the customer isn't made aware of it, they can still be upset. Send confirmation, respond to calls or emails! Then close the issue. Make sure you document it for future reference.

Happiness is key. Happy people love to help. That's a fact. And your customers love to be helped by happy people. That's another fact. They can even make the bitter better. (Say that three times!) Walk into your job HAPPY.

Integrity. This is non-negotiable. Having integrity is a huge part of ownership. Do what is right ALL the time. And remember, having the right to do it doesn't always 'make it right.' Integrity!

Personal commitment. Each and every person helping a student needs to make their own personal commitment that they will take ownership. No more of "It's not my job." No more of "I don't know anything about it."

By Nancy Friedman, the Telephone Doctor (with a few minor adjustments)

SECTION 2: Student Services

2-1. Functions and Assigned Responsibilities

FORT RILEY SUPPORT: As of April 6th, 2015		
ADVISEMENT SERVICES	**Primary**	**Alternate**
Advisor/MC Programs Liaison	Megan	Karen Kratzer or MC Avisor
Coding of Incoming Transcripts	Megan	MC - Lori Crowther
12 Hour Letters to Potential Graduates/ Degree Audits	Megan	MC - Karen Kratzer
Awarding of Diplomas	Megan	MC - Shanda Mull
All aspects of Advising (A - K)	Emily	Sicilee/Tiffany
All aspects of Advising (L - Z)	Sicilee	Emily/Tiffany
All aspects of Advising (Leavenworth)	Tiffany	Emily/Sicilee
Military Evaluations	Emily/Sicilee/Tiffany	
Prerequisite Enforcement	Emily/Sicilee	
Updating degree plan from Advisor List	Emily/Sicilee/Tiffany	
Download GAE Common Applications	Emily/Sicilee/Tiffany	
CUSTOMER SERVICE/ENROLLMENTS		
Business Office Functions	Abby	Jenny
Business Office Invoicing/Contracting	Abby	Erin
Manage Classes in GAE/Banner	Abby	Erin / Claudia
Daily TA Processing	Abby	Erin
College Programs Add/Drops	Kristina	Abby
LSEC Drops	Kristina	Abby
Instructor Contracts	Arlette	Erin / Claudia
Certification Rosters	Kristina	Abby
Enrollment entry for online and LSEC courses	Kristina	Jennifer/Jenny/Kailey
GAE/Bartonline Enrollments	Jennifer/Jenny/Kailey	Jennifer/Jenny/Kailey
Assist students with enrollments/phones	Jennifer/Jenny/Kailey	Jennifer/Jenny/Kailey
Process outgoing Official Transcripts	Jennifer/Jenny/Kailey	Jennifer/Jenny/Kailey
Gather college program books sheets/monitor missing textbooks-charge account if necessary	Arlette	Jenny
Gather LSEC book sheets/monitor missing and non-returned textbooks for LSEC	Arlette	Jenny
Assistant to the Dean	Arlette	None
Conduct weekly Army Military Inprocessing Briefings	**ALL**	**ALL**

2-2. New Hire Set up Checklist

When a new employee is hired at Barton Community College Ft Riley there are many passwords and programs that need to be set up before or close to the time of the employee starting.

a. IPAD set up:

1. Employee should have an IPAD labeled with their information.
2. Employee is provided with an IPAD case, keyboard and stylist.
3. Apple ID will be set up with the employee Barton e-mail address or personal email, if desired.
4. Facetime will be set up with Barton E-mail and assigned generic e-mail.

   o Contact Renee Demel or Brenda Moreno to get the generic e-mail and to have it linked to the exchange Barton e-mail.

5. Skype will be set up with Barton E-mail and assigned generic email.

b. Outlook exchange e-mail should be set up on the employees computer and ready to access. Contact Danny Myers with questions about computer set-up and e-mail set up

c. New employee needs passwords for:

1. Computer- Danny Myers
2. Banner- Amy Oelke (Ensure that Banner is set up with the correct rights and permissions for assigning and accessing information.)
3. Bartonline- Claudia Mather
4. GoArmyEd- Abby Werth
5. Voicemail- Audix ext. 498

d. All access set-ups should be requested on the blue team hire form located at
www.bartonccc.edu

2-3. Dress Code

Guidance on proper work attire for Barton CCC-Fort Riley Campus (Student Services)

a. The Student Services at Barton CCC-Fort Riley Campus is a professional organization and each employee should dress accordingly in business attire (i.e. slacks, skirts, dresses, polo shirts, and blouses) in the conduct of their duties and responsibilities during business hours.

b. It is understood there are instances that work environments or medical situations call for different types of dress as determined by an immediate supervisor. However, the following is a list of clothing items that are considered <u>inappropriate</u> and will not be worn by employees within the department:

      1. Skirts cannot be no more than 2 inches above the knee.
      2. Capris must be below the knee.
      3. Casual items of clothing intended as undergarments, halter or tube tops, and foam flip-flop sandals.
      4. Tattered, patched, faded, soiled, have holes or torn shirts and pants/jeans.
      5. Pants/jeans cannot be hanging down below the waistline.
      6. Spandex, Leggings, sweatshirts/pants, or clothing intended for physical exercises (excludes conservative athletic or walking shoes).
      7. Spaghetti Strap tops (sleeves must be 2 inches in thickness).
      8. Hats or hoods will not be worn in the work area.
      9. Clothing that depicts or display any obscene, pornographic, lewd word, character, picture or symbol condoning any criminal conduct or is obviously offensive regarding national origin, race, sex, religion, or employment.
      10. Inappropriate attire that does not fit into the college business environment.

c. Keep in mind that in the conduct of our duties we are representing Barton Community College and any complaints with regards to our appearance reflect on the college. Employees who are not in compliance of this guidance will not be tolerated and will be counseled by their immediate supervisor. This is done to ensure department employees maintain professional appearance at all times while conducting their customer service duties.

d. To maintain morale in the department, all employees are <u>given the option</u> to dress "down" on Fridays and high volume business days, as determined by the supervisors.

      1. First day of the week: Business Casual
      2. Last day of the week:
        -Thursday: Business Casual
        -Friday: Dress "Down" Day
      3. All Other Days: Business Dress

2-4. Phones and Emails

All employees must maintain professionalism and render proper courtesy when communicating with students.

a. Standard:
> ➤ During business hours, answer phones and emails promptly.
> ➤ Respond to messages left on phones or emails within 48 hours or no later than two business days.
> ➤ Ensure issue(s) are resolved. Once you have done everything you can for the student and issue is still not resolved, bring it to your supervisor's attention for resolution.
> ➤ Keep records for future reference. This is to protect you and the student.

2-5. Confidentiality and FERPA

a. **Confidentiality:** This is a very important part of the advisor/advisee relationship. Advisors are not allowed to discuss their advisees with other individuals. Advisors are exposed to information that is confidential in nature such as social security numbers, addresses, grades, personal problems, etc. This information is not to be given out to faculty or staff without express permission from the student. Advisors that receive information from an advisee that might harm himself should give that information to the proper authorities.

Advisors should always use extreme caution when giving any information. If there is any doubt as to whether or not a piece of information can be given out, contact the Advisement Center.

FERPA (Family Educational Rights and Privacy Act)

FERPA Document

b. **Release of student information policy:** In compliance with Section 438 of the "General Education Provisions Act" (as amended) entitled "Family Educational Rights and Privacy Act of 1974" (FERPA) the following constitutes the institution's policy on providing appropriate access to personal records, while protecting their confidentiality.

Barton Community College accords all the rights under the law to students. Those rights are: 1) the right to inspect and review the student's education records; 2) the right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; 3) the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; 4) the right to file with the U.S. Department of Education a complaint concerning alleged failures by Barton Community College to comply with the requirements of FERPA; and 5) the right to obtain a copy of Barton Community College's student records policy.

Students will be notified of their FERPA rights by publication in the Student Handbook.

DEFINITIONS
For the purposes of this policy, Barton Community College uses the following definitions:

Student - any person who attends or has attended Barton

Education records - any record (in handwriting, print, tapes, film, or other medium) maintained by Barton Community College or an agent of the College which is directly related to the student except:

     1. Files retained by individuals which are not accessible to any other person except a substitute faculty/staff member.

2. An employment record of an individual, whose employment is not contingent upon on the fact that he/she is a student, provided the record is used only in relation to the individual's employment.

3. Records maintained by the Student Health Service if the records are used only for treatment of a student and made available only to those persons providing the treatment.

4. Alumni records which contain information about a student after he/she is no longer in attendance at Barton Community College and which do not relate to the person as a student.

c. **Procedure to inspect education records:** Students may inspect and review their education records upon request to the appropriate record custodian. Students should submit to the record custodian or an appropriate College staff person a written request which identities as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate College staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 30 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her.

The student may request and receive interpretation of his/her record from the person (or designee) responsible for the maintenance of the record.

The student may obtain copies of his/her educational records upon written request, for which the College may charge the current copying charge per page. This does not entitle a student to an official transcript, for which there is a higher charge and which will be withheld if the person owes the College money or property.

d. **Right of college to refuse access:** Barton Community College reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents

2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975. Waivers are subject to the following conditions:

> a) Waivers can be signed only for the specific purposes of application for admission, candidacy for honor or honorary recognition (including financial aid based in part on merit), and candidacy for employment.
> b) Waivers cannot be required.
> c) The student shall be told, upon request, the names of those supplying references.
> d) Those records which are excluded from the FERPA definition of education records.

e. **Disclosure of education records:** Barton Community College will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records. These members include personnel in the offices of Admissions, Registrar, Business Office, Computing Center, Financial Aid, Career Services, Community Education, Planning, Testing, Library, Advisement Center, Athletic Department, College deans, and other administrative and academic personnel within the limitation of their need-to-know. Legitimate educational interests means a) the information or records requested is (are) relevant and necessary to accomplishment of some task or determination; and b) the task or determination is an employment responsibility for the inquirer or is a properly assigned subject matter for the inquirer's employment responsibility.

2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.

3. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.

4. If required by a state law requiring disclosure that was adopted before November 19, 1974.

5. To organizations conducting certain studies for or on behalf of the College.

6. To accrediting organizations to carry out their functions.

7. To parents of an eligible student who claim the student as a dependent for income tax purposes. Access to grades by parents will be allowed if the parents:

a) Complete a written request to the Director of Enrollment Services
b) Enclose a copy of the first page of their last tax year's federal income tax return. The same documents must be submitted each time a grade report is desired.

8. To comply with a judicial order or a lawfully issued subpoena.
9. To appropriate parties in a health or safety emergency defined by the following considerations:

a) The seriousness of the threat to health or safety.
b) The need for access to the record in meeting the emergency.
c) Whether the person requesting the records is in a position to deal with the emergency.
d) The extent to which time is of the essence in dealing with the emergency.

10. To an alleged victim of any crime of violence, of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

11. Social security number and student status data may be provided to other State of Kansas agencies for use in detection of fraudulent or illegal claims against state monies.

12. At its discretion, the College may provide Directory Information to anyone in accordance with the provisions of the Act.

f. **Record of requests for disclosure:** Barton Community College will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record is open only to the student and the person in charge of the record.

g. **Directory information:** Directory Information is limited to: name, address(es), telephone number(s), dates of attendance, classification (freshman, sophomore, etc.), enrollment status (full-time, half-time, etc.), class type (day, evening, etc.), previous institution(s) attended, major field(s) of study, awards, honors (includes Dean's Honor Roll), degrees conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes).

Students may withhold free disclosure of Directory Information (on all or none basis) to non-institutional persons or organizations. Students have the option to protect their privacy and not have such information as address and telephone number released. A written request to withhold this information should be submitted to the Office of Enrollment Services. Otherwise, the College assumes that you approve of disclosure of that information. Requests will be honored for only one academic year; therefore, requests to withhold Directory Information must be filed annually.

h. **Correction of education records:** Students have the right to ask to have records corrected that they believe are misleading, inaccurate, or in violation of their privacy rights. If the student considers the record faulty, he/she can request and receive an informal and/or formal hearing of the case to the end that the record will be corrected if judged faulty or in violation of privacy:

1. The informal hearing will be in conference with the person (or designee) responsible for the maintenance of the record, and where appropriate, the party or parties authorizing the record segment in question.

2. The student may request a formal hearing by submitting a written request to the Director of Enrollment Services in which he/she must designate the location of the record in question and a brief explanation of the reason for faulting the record. Hearing officer shall be selected by the Director of Enrollment Services from a pool of persons who are officials of the College. The hearing officer selected should be a disinterested party to the dispute who will conduct an administrative hearing with both parties present.

The hearing shall be held within a reasonable period of time; notice of the date, place, and time must be given reasonably in advance. The student shall be afforded a full and fair opportunity to present relevant evidence and may be assisted or represented by any person of his/her own

choosing (including an attorney at his/her own expense). When appropriate, affected College offices will be notified of the hearing and given a chance to respond to the student's assertions. A written decision based upon the evidence presented or gathered shall be prepared within a reasonable amount of time and shall include a summary of the evidence and the reasons for the decision. The judgment of the hearing officer shall be final and the record shall be changed or retained as recommended.

If the institution decided the information is accurate, it shall inform the student of his/her right to place in the educational record a statement commenting upon the information and/or noting any reasons for disagreeing with the decision. Any statement of this sort shall be maintained as long as the student's educational record or contested portion is maintained; if the student's educational record or contested portion is disclosed to any party, the student's statement shall also be disclosed.

Any questions, contact the U.S. Department of Education:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901
(202) 260-3887- Telephone
(202) 260-9001 - Fax
FERPA@ED.Gov - Email

Student FERPA agreements on file are located in

(T:) > FERPA- Student Release Forms

SECTION 3: Customer Services, Business Office, and Enrollments

3-1. Customer Service – Overview

a. **Vision:** Barton's Customer Service system is a student centered system designed to increase student success and retention by providing quality and timely customer assistance and guidance to Barton students. Customer Service Representatives are expected to be accessible to students at all times during normal office hours and exhibit a professional appearance and conduct, caring attitude, and friendly service.

b. **Student Services Representatives can answer questions about:**
- Courses at Barton, online or face to face.
- Prerequisites for courses.
- Certificates and/or degrees offered at Barton.
- Registration and Enrollments
- Transcript request, VA, FA
- Military Evaluations, testing, and other functions to support students

c. **Training:** Barton Customer Service Representatives are trained by the Enrollments and Accounts Coordinator through the use of a self-paced training manual and face to face discussion sessions. Continued training occurs through workshops throughout the year.

d. **Expectations of Customer Service Representatives:**
- Handle front desk with professionalism and friendly demeanor
- Provide accurate and timely customer service
- Work towards continually improving customer service relations and quality service
- Attend a minimum of two workshops per year, more are encouraged
- Refer students to services as needed (i.e. advising, financial aid, VA, etc.)
- Keep files for assigned tasks with appropriate documentation
- Post and keep office hours and schedules up-to-date
- Maintain Student Services Handbook

3-2. Customer Service Guide (other functions), Last update – April 2015
CSRs will use this guide when assisting students for:

a. **Students coming in to the office regarding Academic Advising:**
      1. Verify if appointment is scheduled
      2. If not, check advisor(s) calendar for any openings at time of visit and set up appointment
      3. If seeking a Fort Riley degree set up appointment with an advisor by last name
- Emily Harper: A-F
- Adam Dieker: G-L
- Sicilee Lansbury: M-R
- Chris Boxberger: S-Z

      If seeking a Program offered at the Great Bend Campus:
- Tiffany Irizarry

b. **Students coming in to the office regarding Financial Aid (FA):**
      1. Contact MC FA advisors thru phone or Face-time. OR
      2. Offer to schedule appointment when FA rep visits from MC

- Samantha Thier: A-K
- Adeline Huskey: L-Z
- Whitney Asher – Assistant Director of FA

      3. If they cannot get a hold of their advisor, call Kaitlin Ptacek at ext 315 or provide the student with the FA Helpdesk information below.

> **Toll Free: 1-866-257-2574**
> **General Phone Number: 620-792-9270**
> **Email: financialaid@bartonccc.edu**

      ** Get the student information (name/phone/email) and log it into the "Follow Up" spreadsheet (on the "D" drive) so the CS Rep can follow up with the student in 24 hours (next business day) to ensure their questions had been answered. **CS Rep will be whoever is assigned to pick up mail for that day.**

      5. If student still fail to reach anyone when you call them the next business day, email the information to Myrna Perkins, Director of FA at main campus so she can contact the student.

c. **Students coming in to the office regarding Veterans Administration (VA) Benefits:**
      1. Students must set up an appointment with the VA Representative (Kandi LeClear)
      2. Contact Kandi LeClear at (785) 785-6606, Ext 707 or facetime at lecleark@bartonccc.edu to set up an appointment or check Kandi's shared calendar and set up an appointment
      4. Provide Kandi's email address and contact number or business card
      5. Inform student that the meeting with the VA Rep is through facetime or phone.
      6. Students who have questions regarding their VA benefits please direct students to the Barton VA website at http://frmilitary.bartonccc.edu/veteran-services.html .

d. **Students coming in to the office for General Information about Barton programs and schedules:**
        1. Provide students current program templates and course schedules they are interested in
        2. Provide costs associated with the course
        3. Provide any additional information regarding class schedules.
        4. Provide tutor center information (if needed) regarding placement testing

e. **Students coming in to the office for enrollment:**
        1. Find out if a new student or continuing student
        2. If student is new, have them fill out admissions form and help with first time online enrollment (Check your BARTOnline Registration Process).
        3. If continuing student make sure they remember the username and password (if they do not remember, pull up the info through the Bartonline website
           o If the student has not taken classes in the past 2 years, he/she will need to fill out an admissions application to update the student's information.
        5. Explain to the student the differences between the different programs Barton offers when enrolling: Ecourse, Ecompanion, and Hybrid

Note: Inform new students of login information first four of last name with last four of social: (ex. merc4202)

f. **Students asking for information on the GED program:**
        1. Call the GED center first to see if they are there at 785-784-6606, ext 722. If they are available, you can just send the student over to their office.
        2. If they are not available you will need to first give the student the GED flyer and tell them that they can call for more information. However, the students do not have to talk to Jesse Nichols; they just need to show up to the building listed on the flyer on the first date of orientation listed on the flyer.

3-3. Address Changes and Address Types in Banner, Last update – April 2013
a. Legal address in Banner (AD) can be changed at any time for the following conditions:

- o   Change of address from out-of-state to out-of-state
- o   Change of address from in-state to in-state

b. Address changes from in-state to out-of-state or vice versa cannot be automatically changed. Use the address change form. <u>Any questions, please ask immediately!</u>

c. The SA or State Aid address must never be changed. This is the address where the student applied and established residency. The address maybe out of date but cannot be changed.

<u>Other Address Types in Banner:</u>
BI   Business
CA   Campus
SH   Student Housing
FR   Fort Riley Forwarding
GR   Graduation
TP   Address from tape loads

** Just a reminder that a student must always have a legal (AD) address in Banner. When admitting a student, be careful that you check the type of address that exists in SPAIDEN. Students may have a TP address only in Banner from a tape load; enter the AD address even if the TP address is the same.

3-4. Admissions Application and Scholarships, Last update – April 2013
For prospective students who want to enroll in courses at Barton, there is no application fee or acceptance policy. It is required for the student to complete an Admissions Application.

a. Have student complete the Admissions application. Answer all questions. Do not leave any questions blank. NOTE: If student is an international applicant please ensure the student has the correct Visa.

Visa Information

F-1 Visa — Students are accepted from Barton and have been issued an I-20 from Barton. Admissions procedures are located on website. Lori will accept students and issue the I-20 once accepted. Students must enroll full-time in a degree seeking program and are allowed to stay at Barton for 2 years.

J-1 Visa — Students are eligible to take college classes however Barton is not approved to allow enrollments from J-1 students.

B Visas — For tourism or business. Not eligible to enroll in college credit classes

F-2 Visa — Dependent of an F-1 Visa applicant. Not eligible to enroll in college credit classes.

C Visa — Transit Visa – Not eligible to enroll in college credit classes.

K Visa — Fiancé Visa – applicants must be married with 90 of days of arriving in the US. Not allowed to enroll in college credit classes until visa status is changed.

H-4 visa holders are allowed to full time or part time study during their stay in the United States

A-2 Visa — Not allowed to study in the US
A-2 Visa Dependents — Allowed to study in the US. Do not need a student visa.

*Contact the registrar, Lori Crowther with any questions.

b. All degree/certificate seeking students must have official post-graduation transcripts (High school, home school, or proof of GED) from each institution attended sent by the granting institution directly to Barton or by the student walking in a sealed/never opened copy. Home school credit evaluations may be submitted in lieu of a transcript or diploma from the school administrator.

c. If student is applying in the following areas of study (below), he/she may need to meet additional
admission requirement(s). Contact or visit the respective area for more information at:
programs.bartonccc.edu
- o Medical Laboratory Technician - online
- o Nursing – N/A have to be at Main Campus to complete

o Paramedic (MICT) – N/A have to be at Main Campus to complete

d. Students entering college for the first time, pursuing a certificate or degree, or enrolling in a class requiring test scores must have ACT, SAT, Accuplacer or ASSET scores on file with Barton. These scores are used for placement in English and Math courses. Students without test scores may submit or take the Compass test. Barton's assessment is free of charge. Contact the Tutor Center at 785-784-6606 ext. 763 or 1-866-781-4302 for further information.

f. For students seeking accommodations under the provisions of the Americans with Disabilities Act, see **SECTION 5** of this SOP for instructions or student can call Student Support Services by calling (620) 792-9240 or e-mail studentsupport@bartonccc.edu

3-5. Application to Graduate, Last update – July 2016
a. Students need to apply for graduation through their PAWS account. Once logged in:

      1. In the PAWS account students will be brought to the "Curriculum Selection" of the Student Tab.
      2. The students current degree plan should be listed (i.e. AS or AA = Liberal Studies). They will need to select their degree plan and then continue.
      3. Through the application, students will select the name they would like listed on the diploma and they will verify their address. They will also go through screens that verify the name is spelled correctly as well as the address.
      4. If any corrections need to be made the system will allow for that to happen. It will bring the student to a final verification page, students will need to double check the information again and then they can continue.
      5. Students will receive a message advising them that there is a $30.00 graduation fee that they will need to pay before they will be awarded.
      6. Then a survey that the student will need to fill out will populate.
      7. Students then need to answer the questions in the questionnaire. These pertain to the students Barton experience
      8. When finished, select submit and their application for graduation is complete

3-6. Banner Codes, Last update – April 2013

<u>Banner Codes</u>	<u>Function/Information</u>
SHAINTS	Academic History
SFAEFEE	Additional Registration Fees
SAAADMS	Admissions Applications Admit Form
SGAADVR	Advisor Information
SPAPERS	Biographical Information
SFASLST	Class Roster
SFAALST	Class Roster with LDA
ROAENRL	Class Schedule
SGASADD	Cohort/Attribute Information
SSASECT	Course Information
SHASUBJ	Degree Audit by Subject
SHATERM	Degree Audit Form
SHACRSE	Degree Audit Form no transfer courses
SAAQUIK	ES Quick Admit Form
RRAAREQ	Financial Aid Checklist Form
SGASTDN	General Student/Comment/AGD
SHADEGR	Graduation/Degree Information
SOAHSCH	High School Information
SOAHOLD	Hold Information
SPAIDEN	Name/Address/Phone/Biographical/Email
GOATPAD	PAWS Pin Information
SOAIDEN	Person Search
SFRSLST	Print Class Roster
SFRSCHD	Print Schedules
SOADEST	Printer Information
SFAREGS	Registration
SFASTCA	Registration Audit Query
SFAREGQ	Registration Query
SFAREGF	Registration Query
SPACMNT	Residency Information/TBC Reporting of Results
TSAAREV	Student Billing/Account
SOATEST	Test Scores
SHARQTC	Transcript Form
SOAPCOL	Transfer College Information
SHATRNS	Transfer Courses
STVSBGI	View and Add High School/College Codes

3-7. BARTOnline Registration, Last update – January 2015
CSRs will follow these instructions when assisting students for:

a. **New Student Registration**:
      1. Go to: www.bartonline.org (for Genius)
      2. Select "Enroll Now"
      3. Click Next
      4. Select course location
            a. BARTonline=online
            b. Fort Riley/Grandview Plaza= LSEC and Hybrid
      5. Select course type
            a. eCourse=online
            b. Hybrid= evening/weekend
            c. eCompnaion= LSEC
      6. Select classes from list
      7. Add to shopping cart
      8. Check out
      9. Click to create an account
      10. Select Payment Information
***A 666 id will automatically be generated. If student is in Banner with 000 id their Genius id will change.

b. **Current Student Registration:**
      1. Go to: www.bartonline.org (for Genius)
      2. Select "Enroll Now"
      3. Click Next
      4. Select course location
             a. BARTonline=online
            b. Fort Riley/Grandview Plaza= LSEC and Hybrid
      5. Select course type
            a. eCourse=online
            b. Hybrid= evening/weekend
            c. eCompnaion= LSEC
      6. Select classes from list
      7. Add to shopping cart
      8. Check out
      9. Login with account information
      10. Select Payment Information

3-8. **Business Office Backup (BOB),** Last update – August 2014

      1. When the AEC (Abby Werth) is out, any payments and settlements will be processed by the BOB (Jenny Payne).

      2. Payments ran must be entered into Banner
   a) TSAAREV is where the payments must be entered into the students accounts
   b) Verify the student ID number or social to make sure the payment is applied to the correct account.

3. At the end of business hours the credit card machine is then settled out and the BOB will need to verify the amount on the Credit card machine to the actual payments input. The numbers must match each other.

4. Any cash, check, or credit card payments need to be written down and then filed in AEC's (Abby) File Cabinet.

5. The deposit slips are provided in AEC desk and the cash payments along with any check payments need to be documented on the deposit slip for the bank.

6. Deposits are placed into the safe and credit card receipts are placed in the file cabinet in AECs Office

3-9. Book Ordering, Last update – August 2014

a. **Ordering Books:**

    1. Dean of Fort Riley will provide books information to be ordered to the CSR responsible (Jenny Payne) for ordering books which includes:

    - o Book Title
    - o ISBN number
    - o Quantity of books needed
    - o Publisher information

    2. First point of contact for ordering books is the Nebraska Book Store. If they do not have the book in stock small orders can be placed through Amazon. For larger orders, contact the Publisher. Additional options to order books are Pearson, Paradigm and Cengage.

** Information on Office Account Number, Contact Telephone numbers, Fax Numbers and Visa information are found below.

    3. Upon delivery of books to the office, amount of books are verified and packaging slips are filed in Jenny's file folder (right cabinet).

b. **Requisition for Payment of Books from Great Bend Main Campus:**

    1. When bills are received requisitions are made (thru PAWS account) for the payment due. For all bookstores except Nebraska Book Store, requisitions are done immediately after receipt of bill. For Nebraska Book store, do the requisition a month prior to bill's due date.

    2. Steps in requisitioning payments thru PAWS:
        a) Login into your PAWS account
            - o SSN is login
            - o Birthdate is PIN (mmddyy) –Unless already reset
        b) Click on the "Finance" Tab once logged in
        c) Go to "Requisition" Tab
        d) You will then search for the correct Vendor and complete the requisition
        e) Write down the Requisition number and send email to the Dean (Ashley Arnold) to let her know it's ready for approval.
        f) Go to "View Document" Tab to check if requisition has been approved.
        g) Once approved, print off, date the originals and make copies.
        h) Mail original copy to Main Campus (Kay Neighbors)
        i) File a copy in the cabinet in the AEC (Abby) Office.

    3. After requisitions are approved by GB main campus, make a copy of the invoice, packaging slip, and requisition.

    4. Copies are filed in the AEC's Office and originals are mailed to Great Bend Main Campus, ATTN: Jennifer Wortham.

BOOK STORES INFORMATION

- **Nebraska Book Store**
  - Telephone Number: 800-869-0366
  - Account Number: 331112

- **Paradigm Publisher**
  - Fax Number: 800-328-4564
  - Account Number: 0018220

- **Pearson Publisher**
  - Telephone Number: 800-922-0579
  - Account Number: 02825824001

- **Cengage Learning**
  - Telephone Number: 800-354-9706
  - Fax Number: 800-487-8488
  - Account Number: 4215119

- **Amazon**
  - Sign-In ID: fabooks@bartonccc.edu
  - Password: fabooks

NOTE: For additional areas the office purchase books from other than the book stores above, AEC will provide payment information upon ordering. AEC (Abby) will provide the visa for use in any type of payments.

3-22. Deactivating Student Folders, Last update – April 2013
Student Services keep student folders for 2 years (example - Today's term is 201302, CSR will deactivate all student folders from 201101 or before.

Procedures:
a. Go to SHATERM (Ctrl + page down), look at last term attended, make sure date listed is 2 years prior to current term. Ex. it is 201302 make sure term is 201101 or before.
b. Go to SFAREGS, enter current term (ex. 201302), student SSN/ID or search by name (Ctrl + page down)
c. Click on "Student Term" tab
d. Look at "Last Term Attended" make sure it is 2 years prior to current term (ex. if the term is 201302, need to make sure last term attended says 201101 or prior terms) - If folder is able to be deactivated
e. Click on "Curriculum" tab, then click on "Update", go to program and change to "NDS"
f. Select the "Field of Study" tab, under the "Field of Study" section enter "9200" for NDS. SAVE. If there is concentration in the Field of Study, it needs to be deleted by hitting shift + F6. After changing to "NDS", the advisor needs to be removed.
g. Go to "SGAADVR" (Ctrl + page down)
h. Click on "Maintenance", then click "End Advisor". SAVE

i. Once advisor has been removed, degree plan needs to be deleted out of "G" drive.

j. Click on "Folders Shortcut" button on bottom of computer screen

k. Click on "G" drive, then click "Staff", then click "DP", then click "Student Services Shared"

l. Click on "Degree Programs"

m. In search box, located in top Right hand corner of screen, enter deactivated students SSN (111-11-1111).

n. If a degree plan exists, it will show on screen, showing SSN, date modified, size and author.

o. Click on degree plan to highlight, right click on mouse and scroll to delete.

p. When pop-up occurs, select "Yes" to delete.

3-10. CLEP and DSST Testing, Last update – August 2014
a. All College Level Examination Program (CLEP) and formerly DANTES Subject Standardized Test (DSST) Testing are held at the Tutor Center in Bldg. 7656, Graves St at Custer Hill.

b. CLEP and DSST Tests are available on Tuesdays, Wednesdays, and Thursdays. CLEP is held at 0900 - 1200 hour and DSST is held 1200-1500.

c. CLEP Testing:
 To start the process for registering for the CLEP tests students use the following web site: http://clep.collegeboard.org/started
To register to take a CLEP exam students will need to register through the MY Account portal and create an account in My Account. Once account is created students use the following steps.
1. Go to **Recent Orders** and select the Click here button to order the exam.

2. Select the CLEP Exam you wish to take by clicking on the title.

3. Select the box with the **CLEP Title Exam $80.00** and then select **Add to Cart**.
a. Military will need to select the $80.00 for each test. For military or students eligible for no cost DANTES tests, the $80.00 will be removed once the eligibility box is check on the **Edit Personal Details** page.
4. Review the information on the **Your Shopping Cart** page. If ok, select **Register and Checkout**.

5. Ensure all the information on the **Edit and Address & Contact** page is correct. If correct select **Save and Continue.**
a. Complete the **Edit Personal Details** page. If you are Military or are eligible to take the CLEP test at no cost select the box in front of the following statement and answer all the questions from the dropdown boxes.

b. **I am eligible for DANTES funding and I am not a veteran** DANTES Eligibility Rules (pdf)

c. Enter your **Social Security Number**

d. If you are not DANTES Eligible, continue with the following pages and be prepared to provide your credit card information to pay for the test.
6. Once completed, select **Save and Continue.**

7. Edit or add the **Preferred Test Center** and then select **Save and Continue.**
a. Use the following web site or the link to select the Preferred test site.

b. http://clep.collegeboard.org/portal/search/test-centers

c. Use 66442 as the Zip code for the Barton Fort Riley site.
8. Complete the **General Survey** and then select **Save and Continue.**

9. Complete the **Test Confirmation & Score Send** page then select **Save and Continue.**

10. Student complete the **Review** page and then submit.

After student register for an exam, they need to contact the Barton-Fort Riley Test Center at 785-784-6606 Ext: 763 to schedule their appointment to test. **Registering for an exam provides them with a payment receipt and a Ticket ID, but they must contact a test center to schedule the date and time they wish to take the test.** Barton-Fort Riley does not charge an administration fee for the testing.

d. DSST Testing:
     1. Have student complete the DSST Form.
     2. Call the Tutor Center at (785) 784-6606, Ext. 763 to schedule the test.
     3. Make a copy of the form. Put the original in the Tutor Center mailbox and give the copy to the student.
     4. Advise the student that they will need to bring two forms of ID with them to the test.

NOTE: Fees for the test do not apply if student is a military member and has never taken the test prior. If the student is not a military member fees for the test are $80.00. Payment is taken at the Tutor Center and they accept Credit Card, Check or Money Order payable to DSST.

** Students also have the option to contact the Tutor Center directly to schedule the test themselves. They just need to ensure they complete the forms and bring payments with them at the test.

3-11. Deactivating Student Folders, Last update – July 2016
We keep folders for 2 years. Ex. Today's term is 201302, we will deactivate anything 201101 and before/prior

Go to SHATERM (control + page down), look at last term attended, make sure date listed is 2 years prior to current term. Ex. it is 201302 make sure term is 201101 or before.
Go to **SFAREGS**, enter current term (ex. 201302), student SSN/ID or search by name (control + page down)
Click on **"Student Term"** tab
Look at **"Last Term Attended"** make sure it is 2 years prior to current term
(ex. if the term is 201302, need to make sure last term attended says 201101 or prior terms)
If folder is able to be deactivated
Click on **"Curriculum"** tab, then click on "**Update**", go to program and change to **"NDS"**
Then select the **"Field of Study"** tab, under the **"Field of Study"** section enter **"9200"** for NDS.
SAVE
If in the Field of Study there is a concentration, it will need to be deleted by hitting shift + F6
After changing to "**NDS",** the advisor needs to be removed
Go to "**SGAADVR"** (control + page down)
Click on **"Maintenance",** then click **"End Advisor". Enter 'ADVISEMTC' as the primary advisor, SAVE**
Once advisor has been removed, degree plan needs to be deleted out of **"G"** drive.
Click on **"Folders Shortcu**t" button on bottom of computer screen
Click on **"G"** drive, then click **"Staff"**, then click **"DP",** then click **"Student Services Shared"**
Click on **"Degree Programs"**
In search box, located in top Right hand corner of screen, enter deactivated students SSN (111-11-1111).
If a degree plan exists, it will show on screen, showing SSN, date modified, size and author.
Click on degree plan to highlight, right click on mouse and scroll to delete.
When pop-up occurs, select **"Yes"** to delete.

3-12. Enrollment Procedure: Barton Fort Riley Campus, Last update – April 2013
a. **College Programs:** (All students to include Active duty military, family members of active duty, veterans, retirees, civilians and community members)

      1. Students can enroll in classes up to 8 weeks prior to the start of classes by visiting the Barton office at Building 217 Custer Ave, Fort Riley and meeting with an advisor or enroll in courses by using BARTONline.org website. Active duty military must submit tuition assistance requests through the Army Education Center.

      2. College Program courses are available during evening and weekend hours. Sessions are eight (8) weeks in length and are traditional or hybrid courses. Hybrid 3-credit class meets once each week for 3 hours and 5 credit courses meet twice for 3 hours each week for 8 weeks. Payment for the courses can be completed online.

      3. Books are provided for most of the classes at no cost to the student.

b. **LSEC (Leaders Skills Enhancement Courses):** (Active duty military, family members of active duty, veterans, Nation Guard/Reserve, DOD employees and DOD dependents)

      1. Active Duty Military may enroll in LSEC classes through the Army Education Center and the Barton Fort Riley Office at Building 217 Custer Ave, Fort Riley, or for returning students enroll online using the bartonline.org and GOARMYED.com web site. Active duty must get their enrollment signed off on by their commander unless they are a rank of E-7 or above. This must be confirmed by the education center.

      2. New students, retirees, veterans, DoD civilians, and affiliated family members may enroll in LSEC classes thru the Barton Office and the Army Education Center at Building 217 Custer Ave, Fort Riley, or for returning students online using the bartonline.org and GOARMYED.com websites.

      3. Enrollment in LSEC classes begins 6 weeks prior to the start of classes for active duty and 4 weeks prior for all others.

      4. LSEC courses are only offered during on-duty hours, books are provided at no cost to the student, and tuition is scholarshipped to the student. Cycles are 6 weeks in length, classes meet every day for 1½ hours for the traditional classroom and 1 hour for hybrid classes.

c. **BSEP (Basic Skills Education Programs):** (Active duty military and if space is available family members of active duty, veterans, DOD employees and retirees)

      1. These are developmental classes for active duty military which are designed to enhance basic math, reading, and writing skills for the GT and Armed Forces Classification Test (AFCT) testing. These developmental classes also help prepare for college level study. Whether you need to build your basic skills or just gain confidence in them again, these courses are designed to help you succeed. These courses do earn college credit but do not count toward graduation requirements.

2. Active Duty Military enroll in BSEP classes with the Army Education Centers.

3. Family members may enroll in BSEP classes based on space available with the Barton Office at Building 217 Custer Ave, Fort Riley.

4. Enrollment in BSEP classes begins 3 weeks prior to the start of class.

3-13. Enrollments in Banner (New Students), Last update – April 2013
CSRs enroll new students in Banner by following the steps below:

Banner Data Entry Standards
1) **Use of Keyboard Characters for Data Entry**
   a) Never use "#" "." Or "," for data entry. These are special commands in letter generation.

2) **Entry, Correction, and Updating of Names**
   a) *General Rules*
      i) Nine zeroes (000000000) must be entered into the SSN field when an individual **does not** provide a Social Security Number.
      ii) The name should be entered into Banner in its entirety (full first, middle, and last names) as indicated by that person (e.g., as it has been submitted on some BCCC form, such as an enrollment or admissions form of Personal Data Sheet)

   b) *Case Standard*
   c) Names should be entered using a combination of upper and lower case letters consistent with the printed name on a form that has been submitted by the person
   d) In the printed name has been submitted in all upper or lower case letter then the following sequential rules should apply:
      i) Ask the person (if they're available) which of the letters should be capitalized
      ii) Inspect the person's signature (if available) to determine which letters should be capitalized
      iii) Search the Banner database for similar names and enter consistent with other names in the database;
      iv) If no similar names exist in the Banner database, consult a telephone book to ascertain preferred spelling (i.e., relative to capitalization)
      v) In none of the forgoing information is available, assume that only the first letter of any name lacking a prefix is capitalized. With names that possess prefixes (e.g., Mc- as in McArthur, or Van- as in VanHussen), both the prefix and the beginning letter of the second portion of the name should be capitalized. Also, capitalize any letter that follows and apostrophe (e.g., O'Fallen, O'Neil).

   e) *Punctuation Standards (including spaces)*

3) **Periods, Hyphens, and Apostrophes**
   i. Do NOT include any periods in first, last, or middle names or abbreviations of those names

   ii. Enter: J D Smith, T J Kennedy
   iii. Connect parts of a compound name with either a hyphen or a blank space. Do not join them into a single word.

iv. In an employee has a compound name, include all parts in the appropriate name field.

v. For example, the name John R. Smith Jones: Enter Smith Jones in the last name field.

vi. Use apostrophes as indicated.

vii. Enter: O'Connor, Ponte', Re'Prah', etc.

4) Spaces
   a) Do not separate parts of a compound surname with a blank space or join them into a single word. Single-letter prefixes (e.g., "O," "D") must **not** be separated from the rest of the surname by a blank, but should be connected by an apostrophe or joined to the rest of the surname.
      i) Enter: McArthur , rather than Mc Arthur and O'Fallon, rather that O' Fallon
   b) If only initials are given for the first and middle name, enter the first initial as their first name and the second initial (if applicable) as their middle name.
      i) Enter: J as the first name and B as the middle name for J B Webster
   c) Compound names that include spaces on the Social Security Card should be entered with spaces
      i) Enter Del Carmen not DelCarmen or Von Der Wege not VanDerWege

5) Prefixes & Suffixes
   (a) Enter Prefixes, Special Titles r Suffixes in appropriate Banner fields. No period should be entered. Prefixes and suffixes in names are optional.
      1. Mr, Ms, Rev, or Dr **NOT** Mr. Ms. Rev. or Dr.
      2. Sr, Jr, or III **NOT** Sr. Jr, or 3rd

6) Entry, Correction & Updating of Street Addresses
   a) General Rules for Street Addresses
      i) Avoid using the **third street address** in Banner whenever possible.
      ii) Mail addressed to occupants of multiunit buildings should include the number of the apartment, suite, room, or other unit immediately after the street or building address on the same line. Where the name of the street or building address is too long to include additional information on the same line, the apartment, suite, room number, etc., should be placed on the line immediately above the street or building address
      iii) Addresses should be entered using a combination of upper and lower case letters where appropriate.
      iv)
      B) Directional Prefixes in Street Addresses

v) Unless it is obvious that a direction is part of the actual name and not a descriptor (e.g., Southwest Blvd), directional prefixes should be abbreviated in upper case with no period. For Example:
- (a) North 34th St→N 34th S
- (b) South Allen Blvd→ S
- (c) East→E
- (d) West→W
- (e) Northeast→ NE
- (f) Southeast→ SE
- (g) Northwest→NW
- (h) Southwest→SW

b) Numbers in Street Addresses

Numbers associated with street addresses (e.g., post office box, rural route, apartment, and unit numbers) should be entered with a space preceding each number.
For Example:

PO Box 147
RFD 301
RR 2
Vancover Unit 14
Washington No 3B

c) Standard Abbreviations for Street Addresses

Common address designations should be abbreviated as follows (note that there is NO punctuation, such as periods):

Apartment→ Apt	Lane→ Ln
Attention→ Attn	Post Office Box→ PO Box
Avenue→ Ave	Road→ Rd
Building→ Bldg	Room→ Rm
Boulevard→ Blvd	Rural Route→ RR
Floor→ Flr	Route→ Rt
Institute→ Inst	Street→ St
Suite→ Ste	Plaza→ Plz
Terrace→ Ter	Circle→ Cr
Department→Dept	

For a list of Official USPS Abbreviation please visit the following site:
https://www.usps.com/send/official-abbreviations.htm#P

Examples of Address Formats:

Ms Sally Smith PO Box 34 Duluth MN 55806-0034	Ms K Jones 5765 E 53rd St Apt 221 Chicago IL 60615-1234

H E Brown RR 3 Box 194C Canton OH 44730-9615	Mr John Doe 605 1st St Detroit MI 48226-1234
L E Doe RR 5 Box 87 Canton OH 44730-9613	Mr A Hoop 603 Main St Detroit MI 48266-3107
L G Green HC 2 Box 297 Duluth MN 55811-9612	Mr B Bass Apt 306 1234 Massachusetts Ave NW Washington DC 20005-4529
B G Light HC 2 Box 293A Duluth MN 55811-9615	Ms H A Howe 4417 Brooks St NE Apt 666 Washington DC 20019

7) Entry, Correction & Updating of City Names
   a) Entry Procedure for City Name
   City names should be entered using the following sequential procedure:
   i) Enter city name for Kansas using Zip Code validation table (i.e., type in Zip Code, and Banner will assign the city name)
   ii) Check the city name entered by the Banner system to ensure it is the correct city (i.e., as per the printed address received by the Banner user) If the city is incorrect, verify Zip Code using the National Zip Code Directory (http://www.unitedstateszipcodes.org/). If correct Zip Code, change city name to the correct city name. **Note: Two towns can share the same Zip Code**
   iii) If there should exist no city name in the validation table or automatic entry of city using Zip Code, then manually enter city name (i.e., as per the printed address received by the Banner user)
   b) Case Standards for City Names
   Names of cities should be entered with a combination of upper and lower case where appropriate.
   > For Example:
   > Mc Pherson
   > McCook
   c) Punctuation (including spaces) in City Names
   Apostrophes and hyphens should be avoided in city names (e.g., O Brien rather than O'Brien and Ofu Olosege rather than Ofu-Olosega)
   > For Example:
   > Saint Louis
   > Saint Paul
   > La Crosse
   d) Directional Prefixes in City Names
   Names of cities with a directional prefix or suffix **<u>should not</u>** be abbreviated but rather should be spelled out in their entirety.
   > For Example:

South Hutchinson

North Newton

e) Abbreviations in City Names

Do NOT abbreviate city names.

For Example:

St. Louis→ Saint Louis

St. Paul→ Saint Paul

Ft. Riley→ Fort Riley

Ft. Leavenworth→ Fort Leavenworth

8) Entry Standards for States and Counties

States and counties should be entered with the standard two-character abbreviation in upper case.

For Example:

Kansas→ KS

Oklahoma→ OK

Barton→ BT

Geary→ GE

For a list of Kansas counties please visit:

http://en.wikipedia.org/wiki/List_of_cities_in_Kansas

9) Entry Standards for Zip and Postal Code

The full nine-digit zip code should be entered when known with the hyphen. If the four-digit extension is not known, enter the first five digits without the hyphen.

For Example:

67530-0136

67460

10) Miscellaneous Address Standards

a) Addresses for Contact Persons

i) When entering address information for contact persons, remember to enter contact person's name in Contact Field; contact person's address is entered on Address Line 1

b) Hierarchy of Address Information

i) Mail with dual address is delivered to the address immediately above the city and state line (or the post office box if both the street address and post office box are on the same line)

ii) The ZIP+4 code or 5-digit ZIP Code that is used must correspond to the address element immediately above the city and state (or with the post office box number in the address if both the street address and post office box are on the same line).

Address Format:	Mail is Delivered to:
John Doe PO Box 5007 1735 N Lynn St Arlington VA 22209-9651	1735 N Lynn St Arlington VA 22209-9651
Jane Doe 1735 N Lynn St	PO Box 50007 Arlington VA 22209-5007

PO Box 50007 Arlington VA 22209-5007	
Jill Doe 1735 N Lynn St, PO Box 5007 Arlington VA 22209-5007	PO Box 5007 Arlington VA 22209-5007
Jack Doe Box 5007, 1735 N Lynn St Arlington VA 22209-5007	Box 5007 Arlington VA 22209-5007

Entering a New Student into Banner

a. In Banner, go to "GUAQFLW"

b. Quickflow form appears, type "FORT" in Quickflow box and then select "START" (or hit tab, then enter)

c. Distribution Parameters screen will come up if this is your first time in GUAQFLW for the day; just exit out of this screen.

d. SFAREGS will be the first screen to pop up, enter current term (ex: 201302) if not entered, and exit out of screen. If you have already been in GUAQFLW and there is a name/student ID , go ahead and delete them out

e. CSR are now in the SAAQUIK screen, enter "UG" in level box then click "Generate ID"

f. SAAQUIK-GOAMTCH, in Matching Source box type in "Student_Data" then Ctrl + page down.

      1. Enter Last Name, First Name, Middle Initial

      2. Address Type should always be "AD". Enter address information, street, city, state, zip code and county. If address is out of state, county will be 999

      3. Tab to SSN, birthday (2 digit day, 2 digit month, 2 digit year)

      4. Telephone Type is "PERM", enter phone number – area code in first box and remaining number in next box

      5. Email Type should always be "PERS", and then enter email address

      6. Click "Duplicate Check", if a record already exists for the student. It will populate at the bottom. More than one student may populate, check the listing(s). If one of them is the correct student, highlight that student and chose "Select ID".

      7. If none of what is populated is your student, chose "Create New". If you are creating a new student, a pop up will appear that says no matches found, create as new? Select "YES". Another pop will appear, select ok.

g. CSR should now be on SAAQUIK, (Ctrl + page down).

      1. Tab to "Student Type" – enter "A", if it is a high school student – enter "H"

      2. Tab to "Student Status" – enter "AS"

      3. Tab to "Residence", if they are a Kansas resident – enter "R" if they are not a Kansas resident – enter "N"

      4. Tab to "Education Goal", if student is degree seeking - enter "D" (degree seeking) , if NOT degree seeking – enter "T"(transfer)

      5. Tab to "Admission Type", if student is degree seeking – enter "RS" (regular student), if NOT degree seeking – enter "SP" (special student)

      6. Tab to "Application Status" – enter "A" (application received). CLICK SAVE

h. CSR are now in the Curriculum section. Tab to "Program" - enter the appropriate degree program that the student is working on. (i.e. AS – Science, NDS – Non Degree Seeking) (Ctrl + page down)

i. CSR are now in the Field of Study section. Tab to "Field of Study", here enter corresponding numerical code for the degree that student is obtaining (i.e. AS = 2402, NDS = 9200). CLICK SAVE, then EXIT.

j.CSR are now is SPAIDEN screen, (Ctrl + page down).

     1. Chose the "Biographical Tab", select gender

     2. Tab to "Citizenship", if student has a SSN and is a citizen enter – "Y", if student does NOT have SSN – enter "N". If student is not a citizen, make sure SSN lists as zeros (000000000)

     3. Tab to Ethnicity and enter corresponding number for students ethnicity (i.e. 1=white, 2=black, 3=Hispanic etc). SAVE, then EXIT

k. Next is SPACMNT (Ctrl + page down), if student has a Kansas address, this screen needs to be filled out. Also on this screen is the TB information. If they do not have a Kansas address or any TB information then you can EXIT this screen.

     1. "Comment Type" = KR, "Originator" = FORT

     2. Tab to enter the date, enter the date student has indicated as beginning of KS residency (day, 3 letter month, year). SAVE…there will then be a pop up, press ok.

     3. After pop up CSR will then be taken back to top of screen, if student is a KS resident and a county resident, you will need to fill the screen out a second time. For county residence, arrow down, "Comment Type" = CRT

     4. Tab to "Originator" = FORT

     5. Tab to date, enter date student has indicated as beginning of county residence (day, 3 letter month, year). SAVE…CSR will then have 2 more pop ups, press ok to both. Again CSR will go back to the top.

     6. If there is TB information to be entered, CSR will enter it, if no TB information, EXIT.

     7. TB information, arrow down again to blank information, "Comment Type" = TRV, Originator = FORT. Move down to "comments section" CSR will enter where the student has traveled or what country student has been to and amount of time if given. (ex: Kuwait, 5 mos, comment would say, "Traveled to Kuwait for 5 months"). SAVE then EXIT

l. CSR are now in SOAHSCH, (Ctrl + page down).

     1. Tab down to "High School", if student graduated from an out of state HS – enter "9", if student received a GED – enter "1", if student was home schooled – enter"4", if student graduated from an international HS – enter "99".

     2. If student graduated from a Kansas HS, hit arrow down key next to HS tab. You will then go to another screen to use to find the KS HS. Tab over to name, enter a portion of the name followed by percent % sign. (i.e. Junction City High School = Junction%) then hit F8. A list of schools will populate, double click the school code of the correct school.

     3. In "Graduation Date", list the date of 31 May and the year student graduated. (31 May XXXX). SAVE then EXIT.

m. CSR is now in SGASTDN screen, (Ctrl + page down)

     1. Go to "Academic and Graduation Status, Dual Degree" tab.

     2. Tab over to Graduation Status section. If student is a degree seeking student, you will put in an expected Graduation Date 2 years from now. (i.e. today is 14 Feb 13, so you would enter 14 Feb 15). Enter Graduation Term. (i.e.today is 14 Feb 13, the term we are in now is 201302, so you would enter 201502.) Graduation Year will automatically fill in. SAVE then EXIT.

n. Screen SGASADD. (Ctrl + page down x2). CSR will need to enter students attribute code. If student is Active Duty Military = MIL, if Military Family Member = DEP, if Department of Defense = DOD, if Military Veteran=VET and if a Civilian=CIV. Pop up will appear, hit OK. SAVE then EXIT

o. Screen SOAPCOL, this is where transcripts are entered. (Ctrl + page down).

1. If student indicated previous college and provided College information it will be entered here. As you did in HS, hit drop down arrow next to "Prior College", tab over to name, enter a portion of the name followed by percent % sign. (i.e. Cloud County Comm College = Cloud%), double click on the school code of the correct school.

2. If there are more schools to be entered, arrow down to blank text area and repeat the process. SAVE then EXIT.

p. CSR should be on the SGAUSDF. This is where TB questions are entered. (Ctrl + page down). Tab down to question 3, based on TB questionnaire and students answers, you will enter a "YES" or "No" answer in questions 3 thru 8. SAVE then EXIT

q. Next screen is SPACMNT, this screen is left blank. CSR should have already entered the information required for this screen previously, so nothing will be entered here. SAVE AND EXIT

r. SFAREGS Screen. (Ctrl + page down x2), Enter the CRN for each course that the student has registered for (hit tab or arrow down after entering each CRN). SAVE x2, until the pop up "Fee Assessment Processed" and press ok. CSR may have to override any prerequisites or other error messages prior to getting the pop up. If CSR happen to have an enrollment that shows prerequisites, give these enrollments back to the Enrollment Specialist.

Screen Shots (Enrollment in Banner)
Banner form:　　　　**GUAQFLW**
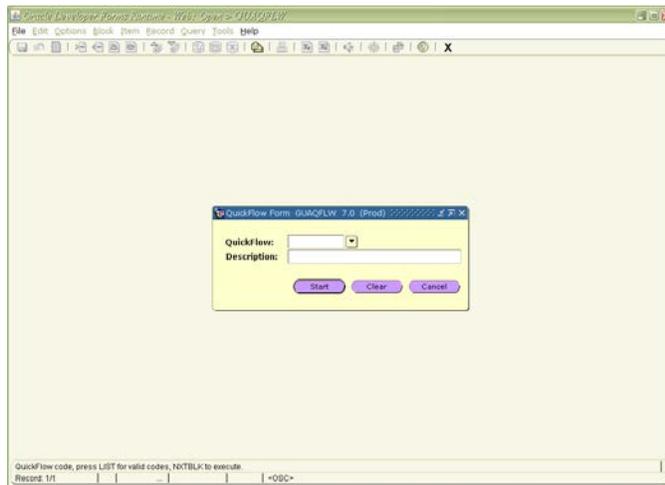
Name of Quickflow:　**FORT**
Enter or click on Start

Banner form:　　　　**SFAREGS**

Enter term code and student ID or SSN. If student is in Banner, page down to enroll
in courses or CRN's and save. If student is not in Banner, exit and go to the next Banner screen.

Banner form: **SPAIDEN**

If the student is in Banner, review the information and update data. Refer to the Address Change directions. Exit to next Banner form.
Or
Click on Generate ID

Enter Last Name and First Name – Page Down
- If there are no matches, the system will create a new ID after you click OK.
or
- Review names in the match fields. If name is not listed (check carefully!)- click on create new and OK or if the name is found, click on Select ID.

This process will take you back to the BANNER form SPAIDEN:
Tab or Page down to enter the following information:
- Address Information- From date will populate with current date. If the student is in the system and the address is different, you can change the street address and city if the change is within the state of Kansas. Any other changes you must complete an address change form. Do not change any address from in or out-of-state to out or in-state.
- Address Type: AD
- Enter Street Line 1 according to data standards
- Enter City or leave both City and State blank and enter Zip code. Banner will populate both fields. If nothing is entered, go back and enter both city and state.
- Enter County
- Enter Telephone Type: PERM
- Enter Telephone Number
Save or F10
- Biographical Information
- Gender
- Birth Date
- SSN
- Citizenship
- Ethnicity

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Save or F10

- Email Information
- Email Type: PERS
- Enter Email Address
- Click on Preferred

Save or F10/Exit

Banner Form: **SAAQUIK**

Enter termcode
Level: UG
Page Down
Defauting values from Quick Entry Rules Form: OK
Both Enter Address and Enter Biographical should be checked.
Enter the following information:

- Student Type
    - A – First time First Year Freshman at Barton
    - C – Continuing Student at Barton
    - T – Transfer Student
    - H – High School Student
- Residence
- Education Goal
- Admissions Type -
    - RS – Students seeking a degree from Barton
    - SP - Students non-degree seeking at Barton
    - HS – High school students

Page Down to Curriculum

- Term

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- Catalog Term
- Priority: 1
- Program & Degree – should be the same degree type – Page Down
- Program of Study - See Program of Study List

Save or F10/Exit

Banner Form: **SPACMNT**

Page Down
Enter the following information:
- Comment Type: CR County Resident
  - KR Kansas Resident
- Originator: FORT
- Add Date: Date residency began for each code CR and KR
- Save – F10/Exit

Note if this student has an out of state address you will not enter the CR or KR. Skip this screen.

Banner form: **SOAHSCH**

Ctrl + Page Down
Enter High School code – Search provided
Enter Graduation Date – Example all May graduates are entered in Banner as 5-31-Yr, all
December graduates are entered as 12-31-Yr.
**Watch for all graduation dates that do not declare the student Soph. Jr. or Sr. in high school.
Soph, Jr. and Sr. students are only eligible to take college credit courses. Other students are
eligible only with an IEP on file prior to enrolling for the class.
Save or F10/Exit

Banner Form: **SGASTDN**

Check Term and Ctrl + Page Down
Click on the Academic and Graduation Status, Dual Degree tab
Enter Graduation status
        Expected Graduation Date – Enter two years out Example: 05-31-07
        Enter Graduation Term – match the date in the expected grad date Example: 200702
Save or F10/Exit

Banner form   **SGASADD**
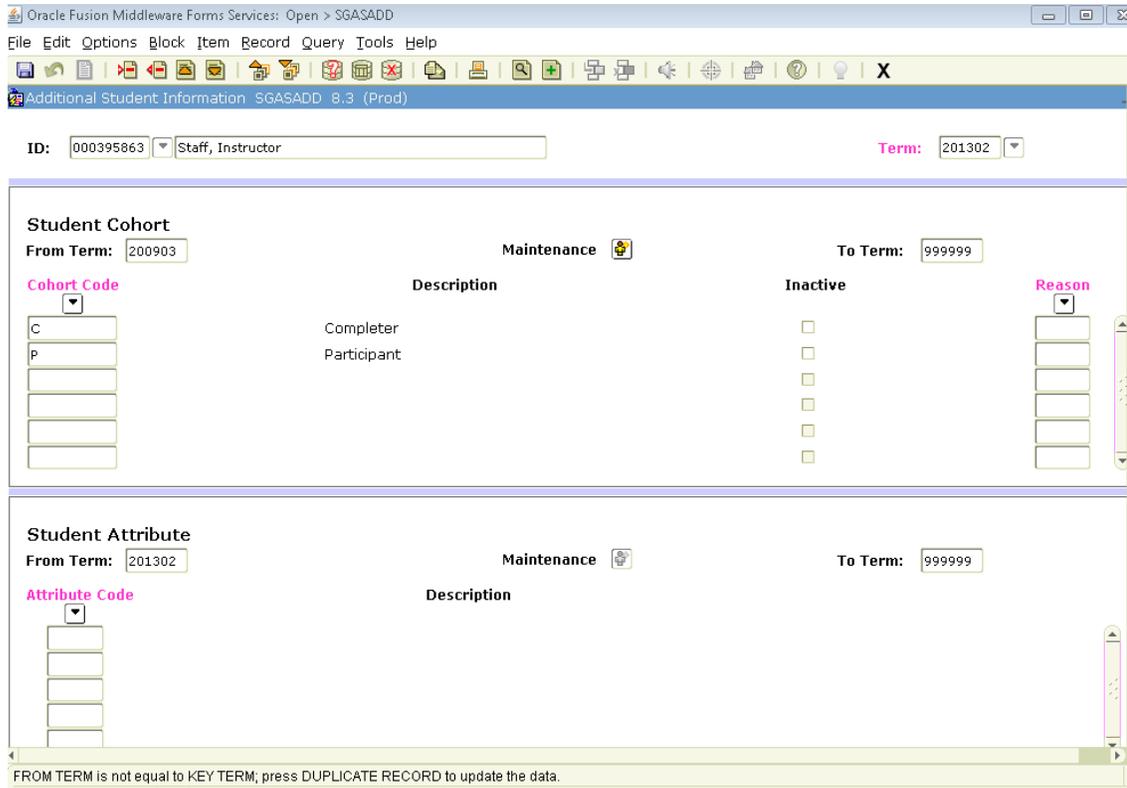
Information and Questions Relating to the Use of Student Attribute Codes
And Reporting Military Status

Attribute codes used

AttrCode	Attribute	Notes
CIV	Civilian	No Military Affiliation
DEP	Dependent (Fort Riley)	Dependent = spouse/child of active duty =spouse/child of Veteran =spouse/child of DOD =spouse/child of Reservist/Guard =spouse/child of Retiree (All Services)
DEVL	Developmental Program	N/A
DOD	Department of Defense	Government Worker (to include Dept. of Army Civilian)
MIL	Military (Fort Riley)	Active duty, National Guard, Reservist

AttrCode	Attribute	Notes
TROP	Troop School	*Remove*
VET	Veteran	Prior Military (to include Retirees)

Delete a code only if it changes within the same term code (201202)/semester
A second code will be entered, by ending the previous term code and then entering the correct code on the second line (this will be the only time you will have two different codes in the system)

1. TROP will be removed from the Attributes and replaced with MIL.
2. MIL will be the code to identify **ALL MILITARY (AF, Army, CG, Navy, MAR, Reservist, Guard)**
3. VET/MIL/DOD/DEP/TROP- TAKE LSEC & FAST; VET/DOD/DEP- can take TROOP courses if space A.
4. Reserve and NG will be identified as MIL but can be further identified using (Code or Banner DB to use).
5. The only time that an attribute would change, if student:
    a. 1). Retired from active duty service- change to VET
    b. 2). Joined military service and was previously listed as DEP/CIV/DOD

Banner Form: **SOAPCOL**

Ctrl + Page Down
Enter Prior College Information:
        Prior College Code: Search option
Save or F10/Exit
Banner form   **SGAUSDF**

TB Information entered on Elements 3 – 8

Banner form: **SPACMNT**
Comment Type - TRV – Traveled Countries   BRN – Birth Country
Comment Field – Country Information

Banner Form: **SFAREGS**

Enter the correct term code and Ctrl + page down or next block twice. If your curser does not move, the student has a financial hold on their account.

Adding Courses - Enter CRN's in the CRN column and Save.

Save or F10

Correct all registration errors – follow guidelines

Assess Fees – click save and ok after fees are successfully assessed.

Three options –   Click on save to print schedules and exit
                     Rollback to complete additional enrollments
                     Exit if completed

3-14. Enrollments in GoArmyEd / LSEC, Last update – April 2013

a. **GoArmyEd enrolment**: Eligible FM's, Veterans and DAC's can request enrollment in an On-Duty class after establishing a GoArmyEd account with an Education Counselor.

1. Log onto GoArmyEd at **www.goarmyed.com** with your username and password.
2. Your GoArmyEd homepage appears.
3. Select the "**On-Duty Courses**" link.
4. The On-Duty Enrollment Request popup appears. Select the magnifying glass icon in the "**Class ID**" field.
5. The "**Look up Class ID**" page appears with list of On-Duty courses.
6. Fill in the following sections to filter your On-Duty courses:
    a. **Start Date and End Date**
    b. **Geo Ed Center: 20736**
    c. **Select "Look Up", and a list of available classes will appear**
7. Select the On-Duty class you want to view
    a. You can select any column heading to sort in ascending order.
8. Select the drop-down arrow in the "**Objective**" field and select "**professional development**."
9. Select the "**Confirm Now**" radio button to confirm your On-Duty Class enrollment.
10. Select the "**Submit**" button to submit the enrollment.
11. A message appears stating your enrollment request has been submitted.
12. The "**Enrollment Status**" field displays "**Confirmed**." You are now enrolled in the On-Duty class and will receive a confirmation email.
13. Select the "**Print On-Duty Enrollment Confirmation (PDF)**" button to print the On-Duty enrollment confirmation for your records.
14. A screen appears stating the report is running. After the report is completed, a page appears with the following message, "**click here to view the report**" link.
15. A confirmation of the On-Duty Training PDF form appears with the On-Duty class information confirmation.
16. Print
17. To enroll in another class, close window and return to "**step 3**."
18. If you have any problems, call the ***Fort Riley Education Center*** at ***(785) 239-6481***
19. ***GoArmyEd Helpdesk*** at ***1-800-817-9990***

b. **LSEC Enrollment:**

     1. Enrollments need to be downloaded from BOL each day and entered into Banner-EACH DAY! (only exception is computer failure)

        a) Numbers should be recorded on the spreadsheet.

- Courses that are closed or pending closure need to be color coded as such:
    - o Purple- closed
    - o Green- pending closure
    b) If there are waitlisted students- need to also be recorded.

2. Reconcile GAE(roster received from AES on Tuesdays - Marian) and Banner/BOL rosters on Wednesdays.

a) Emails need to go out to students who are not enrolled in GAE.
- However, we will not drop the student from BOL/Banner. Will catch the first day of class.
- If possible, education center can assist with contact information for those not completing BOL.

3. Prerequisites need to continue to be monitored and students contacted by Enrollment Specialist.
a) Listing of prereq offenders need to be provided prior to the first day of class to those staff members that are visiting the various buildings.

b) Students that do not meet the prereq requirement need to be assisted in enrolling in other courses. (prior to the first day or on the first day of class)

4. The book list that is compiled of students that do not turn in textbooks must be completed prior to the first day of class.
a) Instructors to turn in blue sheets to assigned CSR (Sicilee) at the end of the cycle. This usually occurs prior to the end of the business day.
- If blue sheets are not provided the last day of the cycle by 1500, listing of missing instructors needs to be emailed to Executive Director of Fort Riley (Kandi)

b) Book lists must be given to all staff members so that students can catch students if they attend class.
- Students that attend class must bring textbooks to the office no later than the close of business on the first day of LSEC to remain in the class(es)

c) Assigned CSR (Sicilee) needs to email the spreadsheet to the instructors so they can review.

d) Assigned CSR (Sicilee) must ensure that list is given to the Business Office Backup (Jessica) to apply charges, if necessary.

******Balances on accounts will be caught on a balance report. Once ran students will be contacted and notified that balance must be taken care of prior to starting classes. Otherwise student will not be able to attend class(es).

5. Documents

        a) Each staff member needs to bring pink/blue sheets with all the information completed at the top of the forms. GAE rosters also need to be included so that instructors can call roll from the GAE rosters and those not on the roster are sent to see that Rep for assistance.

6. Students cannot take more than 3 classes during LSEC cycle
     o Only exceptions are made by Director (Kandi) or the Dean.
        • Many things are taken into consideration when approving a student's request for 4 classes.

8. Students will not be dropped for incomplete enrollments.
        a) Students will be given the opportunity to complete GAE and/or BOL on the first day of the session.
        • Confirmation of enrollment into GAE will be required of students to be turned into the Barton Representative so that student is cleared on the pink sheet and enrolled into Banner
        b) By the COB of the second day of class the education center should receive final rosters.
        • They will then send over a roster with students whom did not complete GAE.
        o This will be the responsibility of the CSRs and Enrolment Specialist to get these students to complete GAE.
        o Phone/email/personal visits to classrooms

** Students that cannot show on the first day of the cycle will need to submit approval from the instructor(s) prior to the first day of the cycle.
        c) Approval will be stapled to the back of the pink sheet and the students name will be written in on the pink sheet.

9. Exceptions to missing first day of LSEC
        a) Medical emergencies (must have documentation)
        b) Military reasons
        c) Emergencies (flat tire/wreck)

3-15. Entering/Look Up Placement Scores (SOATEST), Last update – April 2013
Type in SOATEST in the Go: field and Enter

Enter student's social security number / College ID

Verify student's name

Control Page Down or Next Block to view student test scores

Enter Test Codes – Test Score and Test Date (example test date 04/07 enter 040107) - SAVE

ACT Test Scores = A01 Writing – A02 Math – A03 Reading – A04 Science Reasoning – A05 Composite

Compass Test Scores = COM1 Writing - COM2 Reading - COM3 Pre-Algebra - COM4 Algebra – COM5 College Algebra

Exit (X in right hand corner) or Rollback (arrow or Shift F7)

3-17. Military Evaluations in Banner, Last update – April 2013

a. In order for military credits to be accepted and entered into Banner, student must have taken and passed at least one class with Barton.

b. A copy of the student JST Transcripts and ERB are required. If student is retired, or National Guard/Reserve, a copy of their DD214 is needed. Evaluations will be processed by the appropriate Advisor and can be ready for pick-up or consultation within 7-10 business days.
In Banner, go to SOAPCOL. (Ctrl + page down)

1. In "Prior College" enter 9004
2. Tab down to "Transcript Reviewed Date" and enter the date on the evaluation.
    (Ctrl + page down)
3. In "Degree" field enter- NDA for no degree awarded.
4. Tab down to "Transfer Hours" and enter hours listed on evaluation. SAVE then EXIT
5. In Banner, go to SHATRNS then Press Enter
6. Tab to "Transfer Institution Number" – enter "1"
7. Tab to "Attendance Period Number" – enter "1" (Ctrl + page down)

**When you <u>Ctrl + page down</u> and if there are military credits already entered and you are NOT adding credits, you will need to use the arrow at the top of the screen to arrow back to the top. In "Transfer Institution Number" change it to 2 etc. until you have a number where no information is entered. If you are adding/updating military credits, you will use the existing number.

8. In "Institution" – enter "9004"
9. In "Transcript Receipt Date" – enter date listed on the evaluation. SAVE
    (Ctrl + page down)
10. "Attendance Period" – enter VARIOUS
11. Tab to "Acceptance Date" – enter date listed on evaluation (ex. 14 Feb 13)
12. Tab to "Effective Term" – enter current/effective term (ex. 201302)
13. Tab to "Apply to Level" – enter "UG"
14. Tab to "Transfer Degree" – enter "NDA". SAVE. (Ctrl + page down)
15. In "Sequence Number" – enter zero. SAVE. (Ctrl + page down)
16. Input Information from sheet, in "Grade" – enter "TRP", in "Mode" – enter "T". SAVE
17. Once saved, pop up will appear regarding GPA, hit OK.

***REMINDER; Do not forget to stamp "ENTERED" on evaluation, date and initial.

3-18. Official Transcripts, Last update – April 2013

Official Transcripts can be requested online or in person at the Barton FR Office, by fax, or mail.

a. **Transcript Requests:**

      1. Inform students that Transcripts can be requested online or in person.

      2. If student request transcript at the main FR office, have student complete the "Academic Transcript Request" form with signature (by the individual requesting transcript only).

      3. Student must pay $5.00 per copy by cash, check, or money order per transcript. If ordering four transcripts or more they may pay with credit/debit card.

      4. Give last carbon copy of the form (pink slip) to student for their records.

      5. Put the request form in the responsible CSR (Brittany) second drawer for processing.

      6. Inform students that:

          a) For mail to institutions, transcripts will be issued <u>next business day.</u>

          b) For pickup, transcripts will be processed <u>next business day</u> and can be <u>picked up after 10:30am the next business day</u>.

b. **Printing Official Transcripts:**

      1. Verify if the request is:

          a) Send now

          b) Hold for grades (maintained in Brittany's folder)

          c) Hold for degree completion (maintained in Brittany's folder)

      2. Check to see if the student has a balance on their account in TSAAREV. If they have a balance, make sure that it is current charges.

      3. Verify that payment has been made. Run the credit/debit card if needed.

      4. Print the official transcript from Banner in SHARQTC on official transcript paper.

          a) Access Banner

          b) In "Go to", type in **SHARQTC** then ENTER

          c) Enter Student **SSN/ID**

          d) Ctrl + PgDwn

          e) Down arrow to clear block

          f) Enter **UG** for Level

          g) Enter **OFFC** for Transcript Type

          h) Enter number of copies

          i) Check the official box

          j) Enter billing term (ex. **201302**)

          k) Enter **6049** for Detail

          l) Enter amount ($**5.00 each copy**)

          m) Ctrl + PgDwn

          n) Enter "**Issued to and address**"

          o) Save to print

      5. Print the labels for the envelopes according to where the transcript will be sent or if being picked up.

      6. Seal the official transcript in an envelope that has been stamped with "Unofficial if opened".

      7. Mail or place the official transcript in the pickup box, according to the student's request.

3-19. Ordering Office Supplies, Last update – April 2013

a. To save time and effort, office supplies should be ordered once a month unless an emergency need arises. When ordering supplies:

        1. Supplies list that need to be ordered must be collected <u>NLT end of the month</u> from the following:

- o FR Campus office and student services staff
- o FLW Campus office and Staff (get list from the Director of FLW – Michelle)
- o List of supplies needed at the office (i.e. toner, ink)
- o List of supplies needed at the office kitchen (i.e. Plates, spoons, forks, knives, cups, cleaning supplies)

        2. Once compiled, place supply orders <u>by the 1st week of the month</u> (unless needed for emergency)

        3. Orders are placed through the office **Staples** account online by following steps below:

- o Xxxxx
- o xxxxxx

        4. Upon receipt of supplies, ensure to keep the packing slip that comes with the delivery to be used for requisition purposes. Requisitions are made thru **PAWS account.** Procedure as follows:

- o Xxxxxxx
- o xxxxxxx

        5. After requisitions have been approved make a copy of the invoice, packaging slip, and requisition

        6. Copies are filed in Abby's Office and <u>originals are mailed to Great Bend Main Campus, ATTN: Jennifer Wortham</u>

3-20. PAWS PIN Resets in Banner/Barton Portal Login ID, Last update – April 2013
If a student or staff/faculty call because they forgot their PAWS pin number and do not
remember their answer to their secret question, or their account has been disabled, use the
following instructions:

a. In Banner go to GOATPAD

b. Enter the social security number or College ID – Next block
c. Verify student's name
d. Verify student's date of birth and either legal address and/or HS graduation year. Go to
Options to select SPAIDEN for address or SOAHSCH for HS information for verification.
e. After verification, reset the pin number by following these steps:
        1. Delete both answer and secret question fields and save.
        2. Remove the disabled check and save.
        3. Click on the maintenance button located next to the word PIN and save. This will reset
the pin back to the student's date of birth.

** Remind students that the secret question and answer will not help to remember their pin
number but if answered correctly, it will allow them to select a new pin number. Also remind
the student that their DOB as their PIN number is only temporary. The system will prompt a
change immediately.

3-21. Payments Collection, Last update – April 2013
Students can have the option to make payments online, in person, over the phone or in the mail.

a. **Payment in Person:**
1. When making a payment in person, verify that the student has a balance on the account by going to TSAAREV and provide the amount due. Students can pay by <u>Credit Card, Check, Money Order, or Cash</u>.
2. Be sure to provide a Customer Receipt to the student and the Merchant Receipt to Business office (Abby/Jessica) for processing and filing.

b. **Payment by Phone:**
1. Students making payments over the phone must provide a student ID number or SSN to pull up their correct information in (BARTOnline – Banner – TSAAREV).
2. Verify that the student has a balance on the account and provide the amount due. Students can pay by <u>Credit Card</u>. Accepted Credit Cards are as follows:
   a. Visa
   b. Discover
   c. Mastercard
   d. We do not accept American Express
3. Create a receipt and give it to Business Office (Jessica/Abby)
4. Ask the student if he/she wants a copy of the receipt. If student request a copy, you can either:
   o Scan and email a copy of the receipt
   o Obtain a mailing address from the student and mail a copy of the receipt.

c. **Payment by Mail:** For students who take the option of mailing in their payment, inform them of the correct mailing address and who the payment is paid to.

Mailing Address: Barton Community College
                     P.O. Box 2463
                     Fort Riley, KS 66442

Paid to: Barton Community College

3-22. Pink Sheets, Last Update – April 2013

Pink sheets are used to verify the students that are attending the class. Each instructor is provided a pink sheet the first day of class. Students that show up to the course on the first day must sign the pink sheet. Information that is needed on the pink sheet is listed below.

- Print first and last name
- Student SSN or student ID
- Students contact number
- Students email address

Pink sheets are important for roster correcting and ensuring enrollments are correct for the class. After class the pinks sheets need to be turned in to office staff. Once turned in the pink sheets need to be checked with Bartonline and Banner.

- Go into Bartonline and click Manage Users
- Click on Change Multiple Users' Status per Course
- Select the Enrollable Area and the term
- Select the correct class
- Verify the names on the pink sheet with the students in the course
- If the student is showing in Bartonline but not on the pink sheet make sure to change the status to drop and initial why
- If student is showing on the pink sheet but not in Bartonline you will then go to Enroll User(s)
- You will need to type in the student's name
- Click the term in which they are attending
- Select the user status
- Select the course

You will need to check SFASLST in BANNER to ensure the students are in the course.

- Type the term and the CRN. The CRN is located at the top of the pink sheet.
- If the student is not showing in SFASLST you will need to go into SFAREGS to enroll the student.
- If the student is showing in SFASLST but not on the pink sheet make sure to go in to SFAREGS to drop the student out.
- After the proper adds and drops are done go back in to SFASLST to make sure that the numbers match up and the students are correct.

3-23. Print Shop Orders, Last update – April 2013

To place an order for the print shop you will need to contact Rod Knoblich or Rita Andress via email, with the following information:

1. Attach what you are needing printed
2. Include in the email a description of how it needs to be printed
3. How many copies needed
4. You can also request that it be ready by a certain time, and the print shop will let you know if that is available

3-24. Tuition Assistance, Last update – April 2013
Tuition Assistance is authorized for all Active Duty Soldiers and all Soldiers in Active Guard and Reserve (AGR) status, pursuant to titles 10 and 32 (US Army Reserve and National Guards serving in an active status).

a. Students need to go to the GoArmyEd website and login to their account (right hand side of page).
b. Once logged in, select the "Request TA" tab at the top.
c. Students can search for their specific evening/weekend or online classes in 2 ways:
      1. Students can enter the GoArmyEd CTAM number. For evening/weekend classes, the CTAM numbers are listed on the schedules. For Online classes, CTAM numbers will need to be obtained in the office. If the GAE CTAM# is available, enter that # in the GAE # field and select "NEXT" otherwise continue to Step 2.
      2. They can enter a break-down of their class. (ex: MATH 1821)
      3. In "Subject" Field Enter "Math"
      4. In "Catalog Number" Field enter 1821
      5. Tab down and enter the start date of the class and the end date of the class
      6. Then select "NEXT"
d. On the next page, a listing of class(es) will populate, find correct class and select and select "REQUEST CLASS"
e. On next page, you will see a confirmation of class and class price, select "PROCESS REQUEST"

** Some students will need to do a verification of information. It will ask the student to update their address, phone and email address. If this is required, they will update and select "Account Info Verified", a pop up may appear, press "OK"**

**For Active Duty Soldiers who have specific questions regarding their TA, they need to contact the Army Education Center at (785) 239-6481.

**For National Guard needing assistance they need to contact: Mrs. Rachel Gauthier, Education Services Specialist/GoArmyEd Advisor, JFHQKS – Kansas National Guard, Topeka, KS. Telephone number (785)274-1063, Email: rachel.m.gauthier.civ@mail.mil

3-25. Unofficial Transcripts, Last update – April 2013
Students can access their unofficial transcripts in their **<u>My Barton Portal</u>** account.

a. Once on the My Barton Portal, students need to log in. Once logged in:
- o Students need to select "Transcript". This is located on the right hand side of the page, under the listing for who their advisor is.

- o Students will then be redirected to their PAWS account. The PAWS account will direct them directly to the "Academic Transcript" portion of the student tab. Students need to hit submit to access the unofficial transcripts.

b. Note: ** In some cases when the student selects "Transcripts" from their My Barton Portal, and they are taken to PAWS, the login will appear. Students do not need to actually log in. Instead scroll down and they will see "Academic Transcript", they just need to hit submit to go to their transcripts.

c. Unofficial transcripts are available for those students that have a zero balance. Enrollment services may provide an unofficial transcript to students that are currently enrolled in Barton Classes, this is a case by case basis.

d. If a student is no longer enrolled in Barton classes, and a financial obligation exists, unofficial transcripts will not be provided to the student.

e. Advisors may access unofficial transcripts for purposes of advising, but will not provide unofficial transcripts to the students.

f. Students who do have a financial obligation will show account as being on hold. This could pertain to those utilizing payment plans and TA. Double check the hold, if need be and in some cases where student is utilizing TA or other options, they may get approved for a temporary lift on holds. Contact Business Office to remove holds.

3-26. **VA: Certificate of Eligibility/Intent to Enroll,** Last Update – April 2013

    1. Students that come into the office that inquire about using VA benefits need to be directed to Kandi LeClear (VA certifying Official) - Provide Kandi's contact information.

    2. Students must bring in a copy of their Certificate of Eligibility

        a) VA will send them a copy once they have applied for the VA benefits

        b) The certificate provides information on what Chapter they will be using and what percentage they stand at.

    3. Make a copy of the certificate and write the full social security number of the student on the copy along with what degree they are seeking with Barton.

    4. Scan and email the copy to Kandi and place it in her mailbox

    5. If student does not have the certificate of eligibility they must go to the VA website and apply for the benefits

        a) Student can bring in a copy of the application and we can use that until they bring in the certificate.

        b) If student is taking a HYBRID or online class they are responsible for paying 25% of the course until we receive the certificate.

    6. Students must also complete Intent to Enroll form that way Kandi can certify them for the courses.

        a) The intent to enroll form is found on the BARTONLINE.ORG website under Veteran Administration

        b) Students must complete the intent to enroll form and submit it once completed

        c) The form is then submitted to Kandi and then processed to the VA to be certified for the courses.

        d) Students that fail to complete the Intent to Enroll will not be certified for the course and must pay the full amount for the course.

3-27. Xerox Instructions, Last update – April 2013

a. **<u>Printing/Copying:</u>**
      1. Select copy service.
      2. Select the color output.
      3. Select paper supply.
      4. Select 1 or 2 sided.
      5. Select copy output.
      6. Enter number of copies on the number pad.
      7. Hit the start button.

b. **<u>Faxing:</u>**
      1. Select fax service.
      2. Enter fax number on number pad. (If long distance must enter "1")
      3. Hit the start button.

c. **<u>Scanning:</u>**
      1. Select workflow scanning service.
      2. Select color output.
      3. Select 1 or 2 sided.
      4. Hit the start button.

d. **<u>To access scanned documents:</u>**
      1. On computer click the start button.
      2. Select computer.
      3. Select the G: Drive.
      4. Select Staff folder.
      5. Select Xerox folder

SECTION 4: ADVISEMENT SERVICES   (Last Updated: April 19, 2013)

4-1. Academic Advisement- Core Values
(National Academic Advising Association) http://www.nacada.ksu.edu

The National Academic Advising Association (NACADA) has created a list of Core Values that can be used as framework against which advisors can measure their own performance. The statement of Core Values is not meant to determine the methods and philosophy all advisors should subscribe to in order to effectively work with students. The NACADA Core Values do not all carry equal weight and advisors will find some Core Values more important than others depending on their own philosophies and those of their institutions.

Beliefs about students:
Like other educators, academic advisors work to strengthen the importance, dignity, potential, and unique nature of each individual served within the academic setting. Our work as advisors is guided by our beliefs that:

Students can be responsible for their own behavior
Students can be successful as a result of their individual goals and efforts
Students have a desire to learn
Learning needs vary according to individual skill, goals, and experiences
Students hold their own beliefs and opinions

The Core Values:
Students deserve dependable, accurate, respectable, honest, friendly, and professional service. In order to serve students well, academic advisors understand that they are responsible to many constituents who comprise our academic communities. This is the foundation on which the Core Values rest.

1. *Advisors are responsible to the students and the individuals they serve.*

2. *Advisors are responsible for involving others, when appropriate, in the advising process*

3. *Advisors are responsible to the college or university in which they work*

4. *Advisors are responsible to higher education generally*

5. *Advisors are responsible to the community (including the local community, state, and region in which the institution is located).*

6. *Advisors are responsible to their professional role as advisors and to themselves personally*

4-2. Academic Advisement Intrusive Developmental Advising (Last Updated: April 19, 2013)

a. **Intrusive Advising**: Intrusive Advising as discussed in the First-Year Academic Advising: Patterns in the Present, Pathways to the Future by M. Lee Upcraft & Gary Kramer, Editors. The National Resource Center for The Freshman Year Experience & Students in Transition, University of South Carolina, 1995

Because underprepared first-year students do not often seek academic and personal assistance voluntarily, these authors believe advisors must be intrusive in their approach to helping students navigate the college environment. The concept of intrusive advising was pioneered by Robert Glennan and his associates in the seventies (Glennan, 1975), and further refined in subsequent writings (Glennan, 1983; Glennan & Baxley, 1985; Glennan, 1991). According to Glennan, in intrusive advising, the institution takes the initiative. Advisors do not wait for students to come forward to ask for help but insist that students make frequent appointments throughout the year to check on their progress, identify crisis situations, offer options, make referrals, and motivate students toward academic success.

(1988) However, intrusive advising does not ordinarily mean "hand-holding" or parenting. Rather, it does mean active concern with the students' academic preparation and a willingness to assist them in exploring services and programs that can improve their skills and motivate them to complete their degree, certificate, or educational plan. It also means taking an interest in them personally and approaching them with an open and caring attitude. Such a personal and intentional relationship will help reduce and psychological distance between faculty and students that many first-year students experience when they enter institutional of higher education.

Effective advisors of underprepared students must insist upon regular contact with their advisees regardless of whether or not advisees think it is needed. This intervention allows the advisor to head off potential problems before they arise and reduces the need for crisis management more typical of the underprepared student's style. In crisis, underprepared students tend to spend their energies blaming others rather than solving problems (Spann & VanDett, 1982; DeBoer, 1983). In a preventative mode, the advisor can help the student anticipate problems and model problem-solving skills and strategies.

The literature on advising cites frequent examples supportive of the proactive, action-oriented, intrusive approach to advising being advocated here. For example, Glennan and Baxley (1985) describe the philosophy of intrusive advising as one in which students are contacted throughout on a regular basis throughout the year instead of waiting until the normal once- or perhaps twice-a-semester mandatory advising session or until the student is in serious academic trouble. Earl conceived of intrusive advising as deliberately structuring intervention activities at the first sign of academic difficulty in order to motivate the student to seek assistance. Intrusive advising blends both prescriptive advising and developmental advising (the integration of academic, personal, social, and career goals) in that the advisor is systematic and directive in offering assistance to students while supporting them in identifying developmental needs and accomplishing educational goals. Furthermore, Earl believes that throughout the academic year, and during advising sessions with underprepared first-year students, the advisor should monitor and evaluate the student's performance, recommend specific course placement based on high school performance and college entry testing, and refer students when needed to counseling and

learning assistance services. Because there is constant contact with students, advisors have the opportunity to develop rapport, become familiar with students' abilities, discuss their progress, assist in their decisions about majors and careers, and refer them to other programs to meet specific needs. In turn, entering students find a supportive advocate and ally with whom they feel secure in discussing academic and personal concerns.

While some authors (e.g., Earl, 1988) believe that intrusive advising begins with the first sign of academic difficulty, intrusive advising should begin even earlier through an "early alert" intervention activity. In an early alert system, underprepared students are identified even before they arrive on campus through a series of measures such as high school performance indicators, SAT, or ACT scores, state-mandated competency tests, and student self-reported data on their academic and personal needs. This information is provided in advance of the student's arrival and allows the advisor to anticipate possible problems students might face before they get into difficulty and to work with students in taking necessary actions to prevent problems from occurring.

Another element of intrusive advising is effective communication. DeBard (1987) suggests that advisors be person-centered rather than bureaucratic. Underprepared students need to feel that questions about alternative actions will be received empathetically and openly, not processed through a bureaucracy of academic policies and procedures. This approach takes into consideration their short-term options as well as their long-term needs. Making referrals to resources both within and without the institution, as needed, send a message to entering students that they are important in a system where too often a student is "just a number." DeBard also believes that the need for empathy does preclude the need for providing information to students to help them explore alternatives and seek constructive action that will allow them to realize more of their potential.

b. **Developmental Advising:** Barton serves multiple groups of students that need the frequent attention and care that developmental advising gives. Steven Ender defines developmental advising as:

Developmental academic advising is a special advising relationship with students that both stimulates and supports their quest for an enriched educational experience. The relationship involves a systematic process of ongoing student-advisor interactions. It helps students achieve educational and personal goals by utilizing the full range of institutional and community resources…Beyond course registration and scheduling, the specific themes of academic competence, personal involvement, and developing or validating life purposes become the content that the development advising relationship frames. Educators who implement developmental advising recognize and acknowledge that the advisor is the institutional representative most responsible for assuring the advisees know how to seek out the greatest possible benefits from higher education [Gordon and Habley, 2000,p.119]

Developmental advising concentrates on three main themes: academic competence, personal involvement, and validating life purposes

1. **Academic Competence**: Understanding the academic skill level of the advisee. Students at Barton are required to take the ASSET, COMPASS, Bartonline Placement or

Accuplacer if they do not have ACT or SAT scores less than five years old. These scores give advisors an assessment of the student's skill level at the time of testing. Advisors should also talk to their advisees about academic strengths and weaknesses and grades received in classes taken in high school

   2. **Validating Life Purpose:** Advisors need to discuss throughout the academic career of the advisee the career path chosen and what the student will do with the chosen field. Students should assess their lifestyle needs, school interests, and geographical preferences before going further in their education or out into the workforce
Students are developmentally advised when advisors focus on growth that encourages the following in students:

   ➢ Awareness of the association between education and life
   ➢ The ability to set realistic academic and career objectives as well as a plan to accomplish them
   ➢ Understanding of life extending beyond the college years

   3. **Developmental Advising Characteristics:**

   ➢ Responsibility is Shared Between Advisor and Student
   ➢ Concentration Is On Student Potential
   ➢ Effort Is Placed on How Student Can Develop and Grow
   ➢ Relationship is Based On Trust & Respect
   ➢ Relationship is Based on Equal and Shared Problem Solving
   ➢ Assessment is a Shared Process

c. **What Developmental Advising Means At Barton:**

   1. At Barton, advisors are encouraged to make some sort of contact with their advisees at least once a semester. Professional advisors often send e-mails to their advisees or call them to find out how classes are going and depending on the relationship formed with the student they might ask how things are going at home or at work. Advisors need to be proactive!

   2. Getting to know the student (as much as the student wants to share) is important. Areas an advisor might ask about would be: family life, work, etc. Advisors should not push a student into telling more than they feel comfortable sharing. Knowing a little bit about a students "world" helps us to guide the student on making realistic educational goals. For example, a student that comes to you and says that she has two small children at home, works twenty hours a week, and wants to take fifteen hours needs some help in setting up a realistic course schedule.

   3. Advisors encourage students to set goals and then work to achieve them.

d. **What Do Students Need From Their Advisor During Their Freshman Year?**

   1. Acquaint students with college resources: tutoring, Student Support Services, Advisement Center, counseling, library, course catalog, Barton website, Financial Aid, Enrollment Services, etc.

2. Understand college requirements: General education requirements, credit hours for graduation and full or part time status, residence, major courses, etc.

3. Understand college policies and procedures: Early/Late Alert, Attendance policy, Academic Integrity Policy, Drop/Add, Withdrawal, Enrollment, Clemency, Changing Majors, etc.

4. Set Realistic Goals Toward Graduation: Time Management Skills, Study Skills, and Graduation Plan.

5. Evaluate Career Choice with Interests & Abilities: Identify interests, assess abilities, and explore career options.

6. Discuss student responsibility for educational progress.

e. **What Do Students Need From Their Advisor During Their Sophomore Year?**

1. Solidify academic path: Investigate academic path and expectations.

2. Make Transfer Plans: Contact college of university that student is transferring to for up to date information on transferring.

3. Financial Aid: Make sure student has filed for Financial Aid if appropriate.

Gordon V. and Habley W. Academic Advising: A Comprehensive Handbook, San Francisco: Jossey-Bass, 2000.

4-3. Advisement Overview (Last Updated: April 19, 2013)

a. **Vision:** Barton's advisement system is intended to be a student centered system designed to increase student success and retention by encouraging on going contact between students, advisors, and the Barton student support structure. Advisors are expected to be accessible to all advisees and exhibit an open-door policy.

b. **Academic Advisors can answer questions about:**
- o Courses at Barton, online or face to face.
- o Prerequisites for courses.
- o Certificates and/or degrees offered at Barton.
- o Selecting a major course of study.
- o Transfer of credit from other schools to Barton.
- o Graduation requirements.

c. **Training:** Barton academic advisors are trained by the Advisement Coordinator and peer advisors through the use of a self-paced training manual and face to face discussion sessions. Continued training occurs through workshops throughout the fall and spring semesters.

c. **Expectations of Advisors**:
- o Handle over ride situations appropriately
- o Work towards few advising errors and excellent transferability
- o Contact students regularly to see how classes and semester are going
- o Refer students to services needed (i.e. counseling, career planning, etc.)
- o Keep files for advisees with appropriate documentation
- o Post and keep office hours
- o Attend a minimum of two workshops per year, more are encouraged
- o Maintain Student Services Handbook

4-4. Advisor and Student Responsibilities   (Last Updated: April 19, 2013)

a. **Advisor Responsibilities:**
      1. Academic advisors will provide a friendly, open environment that will foster self-exploration, self-awareness and self-evaluation thus enhancing a sense of personal identity.

      2. Advisors assist students in exploring the possible short and long-range consequences of their choices and to facilitate student's recognition and acceptance of personal responsibility for what happens to their lives.

      3. Advisors teach students about the expectations of instructors and the college as a whole.

      4. Advisors help with a variety of student needs including but not limited to: Career Options, Enrollment, Dropping/Adding a class, Applications for Graduation, and Advice on courses, schools.

b. **Student Responsibilities**

      1. Share information with advisors regarding interests, goals, educational, and career plans.

      2. Share personal information that has a bearing on academic careers. The numbers of hours spent at work, responsibilities to family, financial aid status, and any limitations are all necessary information for advisors.

      3. Be familiar with the College Catalog and the Student Handbook. These are vital sources of information.

      4. Make a note of advisor's advising hours and phone number. Students are expected to schedule appointments AND to call if they are unable to keep appointments.

      5. Keep a record of graduation requirements. Students should keep copies of ALL correspondence from the college, and from meetings with their advisors. It is ultimately the students' responsibility to fulfill the requirements for graduation.

      6. Be familiar with college deadlines, which can be found in the Barton Ft Riley website at www.bartonccc.edu/military .

      7. Be willing to contact the appropriate student support services available on campus.

      8. Be prepared for meetings with advisors, particularly when registering for next semester. Students should review what courses are still necessary for their programs and have an idea of what courses they would like to take as electives.

      9. Alert their advisors immediately if they begin to have difficulties that are affecting their class work or continued enrollment.

4-5. Assign an Advisor – SGAADVR   (Last Updated: April 19, 2013)

All degree seeking students must have an assigned advisor. To assign an advisor:

      a. Go To SGAADVR in Banner

      b. Enter the student's ID or SSN

      c. <CNTRL & Page Down>

      d. Click the symbol by maintenance

- If the symbol will not let you end the advisor
  - Select the block with the advisor name
  - <Shift F6>
  - Click Save and skip to step 7

      e. Select End Advisor

      f. Select Rollback

1. <CNTRL & Page Down>

      g. Type in the advisor ID in the ID block or <tab> and type the last name, first name of the advisor

      h. <tab>

      i. Advisor type

- ACAD for Advisor Type

      j. Check of the Primary indicator Box

      k. Click Save

- To find out what advisor to assign a student to go to the advisor list located at:

4-6. Background Checks
- Private investigators will complete background checks for potential employees. They will provide proof of their id, discuss the privacy act, and provide a copy of the release form. If the release form is an original make a copy to store in filing cabinet located in the advisement coordinator area.
- For background check you will check 4 screens in Banner:
    - SHARQTC-print an unofficial transcript
    - TSAAREV- check to see if the student has a balance
    - SHATERM-check academic standing. This will be listed on the first tab that says Current Standing.
    - ROAENRL-check to see if they are currently enrolled in any courses.
- After the investigator views the transcript they may ask additional questions about when the classes were taken or what types of classes they were. Answer any additional questions they may have.

4-7. Changing Degree Plans (Last Updated: July 20, 2016)

If a student wishes to change their degree plan they will need to complete the following form

- https://exsforms2.bartonccc.edu/AdvisorRequest/request.htm
- Complete
  - o Personal Information on Form
  - o Complete the Area of Interest Field with New Degree Plan information
- Once the form is submitted it will be sent to Barton "Advisement Department" including the Advisement Coordinator at Barton Ft Riley
- Advisement Coordinator at Ft Riley Receives the change form via e-mail
  - o Responses are expected within 2 business days
  - o If the student is a current or past Ft Riley Student the Advisement Coordinator will complete the update
  - o Use SFAREGS to update the new degree plan to the desired degree plan
    - ▪ Refer to the section on entering a Degree Program in SFAREGS for detailed information
  - o For Barton Ft Riley Degree Plans Assign the advisor in SGAADVR to the following appropriate advisor (refer to how to add/edit an advisor for detailed information)
    - ▪ A-K: Emily Harper 000233608
    - ▪ L-Z: Sicilee Lansbury 000405798
    - ▪ Fort Leavenworth: Tiffany Irizarry 000403839
- After the information is updated in Banner an e-mail is sent to the student and their advisor. See Sample E-mail Attached
- Once the advisor receives the notification e-mail from the Advisement Coordinator that a student has changed their degree plan the advisor is expected to update the student's degree plan and send a copy of the updated degree plan to the student within 3 business days.

4-8. Change a student Degree Plan in Banner – SFAREGS(Last Updated: January 6, 2015)
To Change a student degree plan:

a. Go to SFAREGS in banner
b. Fill in the current term in the TERM block. (Ex. 201302)
c. ID: Type student ID or SSN
d. <Cntrl & Page Down>
e. Select the Curricula Tab
f. Select the Symbol by Update
g. <TAB> to Program

- Type Degree code
  - o NDS – Non Degree Seeking
  - o AGS- Associate General Studies
  - o AS – Associate of Science
  - o AA – Associate of Arts
  - o AAS- Associate of Applied Science
  - o CERT1- Certificate Programs

h. <TAB> to Admission Type

- Type RS for regular student
  - o Any Degree seeking student is a regular student
- Type NS for any non-degree seeking student

i. Click the " Field of Study" Tab
j. <TAB> to the Type: Block
k. Type Major
l. <TAB> to field of Study
m. Type is the degree code if know or select the drop down arrow

- In drop down menu double click the degree
- All AS and AA degrees should have a field of study listed as 2402 liberal studies
- All AGS are 2401- General Studies
- CERT and AAS should list their program

m. If the student is on AS or AA arrow down
n. <TAB> to type
o. Type EMPHASIS
p. <TAB> to field of study
q. Type is the degree code if know or select the drop down arrow

- In drop down menu double click the degree

r. Select Save

4-9. Coding Transcripts   (Last Updated: April 19, 2013)

a. Students can send official transcripts to Barton

b. A transcript is considered official if it is received in a sealed envelope.

- The transcript can be mailed directly to Barton or it can be walked in by the student.

c. Official Transcripts should only be opened by the advisement coordinator

- If other staff need to open the transcript to answer student questions they will need to inform the advisement coordinator that they opened the envelope to insure that the document is still considered official.

d. Many Different Types of Official Transcripts will arrive for coding

- CLEP/DSST results
- High School Transcripts (See the High School Transcript Section)
- College or University Transcripts

e. Once Barton Receives an official transcript the document is considered Barton property.

- Students can get copies of the documents but the official transcript must remain Barton property for our records

f. All transcripts are given to the Advisement Coordinator

g. Transcripts should all be coded and entered in the SHATRNS within 72 hours of their arrival at Barton

h. The coding process:

- Go to SOAPCOL.
- If the student notified us of prior college, the college code may already be listed in Banner. If not, you may have to search for the school.
- Banner is very specific about capitalization and wording. Click the down arrow next to where the school code is typed.
- Use % sign and try to minimize what you type. For example, if you're looking for a specific campus for the University of Texas search %Texas%. This will pull all schools that have Texas in the title.
- If the school is not listed you may need to create a code for the school. There are separate instructions for that.
- Enter the date the transcript was received
- Check the 'Official' box if it applies > Save
- Control + page down and enter NDA for No Degree Awarded, and then enter the total number of hours **attempted** in the Transfer Hours box. Financial aid uses this screen to help decide a student's eligibility. If a class is 0 hours (like an orientation or a developmental course), designate how many hours it would be with Barton.

- Check to see if the student is using Financial Aid (RRAAREQ), is VA (SGASTDN), or TA (GoArmyEd). Note on the transcript if they are, and note what degree they are seeking

i. Transcripts are then coded based on the master course list and Barton relevant courses

j. After the transcripts are coded they are given to a CSR to be entered in SHATRNS

k. Next, the CSR's distribute transcripts to the appropriate advisor for the student

4-10. Common Issues in Advisement   (Last Updated: April 19, 2013)

1) Student Missed Appointments
   a) On occasion students have made appointments and not showed up.
   b) Advisors will change the appointment details to "No Show" in their calendar to track the appointments that students have missed.
   c) If advisors notice that a student has repeatedly missed appointments and has not met the advisor, the advisor has the option to change the student to non-degree seeking for lack of communication with their advisor.
   d) If an advisor feels that they have just cause in changing a student to non-degree seeking they must notify the student by e-mail of the reason they were changed to non-degree seeking and that the student must meet with the advisor to be changed back to degree seeking. The advisement Coordinator should be cc'ed on this e-mail.
2) Savings E-mails
   a) One of the main forms of contact between advisors and their students is e-mail. In order to track student communication advisors are all required to save student e-mails in their offline folders
   b) Saving the sent and received e-mails will increase tracking and accountability for advisors in future student communications, questions, and concerns.

4-11. Course Platforms   (Last Updated: April 19, 2013)

a. With the increasing numbers of students taking online courses, either exclusively or in combination with on campus courses, all advisors need to be aware of the differences between the types of online offerings at Barton. The following is a glossary of sorts providing information on Barton's online courses.

      1. E-Companion: A traditional course which is supplemented with online resources. E-Companion courses are used in both face-to-face and hybrid on-campus courses. E-companion portions of a course will provide online resources that may or may not be required materials for the student. Students are instructed on enrollment procedures for E-companion by their instructors, but are enrolled in the on-campus course by an advisor or Enrollment Services. There is no extra cost or fee for courses with an E-companion portion, they are the same price as an on-campus class.

      2. E-Course: A course offered totally online through either Bartonline. All aspects of the course are online to include enrollment and ordering books, as well as course materials and assignments. Students must enroll themselves in E-courses as well as order their books online. To drop an E-course a student must go through the respective online entity, not their advisor or Enrollment Services. E-courses are higher in cost than on-campus classes.

      3. Hybrid: A course that is 50% face-to-face and 50% online. The online portion of the course is E-companion through Bartonline. The instructor for the course will provide information to the student regarding the E-companion portion, which will have required information and assignments for the student. Books are purchased through the bookstore on campus.

b. General Information and Issues:
Students who take online classes need to be aware of session dates for classes, financial aid issues, and that while they have some flexibility in completing online coursework, they are expected to log in frequently.

    Issues that arise with online classes include:
        1. Inconsistent or poor access to Internet
        2. Lack of or poor computer skills
        3. Apprehension about using the computer
        4. Outdated or obsolete computer equipment

The recent requirement for all Barton on campus classes to have an ecompanion component also increases the need for students to have a working knowledge of computers and the Internet.
In addition to skills and equipment, the student must possess a high level of self-discipline to be successful in online courses due to the lack of a set time for class.

4-12. CTAMS Clean Up (Last Updated: September 9th, 2014)

The CTAMS spreadsheet should be cleaned up once every six months

This process is completed to help clean up the current prospective report regarding TA and SOCADS.

1) You will need to have the CTAMS spreadsheet (located in the G drive), Banner, GoArmyEd, and the CTAMS clean-up spreadsheet (located on Google Drive) open. Note: You must have a gmail account for Google Drive.
2) Sort the CTAMS spreadsheet by date to work the information from oldest to newest.
3) Check the 'Transcripts Needed' box for outstanding requirements.
   a) If admissions is outstanding check Banner for student information
   b) If JST and/or transcripts are missing check SOAPCOL to see if they have been received.
   c) Also check to see if the student is currently enrolled in classes.
      i) Go to ROAENRL
      ii) CTRL + PgDn to view enrollment
4) If all outstanding requirements have been turned in prepare the SOCAD for upload.
5) If the outstanding requirements have not been turned in contact the student.
   a) If student lists a personal and @mail.mil email use both. You may locate emails through BARTonline, Banner, and their GoArmyEd account.
   b) In the past, 3 attempts were made to contact the student regarding their requirements. The 1st attempt was sent with the outstanding requirements and how to submit them. 2-3 weeks later a 2nd attempt was sent with the same information. 2-3 weeks later a 3rd and final attempt was sent with a deadline. The number of attempts may change in the future.
   c) If the documents are not turned in by the deadline sent out in the 3rd attempt reject the common application GoArmyEd.
   d) Use your Microsoft calendar to keep track of who you are contacting on what deadline. This will provide a reminder as to who you are contacting and what attempt you are on.
6) To reject the common application:
   a) Locate the soldier's account in GoArmyEd
   b) Select the 'Admissions Decision' on the right side of the page
   c) Click the 'Deny Admission' option, and then your deny reason. We normally use Period of Inactivity for deny reason.
   d) DO NOT REJECT COMMON APPLICATION IF STUDENT IS TAKING LSEC CLASSES!
7) The CTAMS Clean-Up spreadsheet on the Google Drive has two tabs. Make sure you are updating this spreadsheet.
   a) 1. Student Contact: you will list the student's last name, first name, ssn, degree, the number of days on hold, what the solder is missing, the date they were put on the CTAMS spreadsheet, the contact dates, the emails contacted, and any additional notes.
   b) 2. Rejected Common App: this will be updated with the student's first and last name, social security number, CTAMS date, rejected date, days on hold, and any additional notes.
8) If the student was ready for upload switch them to the Uploaded tab on the CTAMS spreadsheet.
9) If the student had to be rejected update the CTAMS Clean-Up spreadsheet and delete them from the CTAMS spreadsheet.
10) If the student is no longer in GoArmyEd we are no longer their homeschool. Delete them from the CTAMS spreadsheet.

Messages sent to student:

1st and 2nd attempt:

According to our report generated by Go Army Ed, we have been unable to upload your student agreement (SOCAD) uploaded GAE.
In order to complete your file with Barton Community College, you will need to submit an official copy of your Joint Service Transcript and a copy of your ERB. You may request an official copy of your Joint Service Transcript at https://jst.doded.mil/smart/signIn.do.
You may email your ERB to Arlette Stratton at strattona@bartonccc.edu. We will also need an official transcript from Hillsborough Community College. The transcript can be mailed to P.O. Box 2463 Fort Riley, KS 66442.
Our administrative staff is available to answer any questions that you may have. We may be reached by calling 785-784-6606 (press 0 to reach Customer Service).

3rd attempt:

According to our report generated by Go Army Ed, we have been unable to upload your student agreement (SOCAD) uploaded GAE. Your tuition assistance is currently suspended. Your tuition assistance will remain suspended until we can submit your student agreement.

In order to complete your file with Barton Community College, you will need to submit an official copy of your Joint Service Transcript and a copy of your ERB. You may request an official copy of your Joint Service Transcript athttps://jst.doded.mil/smart/signIn.do.

You may email your ERB to Tiffany Irizarry at irizarryt@bartonccc.edu.
We will need to hear from you no later than close of business (5 pm) on May 2nd, 2014 or we will reject your common application from Go Army Ed.

Our administrative staff is available to answer any questions that you may have. We may be reached by calling 785-784-6606 (press 0 to reach Customer Service).

Please note: These messages will be specific to the student's outstanding requirements. The ERB will be emailed to their respective advisor:
As of 9/9/14:
A-G: Emily Harper- harpere@bartonccc.edu
H-P: Arlette Stratton- strattona@bartonccc.edu
Q-Z: Star Lengas- lengass@bartonccc.edu

4-13. CTAMS Process   (Last Updated: February 17th, 2015)

a. The CTAMS information is notifying us of soldiers that have selected Barton as their homeschool. The information provided will tell us what degree plan they are pursuing and if they have any previous college. This is information that is vital to submitting their student agreement to GoArmyEd.

b. The CTAMS spreadsheet should be pulled first thing each morning.

c. Access WinSCP icon on the desktop
      1. To log into eArmyU (WinSCP) use the password

- # SlMkQW6pmd3zKo.

      After logging into eArmyU you will need to select the 'Outgoing' folder
      3. If you are pulling information for the same day you will then click the folder that says 'commonapp'
            - There will only be one file in this folder. You will need to select this file and click the 'F6' button at the bottom of the window that says 'Move'
      4. If you are pulling information from a previous day you will need to select the 'Archive' folder and then the 'commonapp' folder. There will be hundreds of files listed in chronological order. You will need to find the previous days you are pulling the information for. You will highlight the file needed and click the F6 Move button at the bottom of the window.
      5. Once the desired files have been moved you may close eArmyU

d. To begin updating information you will need both the CTAMS Spreadsheet and the CTAMS Data Process open.
              G: Drive > Staff > DP > Student Services Shared > CTAM

e. In the CTAMS Data Process spreadsheet
      1. Select the 'Menu' tab
      2. Add/Update SOCAD Data button.
      3. Select the file for the day you are pulling information for (files are automatically placed into your My Documents Folder).
      4. The spreadsheet will then update.

f. Once the spreadsheet is done updating you will use the 'SOCAD Data' tab

g. Start at the top of the spreadsheet and use the 'Page Down' button to scroll through the entire spreadsheet

h. If a student is highlighted yellow in the middle of the spreadsheet you will need to look for that student on the CTAMS Spreadsheet. Check to see if the student is still waiting to be uploaded (Needs Upload tab) or has already been uploaded (SOCADS) tab.

      1. If the student has already been uploaded you will need to check to see if they changed their degree plan. If they did their agreement must be submitted again.

      2. If they have not been uploaded you will check to see if they have changed their degree plan and check Banner to see if they have submitted missing documents. Any changes on the CTAMS Data Process spreadsheet will need to be updated in the CTAMS Spreadsheet

i. If there are new students for the day you pulled the file they will be listed at the end of the spreadsheet all highlighted yellow.

      1. You will need to enter their SSN in Banner; if they do not have an account their information will not pull up. This means the student needs an Admissions form.

      2. You will need to check SOAPCOL to see if the student has turned in their JST/ERB (listed as ACE) for a military evaluation. This is standard for all soldiers using Tuition Assistance.

      3. If the student has a college listed on the CTAMS Data Process we will also need to check for the official transcript in SOAPCOL.

j. The student's name, social security number, missing documents, and degree will all need to be listed on the CTAMS Spreadsheet

k. If the student is in Banner you must update their information according to what is stated on the CTAMS Data Process spreadsheet

- You must update SFAREGS with their degree plan
- You must update SGAADVR with the correct advisor
- You must update SOAPCOL with colleges the student attended

l. If the student has turned in all required documents we will give their degree plan to the representative submitting agreements to GoArmyEd and move them over the 'SOCADS' tab on the CTAMS spreadsheet

m. If the student is missing documents we will send them a welcome email through GoArmyEd. This is a generic email that is updated with the personal information of each student as needed.

n. The email will state that we need an admissions form if they are not in Banner, a JST/ERB if we do not have one, an official transcript for the schools listed on the CTAMS Data Process spreadsheet with our mailing address, and the contact information for their advisor and customer service.

o. You will also need to update the Application Status in the soldier's GoArmyEd account.

      i. High School Transcript will be marked as Complete. Your note will state that it is not required until graduation.

ii. College Transcripts-if transcripts are outstanding you will need to mark Incomplete, and then list the transcripts needed. If nothing is outstanding you will mark Complete.

iii. Test Scores-mark complete as these are not required for admissions.

iv. Essay-mark as complete as this is not required for admissions.

v. Other-if admissions is outstanding you may mark Incomplete and list that requirement here. If nothing else is outstanding you will mark this as Complete.

vi. This should help with the Current Prospective Report.

p. We will also check their GoArmyEd account to find out who their education center is. If they are a Fort Leavenworth student they will go on the Leavenworth tabs of the CTAMS Spreadsheet.

q. This completes updating CTAMS and Banner with the information provided from the CTAMS Data Process spreadsheet.

r. Advisors will update the CTAMS Spreadsheet as the student turns in missing documents. Once all missing documents are submitted we will give their student agreement to the representative completing uploads.

4-14. CTAMS Welcome Letters   (Last Updated: September 9th, 2014)
Examples of CTAMS welcome below:

NOTE PLEASE CONTACT YOUR ADVISOR TO SPECIFY WHAT DEGREE YOU ARE PLANNING TO PURSUE; OTHERWISE YOUR SOCAD AGREEMENT WILL BE PUT ON HOLD.

Arlette Stratton   strattona@bartonccc.edu

Emily Harper   harpere@bartonccc.edu

Star Lengas   lengass@bartonccc.edu

***Kathy Boeger will be your advisor for this program and she can answer any questions pertaining to the courses for this degree. She can be reached at 1-800-745-7594 ext. 203 or by email at boegerk@bartonccc.edu.

***Lindsay Holmes will be your advisor for this program and she can answer any questions pertaining to the courses for this degree. She can be reached at 785-238-8550 or by email at holmesl@bartonccc.edu.

****

Thank you for choosing Barton Community College as your home school. We are pleased to assist you in your education endeavors and to provide academic excellence.

According to our records, a JST transcript and ERB are outstanding and must be received in order for a SOCAD agreement to be prepared. You may go to the following website to request an OFFICIAL copy of your JST transcript: https://jst.doded.mil/ The JST and ERB can be emailed to **<advisor>** at **<advisor email>**@bartonccc.edu.

Our administrative staff can be reached to answer questions at the following toll free number: **1-877-620-6606 or FAX 785-784-7542.**

We look forward to hearing from you!
****

Thank you for choosing Barton Community College as your home school. We are pleased to assist you in your education endeavors and to provide academic excellence.

According to our records, you have not applied for admissions (you can do so at the following link: https://exsforms2.bartonccc.edu/admissions/admissionsapplication.htm. A JST transcript and ERB are outstanding and must be received in order for a SOCAD agreement to be prepared. You may go to the following website to request an OFFICIAL copy of your JST transcript: https://jst.doded.mil/ The JST and ERB can be emailed to **<advisor>** at <**advisor email**>@bartonccc.edu.

Our administrative staff can be reached to answer questions at the following toll free number: 1-877-620-6606 or FAX 785-784-7542.

We look forward to hearing from you!

Thank you for choosing Barton Community College as your home school. We are pleased to assist you in your education endeavors and to provide academic excellence.

According to our records, an official <mark>**<PREVIOUS COLLEGE NAME>**</mark> transcript, a JST transcript and ERB are outstanding and must be received in order for a SOCAD agreement to be prepared. You may go to the following website to request a PERSONAL copy of your JST transcript: https://jst.doded.mil/ The JST and ERB can be emailed to **<advisor>** at <**advisor email>**@bartonccc.edu. Official prior college transcripts may be sent to P.O. Box 2463 Ft. Riley, KS 66442.

Our administrative staff can be reached to answer questions at the following toll free number: **1-877-620-6606 or FAX 785-784-7542.**

We look forward to hearing from you!

Thank you for choosing Barton Community College as your home school. We are pleased to assist you in your education endeavors and to provide academic excellence.

According to our records, you have not applied for admissions (you can do so at the following link: https://exsforms2.bartonccc.edu/admissions/admissionsapplication.htm). An official <mark>**<PREVIOUS COLLEGE NAME>**</mark> transcript, a JST transcript and ERB are outstanding and must be received in order for a SOCAD agreement to be prepared. You may go to the following website to request an OFFICIAL copy of your JST transcript: https://jst.doded.mil/ The JST and ERB can be emailed to **<advisor>** at **<advisor email>**@bartonccc.edu. Official prior college transcripts may be sent to P.O. Box 2463 Ft. Riley, KS 66442.

Our administrative staff can be reached to answer questions at the following toll free number: **1-877-620-6606 or FAX 785-784-7542.**

We look forward to hearing from you!

4-15. Degree Audit -12 Hour Letter (Last Updated: July 20, 2016)
As Barton County Community College, Ft. Riley students approach completions of degree requirements, advisement coordinator performs degree audits to verify official standing.

The following list describes the 12-hour degree audit procedure.

a. When an advisor updates a degree plan and the hours remaining for a student to complete before graduation is less than 12 hours remaining.
    1. Advisor Should Print an Unofficial Transcript is SHARQTC (See procedures for printing a Degree Audit in Banner Entry section)
    2. Print two copies of the student degree plan
    3. Place all documents in student file
    4. Put student file in the Graduation Audit bin at the Advisement Coordinator's Desk

b. The Advisement Coordinator will execute an official degree audit on all students who are within 12 hours of completing degree requirements.
    1. Verify total that the total number of hours on degree audit matches total number of hours on degree tracking sheet by comparing the total hours in ROAENRL and SHATERM and the total hours listed on the degree plan
        • if the hours disagree, find out why
    2. Verify that all courses listed on the degree plan are shown on the unofficial transcript
    3. Verify that all courses have been listed in the correct category and that all depth and breadth regulations are followed correctly (See creating a degree plan)
    4. In banner, check SOAPCOL for outstanding transcripts from other schools
    5. In banner check SOAHSCH to see if the high school transcript has been received.

c. Notify student via e-mail (sample on next page) of all information that student needs to complete

d. At this time the advisement coordinator will also create a memorandum for graduation. (See attached).
    1. This memorandum is a checklist for graduation requirements.
    2. Complete the form with the
        • Students name and social security number
        • Today's date
        • Degree the student is seeking
        • Leave Graduation Term blank until the student's degree plan is zeroed out
        • Check appropriate boxes for fees and transcript received
        • Leave GPA blank until courses have been completed
        • Leave Classes End blank until student is enrolled in their final classes
        • List any transcripts from colleges in the blanks at the bottom. Only check that they were received after they are received and updated in SOAPCOL
e. The Memorandum is stapled to the graduation application, degree plan and unofficial transcript

<u>EXAMPLE MEMO</u>:

****

June 21, 2017

Genee Robinson
2604 Bellerview Dr. Apt 27
Manhattan, KS 66503

Dear Genee,

As Barton Community College students approach completion of degree requirements, we perform a degree audit to verify official standing. Upon completion of your degree audit, our records indicate that you need the following credits to complete your Associate in Science degree:
                         (upon successful completion of the current LSEC cycle)

          3 hrs   MATH 1828 College Algebra
          5 hrs   Natural Science

Your assigned academic advisor is **Star Lengas**. You can reach her at **lengass@bartonccc.edu**.

          Your GPA must be at least 2.0 or higher to graduate. Your current GPA is **2.40**.

In addition we need official transcripts from the following institutions:

                         High School Transcript

          Transcripts are only considered OFFICIAL when mailed to:
                    Barton Community College
                    P.O. Box 2463
                    Ft. Riley, KS 66442

You should complete the graduation application as soon as possible through your PAWS account, at which time you can pay the $30.00 graduation fee. The graduation application and graduation fee are required before your degree can be awarded. If you have any further questions regarding your degree completion, please feel free to contact our office at any time
****

4-16. Degree Audit Printing (SHARQTC)   (Last Updated: April 19, 2013)

To print a degree audit:

   a. In banner type SHARQTC
   b. If this is your first degree audit for the day another form will pop up, in which you will
   need to type the following parameters:
   - type (Name of Printer) <enter>
   - type (Name of Printer) <enter>
   - type (Name of Printer) <exit>
   c. Social security number or student ID
   d. Override the hold if necessary (type Y) <control & page down>
   e. Arrow down until you get to a blank request
   f. Type: UG <tab>(x2)
   g. Type: UNOF <tab>
   h. Left click in the official field
   i. <Control & Page Down>
   j. Tab to the Issued to Field
   k. Type: 12 HR DA (or some reference to why)
   l. Left click the save button
   m. Exit
   n. Transcript will automatically print at the printer you selected.

4-17. Degree Requirements (Last Updated: September 9th, 2014)
In the fall of 2008, the general education requirements for the AS, AA, and AGS degrees were updated, to take effect starting in the fall of 2009. Anyone who started their degree plan prior to fall 2009 will follow the policy of the College regarding previous requirements. Please refer to the school catalog for details.

a. **Catalog Requirements -** Students who remain continuously enrolled from time of entry to application for graduation will be held to the catalog requirements in effect when they declare their program of study, unless a later catalog is adopted. "Continuous enrollment" refers to annual Fall and Spring semester enrollment (or equivalent) in a minimum of at least one credit bearing course per semester. Should a student's enrollment be interrupted, they will be held to the guidelines and requirements of the catalog of record at the time of program re-entry.
This guideline does not apply to students with documented leave of absence justification or members of the military involved in deployment operations. Changes to prerequisites and/or curriculum which occur for purposes beyond graduation – e.g. regulatory and legislative updates, third party accreditation or other certification bodies requirements, increased skill demand from industry, employment or transfer requirement changes, or recommended and/or mandated changes from the Kansas Board of Regents or other such entities are not subject to these catalog requirements.
b. **Dual Degree(s)** - A student may apply and pay the graduation fee for the receipt of more than one degree from the College, provided they have met the following requirements for the additional degree:
- A minimum of 15 Barton hours of credit completed in addition to meeting the requirements of the first degree.
- Dual degrees can be sought and awarded within the same semester.
- At least 15 hours must have been taken at the College.
c. **Grades** - Students must achieve an overall 2.0 grade point average to be eligible for graduation.
d. **Intent to Graduate** - Applying for graduation is not an automatic process; you must file a notice of intent to graduate and pay applicable fees if you wish to receive an Associate's degree from the College. This notice of intent must be filed with the Enrollment Services Office by filling out the College's Application for Graduation. The application link is located in the student's PAWS account.

4-18. Degree Plan- Associate of Science   (Last Updated: April 19, 2013)

Basic/Foundation Studies - 15
Written Communications
        English Composition I   3 hours
        English Composition II   3 hours
Oral Communications
        Public Speaking
        or Interpersonal Communications   3 hours
College-level Mathematics
        College Algebra or higher   3 hours
Computer Literacy
        Computer Concepts or equivalent course 3 hours

Humanities   - 6
Distribution Requirements: Minimum of 3 credit hours in at least two of the following subject area (Courses must be from 2 different Subject Areas):
        Fine Arts Area
        Language Arts Area
        Philosophy/Religion and History Area

Social and Behavioral Sciences - 6
Distribution Requirements: Minimum of 3 credit hours in at least two of the following three subject areas (Courses must be from 2 different Subject Areas):
        Social Science Area
        Behavioral Science Area
        Economics/Political Science Area

Natural Sciences/Mathematics - 10
Distribution Requirements: Minimum of one 5-credit hour lab science and one additional science course within a different science discipline.

Physical Education, Health, Performance - 2

Total General Education requirements	**39**
Electives	**25**
Total Degree requirements	**64**

4-19. Degree Plan- Associate of Arts   (Last Updated: April 19, 2013)

Basic/Foundation Studies - 15
Written Communications
     English Composition I   3 hours
     English Composition II   3 hours
Oral Communications
     Public Speaking
     or Interpersonal Communications   3 hours
College-level Mathematics
     College Algebra or higher   3 hours
Computer Literacy
     Computer Concepts or equivalent course3 hours

Humanities - 9
Distribution Requirements: Minimum of 3 credit hours in at least two of the following subject area
(Courses must be from 2 different Subject Areas):
     Fine Arts Area
     Language Arts Area
     Philosophy/Religion and History Area
.

Social and Behavioral Sciences - 9
Distribution Requirements: Minimum of 3 credit hours in at least two of the following three subject areas
(Courses must be from 2 different Subject Areas):
     Social Science Area
     Behavioral Science Area
     Economics/Political Science Area

Natural Sciences - 5
Constraint: At least one 5-credit lab science course

Physical Education, Health, Performance - 2

Total General Education requirements   40
Electives   24
Total Degree requirements   64

4-20. Degree Plan- Associate of General Studies   (Last Updated: April 19, 2013)

Basic/Foundation Studies - 12

Written Communications	3 hours
Oral Communications	3 hours
College-level Mathematics	3 hours
Computer Literacy	
Computer Concepts or equivalent course	3 hours

Humanities - 6

Distribution Requirements: Minimum of 3 credit hours in at least two of the following subject area (Courses must be from 2 different Subject Areas):

      Fine Arts Area
      Language Arts Area
      Philosophy/Religion and History Area

Social and Behavioral Sciences - 6

Distribution Requirements: Minimum of 3 credit hours in at least two of the following three subject areas (Courses must be from 2 different Subject Areas):

      Social Science Area
      Behavioral Science Area
      Economics/Political Science Area

Natural Sciences - 3

Physical Education, Health, Performance - 2

Total General Education requirements	**29**
Electives	**35**
Total Degree requirements	**64**

4-21. Degree Plan- Special Considerations   (Last Updated: April 19, 2013)

a. **Developmental students:** This group may contain students of all ages and abilities. Factors affecting this group are similar to those of non-traditional students but the student may be of traditional age for college and family conflicts may not be with their children, but with the student's parents or cultural background. Developmental students may have a history of failure in school that can negatively impact their success. A continued fear of failure is an issue that must be addressed, as well as behaviors developed in the past that can impede present success.

Developmental classes are offered in both online and on-campus formats with the exception of reading classes which must be taken on campus. Developmental classes are sometimes offered in compressed format, allowing the student to progress through 1 – 2 levels in one semester. Care must be taken when considering compressed classes for developmental students. If a student indicates that a particular subject, i.e. math or English, are difficult for them, they should not take compressed classes in that subject as the faster pace of the classes may make the class too difficult. If a student's skills are 'rusty' in a particular area, compressed classes may be appropriate. Consideration for other responsibilities a student may have including family and work, as well as how long a student has been out of school must be figured into the decision on classes.

Students must be reminded that developmental courses do not count toward earned hours for graduation but are necessary to prepare them for success in future classes.

b. **Non-traditional students**: This group of students includes those returning to or just starting college course work. Factors that frequently affect the success of this population are:
     1. The need for developmental coursework.
     2. Need to work part time or fulltime while attending school.
     3. Conflicting needs of student now in college and family responsibilities.
     4. Previous success or difficulty in school setting.
     5. Lack of knowledge regarding the technology now required, i.e. computers, calculators.

Consideration must be given to the level of classes a non-traditional student begins with in addition to the above issues. Typically non-traditional students will be more focused in their classes, allowing for greater success, but they may also have more responsibilities outside of school that must be taken into account. A compromise between what the student can reasonably handle and the number of classes they need to take must be reached.

c. **Online students:** The numbers of students taking advantage of online classes continues to increase each semester, however these students are not just those who need online courses due to inaccessibility to a campus, many on campus students take a combination of on campus and online classes.

     Issues that arise with online classes include:
     1. Inconsistent or poor access to Internet
     2. Lack of or poor computer skills
     3. Apprehension about using the computer
     4. Outdated or obsolete computer equipment

5. Financial inability to upgrade equipment as needed

The recent requirement for all Barton on campus classes to have an ecompanion component also increases the need for students to have a working knowledge of computers and the Internet. In addition to skills and equipment, the student must possess a high level of self-discipline to be successful in online courses due to the lack of a set time for class.

d. **Liberal Studies/Undecided students:** Students who are unsure about their major or are pursuing a major not available at Barton, but intending to transfer to a university should be encouraged to pursue an Associate of Science degree with the Transfer and Articulation Agreement.

4-22. Degree Plan Creation (Last Updated: September 9th, 2014)
a. Student Degree plans are created when the following are received on degree seeking students
    1. Student unofficial or official transcripts
    2. Student has enrolled in or completed Barton Courses
    3. Completed Military evaluations
b. To begin a degree plan for a student first check to see if they already have a degree plan
    1. Go the "G" Drive
    2. Select "Staff"
    3. Click "DP"
    4. Select "Student Services"
    5. Select "Degree Programs"
- You can search for each individual degree plan by typing in the Social Security Number in the search box in the upper left hand corner.

c. If no degree plan is found
    1. Select the Student Files option under the Student Services folder.
    2. Select the corresponding letter for the student's last name (i.e. A for Anderson, B for Barry, C for Clemons, etc.)
    3. Save the student's folder as their last name and last four of their social security number (i.e. Anderson 1234, Barry 5678, Clemons 9876)
    4. You will need to copy the Spring 2014 and Folder Notes file to the students folder.
    5. Save the degree plan as the student's last name, last four of social security number, and degree plan (i.e. Anderson 1234 degree plan, Barry 5678 degree plan, Clemons 9876 degree plan)
    6. Type in student's information and any credits they may have from the following different categories

        a) Student unofficial or official transcripts

            1) Type the transfer school course code in course number/title column if it is accessible
            2) Type the amount of Credit Awarded in the transfer column
            o Only add credit up to what will fill the requirement. If additional credits are awarded for the course that exceed the amount available add that credit to the elective or additional hours not awarded toward the degree

            3) In the blank column you will enter notes to include the Barton given credit for the transfer course.

        b) Student has enrolled in or completed Barton Courses

            1) Type in the course code in the course number/title if it accessible
            2) In the Resident column type in the amount of hours for the course
              i. Only add credit up to what will fill the requirement. If additional credits are awarded for the course that exceed the

amount available add that credit to the elective or additional
hours not awarded toward the degree

    ii.   To view the residency credits completed by student use
SHATERM
- Type student ID or social then TAB
- Type UG in the course level codes by Person then TAB
- Start Term leave blank
- CNTRL + Page DOWN two times
- You can then arrow down to go through each semester of completed courses

  iii. To add courses that student is currently enrolled in go to
ROAENRL

- Make sure you are in the current aid year
- Type student ID or SSN
- CNTRL + Page Down
- Double Click on the current semester
- You will then be able to arrow down through all of the students current enrollment

3) Add notes if required in the blank column

- Notes may include the grade of D (Refer to Barton D policy)

c) Completed Military evaluations
  i. Type is the course code in the course number/title if it accessible
  ii. In the ACE column type in the amount of hours for the course

- Only add credit up to what will fill the requirement. If additional credits are awarded for the course that exceed the amount available add that credit to the elective or additional hours not awarded toward the degree

  iii. Add the note of ACE to the blank column for notes
d) DSST or CLEP credits
  i. Type is the course code in the course number/title if it accessible
  ii. In the DANTES column type in the amount of hours for the
course

- Only add credit up to what will fill the requirement. If additional credits are awarded for the course that exceed

the amount available add that credit to the elective or additional hours not awarded toward the degree

d. The degree plan will demonstrate how many credits are remaining for the student to complete.

e. After completion of the student degree plan insure that all totals match what is in SHATERM on the first screen plus the current enrolled courses in ROAENRL

7. Update the folder notes document accordingly and save as student's last name, last four of social security number, folder notes (i.e. Anderson 1234 folder notes, Barry 5678 folder notes, Clemons 9876 folder notes)

f. Notes:

1. Credits are only added to a degree plan for grades A,B,C,D or P. Courses with a grade of F or W are not added to the degree plan.

2. Courses with a grade of D can be added to a degree plan because a student can graduate from Barton with D's. However, D's do not typically transfer to 4 year Universities for this reason D courses are typically applied to the Courses not counted towards degree area. If a student is on financial aid and in need of a degree audit all D's must be used towards the degree.

3. Any course coded as developmental will not count as a degree they should be placed in the courses not counted towards degree category. See the following Developmental course list for more information.

4. Elective Courses coded in the 5000 digits can be used towards General Ed's if they were coded before summer of 2012.

5. Elective Courses coded with 6050 only count as electives.

6. To check if a course will count as a general education course refer to the master general education list at
http://www.bartonccc.edu/programs/generaleducation

7. Associate Degree require 64 credit hours in order for the degree to be completed. 15 of those credits must be completed with Barton

8. Associate of General Studies degree plan can be completed by any student at their request however it is important to remember that if a student ever wishes to transfer to a 4 year program some of the courses may not transfer and they may have to take more courses before beginning their junior year.

- Associate of General studies is typically recommended for soldiers who are just wanted to earn a degree quickly for promotion.

9. Natural Science Requirements: Lab is not required for AGS, but 2 credit hours in lab science are required for both AS and AA degrees. If a student on AGS takes a Lab credit class 3 credit hours will count in Natural Science and the other hours will be added to Electives.

- If a student transfer in a 4 credit hour lab course from another institution it will be sufficient for the lab requirement. The remaining hours may be fulfilled through another course as long as the student reaches the minimum number of hours for the degree requirement.

12. Basic Training will fulfill the Personal Wellness requirement.
13. BSEP courses will not count towards any degree. Add to the hours not counted towards degree category. BSEP courses are developmental.
14. When completing a military evaluation for military personnel, you are able to count these in the electives portion of the degree plan. If the student is on AS or AA check with the student first to see if they would like to do this, as other schools will want to do their own evaluation and the student may have more courses they need to take at the transfer school. If the student is on AGS credits are typically added to electives without asking.
15. If a student knows what area they are interested in for the Bachelor degree they should try to take courses in that area to fulfill their elective requirements
16. MOS recruiters earn a public speaking credit from their military evaluation that will fulfill their Public Speaking requirement
17. MOS nurses may earn a natural science course from their evaluation for anatomy and physiology which will also count towards their natural science requirements.
18. AAS degrees are typically referred to as Terminal and are not for students who are looking to go straight in to their bachelor program. AAS degrees require fewer general education courses. While their courses will transfer to the four year degree they will probably have more general education courses required before they can start their Bachelor program.

4-23. Dependent SOCADS

Dependent family members that are attending classes at Barton are required to have a SOCAD agreement. Once a degree plan is created for a dependent student the degree plan will be placed in the pending folder located in the advisement area. Every Friday the dependent degree plans will then be sent to:

SOCAD
1307 New York Ace, N.W.
Fifth Floor
Washington, DC 2005-4701

** The SSN showed be blacked out with permanent marker except for the last four

4-24. Financial Aid and Advisement

1. Degree Audits
   a. Degree audits are essentially a check of a student's progress toward a degree.
   b. Students using financial aid will at times get a request from financial aid for a degree audit.
   c. The student or financial aid will contact the advisor asking for a degree audit.
   d. The advisor will need to update the students degree plan to include all transfer credit, completed Barton credit, and current courses the student is enrolled in.
   e. The degree plan is then sent to the students financial aid advisor and a copy is sent to the student.

2. 150% appeals.
   a. This is an appeal due to the student having accumulated close to or more than the allotted hours for the program requested. (150% of 64 is 96, 150% of a 32 hour cert is 48)
   b. The advisor must complete a degree audit and page 2 of the FA form as part of this documentation. The student or financial aid advisor will contact the advisor when a 150% appeal is required.
   c. The advisor needs to make sure all transfer hours are being counted on the audit. If the student has outstanding transcripts, these hours need to be in Banner before they can be counted to ensure there are no transfer issues. **Using an unofficial transcript is not recommended**. Financial aid will not proceed until all transcripts are in so trying to rush and use an unoff. may not help anyway. Advisors can check SHATERM for hours and SOAPCOL to see if transcripts are here, have been reviewed, etc.
   d. Only classes that will complete a degree can be requested, this may or may not allow a student any room for classes in their area of interest.
   e. **Both student and advisor must sign** the appeal indicating courses needed to complete plan of study
   f. If approved, **only courses listed on appeal** will be covered by federal financial aid. Courses taken to 'make the student full time' or toward other long term goals will not be covered. If a student is also using athletic or performance scholarships or other similar assistance, this needs to be discussed with FA.
   g. Student's major and degree in Banner must match what is on the request for the current major.
   h. As courses are designated for the appeal, keep in mind those that may be sequential or offered only in specific semesters as these can affect a student's overall course load.
   i. If 'life' happens and a student's plans change, the appeal **must** be amended. Amendments cannot include a change of major or program, only when classes will be taken, i.e. moving a class from the summer plan to fall, etc.
   j. Students **can only appeal once** so it is their best interest to discuss their options, etc.

k. <u>Ft Riley Differences-</u>

    i. The advisor will complete the 150% appeal.

    ii. Give the Appeal to Latisha White for Approval

    iii. Latisha will then either meet with the student in person or by phone to discuss the appeal.

    iv. The student does not have to meet with Latisha but it is preferred.

Notes:

All D's should be counted in the degree plan unless they are pre-reqs for a degree requirements, i.e. English Comp I with a D does not count when COMP II is needed.

4-25. Full-Time Letter Process   (Last Updated: April 6, 2015)
Requirements for Providing a Full Time Letter:

       a. Students may come in requesting a full time letter for DEERS for their military ID cards.

       b. To provide a full time letter the student must be in at least 12 credit hours for the semester.
- Spring semester- January through May
- Summer semester- June through July
- Fall semester- late July through December
  - Note: for the summer semester, spring enrollment can be used for full time letters

       c. We will not write the letter unless it is after the drop date for the courses
- LSEC-after the first two weeks of classes
- CP and Baronline-the first week of class

       d. The letter must include the course code and title, the number of credit hours for the courses, the start and end date for the courses, and the student's expected graduation date.

       e. Students may also come in and request a letter for daycare or other services. In this case we will provide a letter with the same information regardless of the drop dates.

4-26. Full-Time Letters sample for ID Card/DEERS (DHR), (Last Updated: April 19, 2013)

Example:
****
March 7, 2013

RE:
Student ID:

John Doe is currently enrolled as a full time student with Barton Community College for the Spring Semester. Mr. Doe must attend each class session or notification will be sent to DHR-ID and Education Service Officer to report non-attendance. Mr. Doe's expected graduation date xxxxx . If you have any further questions, please feel free to contact me at 785-784-6606 x704.

Thank you,

Tiffany Irizarry
Academic Advisor
Barton Community College
Fort Riley Campus
irizarryt@bartonccc.edu
****

4-27. Graduation Applications   (Last Updated: July 20, 2016)

a. How to apply: Students can apply for graduation when they are within 12 hours of degree completion by going to their PAWS Account

- Select Student Record
- Apply to Graduate
- Complete Personal Information

At this time students can also pay their $30 graduation fee. If students do not want to pay online they can also pay by contacting the Barton office.

b. Receiving the Application: Graduation Applications are e-mailed to the Advisement Coordinator in excel format. The advisement coordinator will "mail merge" the excel document and the Graduation memos to create the Graduation Applications.

1. Save the Excel document from main campus in the Graduation file under the date it was received.

- G: > Staff > DP > Student Services Shared > Graduation > Graduation Spreadsheets from MC

2. Open the word document G: > Staff > DP > Student Services Shared > Graduation > Graduation Application > Graduation Application Template for Merging 10 25 11

- Select Mailings
- Click - Start mail Merge
- Click - Step By Step Mail Merge Wizard
- Click - Next
- Click- Next: Select Recipients
- Click- Next: Write your letter
- Select Excel File saved from MC
- Complete Merge
- Print All Applications
- Save all applications by student name in the G: > Staff > DP > Student Services Shared > Graduation > Graduation Application file

c. Advisement Coordinator will then do a graduation audit

4-28. Graduation- Awarding Degrees (SHADEGR)   (Last Updated: July 20, 2016)
To Award a degree in SHADEGR:
   a. In banner type SHADEGR
   b. ID - student social security number
   c. Name - verify student name   <tab>
   d. DEGREE SEQ. NO - 1 <cntl pg down>
   e. GRADUATION INFO -
   - TERM - Enter term code student will graduate <tab>
   - YEAR - should default in <tab>
   - GRADUATION DATE – last date of final course for degree completion
   - Check and make sure that the Curricula Summary and Field of Study match the graduation application and degree plan
   f. If the student received Honors select the honors tab and update Institutional Honors
      1. Double Click in first box
      2. Select Appropriate Honors level
      - 3.7-4.0 Highest Honors
      - 3.5-3.69 Honors
      3. If the student is a member of PTK or ASL click the second box and select the correct affiliation.
   g. Return to the learner outcome tab by clicking on it
   - Change the Pending Graduation drop down box to Awarded.
   i. SAVE

4-30. Graduation- Final Degree Audit Procedures   (Last Updated: July 20, 2016)
The following list describes the degree audit procedure.

    a. Final degree audits are done when the degree tracking sheet "zero's out"

    b. Execute an official degree audit (See procedures for Printing a Degree Audit in Banner
Entry section) - be sure to show in progress classes

    c. Use the "unofficial" official transcript to verify student has met all degree requirements.
All courses listed on unofficial must match all courses listed on Degree Plan

    d. Verify total hours (transcript must have a minimum of 64 hours including in progress
classes)

    e. Verify total number of hours with BCCC (residency = 15)

    f. Verify overall GPA (minimum of 2.0)

    g. Complete Application for Graduation (See attached)
- Name (twice)
- Social (twice)
- Major Field of Study
- Date of Graduation
- Associate in ….

    h. Application for Graduation checklist (See Graduation Memo with 12hr letter
requirements)

    i. Double Check SOAPCOL to insure that all the transcripts were received.

    j. Double Check SOAHSCH to insure that the transcript was received.

    k. Check TSAAREV to insure that student has paid their graduation fee and that the student
does not have any outstanding balances

    l. Staple the checklist, application for graduation and degree audit, and all official transcripts
together.

    m. Award Degree is SHADEGR Refer to SHADEGR instructions on next page

    n. The checklist, application, degree audit and exit form gets stapled and put in student's file
pending receipt of diploma in the awaiting diploma folder by the advisement coordinator's
desk.

    o. After a degree is awarded e-mail Shanda Mull at main campus with the following
information. Shanda will then print the Diploma and mail it to the Ft Riley Campus
- Student Name
- Student ID
- Degree Awarded
- Completion Term
- Highest Honors or Honors

4-31. Graduation- Mailing Diplomas   (Last Updated: July 20, 2016)

After we receive Diplomas from main campus:

    a. First Check to see if it needs to be mailed or is local
- Local- e-mail for pickup
- Non Local- Mail

    b. Check to see if student has walked or will walk in graduation
- Walking
  - Send Paper Diploma
  - Send Printed Transcript
- Non Walking
  - Send Tassel
  - Send Paper Diploma
  - Send Transcript
  - Send Padded Diploma Case

    c. Deactivating Folders
- SGAADVR- Change to no advisor
- SFAREGS- Change to NDS
  - Change to SP
- All other documents in folder to be shredded
- DO NOT DEACTIVATE OR CHANGE VA FOLDERS
- Send entire VA folder Back to VA Coordinator
- Update Graduation Files spreadsheet in G drive with diploma received date

4-32. Graduation Memo   (Last Updated: July 20, 2016)
Graduation Audit Memorandum

Date: Degree:
Subject: Application for Graduation   Graduation Term:

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The following items are needed for _____to complete his/her graduation
file:

- ____ Application for Graduation
- ____ $30 graduation fee
- ____ High School Transcript
- ____ Transcripts from:

- ____ Honors/Highest Honors
- _____ Classes End

____   _____

____   _____

____   _____

____   _____

4-34. High School Transcripts   (Last Updated: July 20, 2016)
Barton must receive high school transcripts from all Barton students before they can graduate or receive financial aid.

      a. When an official high school transcript is received at Barton in a sealed envelope it is given to the Advisement Coordinator

      b. The advisement Coordinator will then use the following process to enter high school transcripts in Banner.

      Only official high school transcripts with graduation dates are entered in Banner

Please review each transcript carefully. Check all accreditation information. Anything that looks suspicious, check it out. Look for online and correspondence schools.   Review information online or check unaccredited list.

Banner form: SOAHSCH

- Enter Social Security number or College ID
- Next block or control page down
- Enter High School code – Search for the high school code by clicking on the search option at the end of the field. Enter the high school name in the name field with % or enter the city name in the city field in the query form.
  - If the High School is out of state enter 9
  - GED Completion code is 1

- Enter Graduation Date - Tab
- Enter Transcript Received – Double check the transcript for a graduation date. Only official transcripts with graduation dates are entered in Banner. - Tab
- Locate Class Rank and GPA and enter in the appropriate fields – Tab between fields.
  - This information is not always given and does not have to be filed out if the information is not provided
- Save
- Stamp the official transcript as Entered with the date and your initials
- Review any test scores on the transcript. Enter ACT scores if applicable in SOATEST (see instructions)

Banner form RRAAREQ:

- Financial Aid Checklist – Review items and add or update high school/GED information: Check Aid Year
  Enter A in the Status Field if HSGED is displaying in the Requirements field.
  If no information for HSGED is displaying enter both Requirement (HSGED) and A for status.
  Save and Exit
- The student's Barton ID is written on the top of the transcript

4-36. Main Campus Liaison   (Last Updated: July 20, 2016)

Currently, the Advisement Coordinator (Megan Chambers) is the main campus Liaison. The main campus liaison position is designed to give students seeking a main campus degree plan an advisor to meet with at the Ft Riley campus.

In order for this position to be accurate and up-to-date, the liaison works with the main campus advisor to get information for the students prior to their appointment.

     a. Appointments should be set up at least 24 hours in advance.

     b. The Ft Riley liaison meets with students to discuss their options available on main campus and at the Ft Riley campus.

     c. The liaison will not complete degree audits for main campus students as the liaison is not the actual advisor.

     d. Students files are kept at Barton for all information that is received on main campus students.

4-37. Military Evaluations   (Last Updated: April 19, 2013)

a. **Documents Required**

   1. Before taking an evaluation from a soldier, make sure they have the following:

   a) JST Transcript
   - Personal JST transcript can be printed from https://jst.doded.mil/ on the student use computers.
   b) ERB or DD214
   - ERB's are for active duty soldiers. Student must use a computer with a CAC card reader to print the ERB from their AKO account
   - DD214 is for individuals who are no longer in the military
   c) Any applicable certificates that the student would like to see if they can be given credit for that are not listed on their JST or ERB

   2. In order to do an official evaluation, the service member needs to have completed and passed credit hours with Barton. We can do an unofficial evaluation and hold the SOCAD until the student completes a class with us.

   3. Ask if they need a transcript from the results of the evaluation (Soldiers will typically request an official transcript to take to their unit S1 for promotion points.)

   ➢ The student must complete a transcript request form and list a contact phone number
   ➢ Collect $5.00 for the transcript fee (cash or check only)
   ➢ Tell the soldier it will take approximately 7-10 business days before the transcript is ready.
   ➢ After completing the military evaluation for the student the customer service rep call them and let them know that when their transcript is ready for pick up.

b. **The Evaluation**

   1. Ensure that you have all documents required from above.
   2. Before an evaluation can be completed the advisor must ensure that the solider has passed at least one course with Barton.

   ➢ In order to check for courses completed check SHATERM in BANNER
   ➢ If a solider has not completed a course with Barton the evaluation will still be completed but it will not be entered in to BANNER until after a course is complete

** Advisors hold the evaluations for 6 months. Held evaluations are reviewed once per LSEC cycle to update if the soldier has completed a course. Students whose military eval are on hold are added to the "On Hold" spreadsheet on the cloud for tracking.

3. Advisor will review courses that soldier has completed at Barton and compare the courses to those listed in the JST and ERB

➢ Many courses completed through Barton Troop school are also listed on the JST and ERB and soldiers cannot receive double credit for these course. Advisor should cross the Barton Troop school classes off of the JST and ERB to insure that dual credit is not given.

4. Military evaluations are typed on the computer on the Vocational-Technical Transcript Evaluation Summary. Example to follow.

5. The Military Evaluation is started by evaluating the Military Course Completions
- Example. PLDC/WLC BSTC8702 Supervisory Development 3 credits

6. Check time frame worked on MOS's Military Experience section and only award credit if held for 6 months or more as a primary/duty MOS.

a) Starting with the most current MOS first, go to the highest skill level worked and look for *lower-division baccalaureate/associate degree* category and award recommended credit. Follow these rules as they apply:

b) To look up recommended credit for an MOS, go to the "Army Guide Book to the Evaluation of Educational Experiences in Armed Services". ACE website: http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx

- Go to "Search Occupations"
- Put the information in the "Occupation Designator" field. (ie 91B, 21A, 68W, etc)
- Look for the appropriate skill level associated with the MOS title. (ie 21a10, 68W30)
  - o The Military designation for example 11B30 has 2 different parts. 11B is the MOS designation and the last two digits are the skill level.
    - 10=E1-E4
    - 20=E5
    - 30=E6
    - 40=E7
- Give any credits available in that category for Lower-Level Colleges.
  - ✓ You will need your ACE guide book to find the corresponding course and the appropriate course title for the credits given.
  - ✓ If there is no credit available for a specific skill level, look at the next skill level and award the VERY FIRST available credit.

✓ ACE website and your ACE guide will contain two different numbers when it comes to credits that are given for a specific course. Always go with the LOWEST number.

  c. If exhibit date says *pending evaluation*, it means there is no credit at this time, but if service member held MOS prior to current date, you may award any credit given in previous time frame in lower division.

  d. If it states *credit may be granted on the basis of an individual assessment of student*, you can look at previous time frame (if worked) or give 3 credits in next highest skill level.

  e. If it states *credit is not recommended because of skills, competencies, and knowledge are uniquely military in nature*, no credit is given.

  f. If there was additional MOS's, repeat the previous steps, but do not repeat the same credit, only additional or different credit.

- (Example: was awarded 3 credit hours in personnel supervision under current MOS and you see it listed under additional MOS, do not award personnel supervision again).

  g. Barton also gives credit for some MOS's in addition to what is ACE recommended. Additional credit is given to nurses or medics 91W and army recruiters for 79R

- The recruiter credits are only given for soldiers that actually held the MOS. It is not given if they just attended the school

7. Barton Community College does not give credit for Correspondence credits listed on the JST transcript as they are not ACE recommended because correspondence courses do not have proctored exams.

8. The next portion of the evaluation is based on the courses listed on the ERB.

  a) ERB evaluation under the education block.

  b) Credit is given for all schools listed in the category based on what is suggested in the Barton ACE guide.

  c) Credits are not duplicated if they are listed on both the JST and ERB

9. When evaluating military certificates courses are searched for in the "Army Guide Book to the Evaluation of Educational Experiences in Armed Services". ACE website: http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx and the Barton ACE guide.

10. Credits for military evaluations are only given for courses that Barton has that correlate with the recommendations. Barton does not give credits at the time for Aviation courses or courses that involve firearms.

11. After all credits are added to the Vocational-Technical Transcript Evaluation Summary the amount of credits should be given will be totaled and added to the Total Hours to be Placed on Barton Transcript line.

12. Finally, the Advisor will initial the line that states Signature of Barton instructor making evaluation

13. Evaluations are then placed in the "To be entered" file in the advisor area.

14. Customer Service representatives enter the evaluations into BANNER and print the transcript if needed.

c. **Addendum**

1. Soldiers can request to have their military evaluation re-evaluated once every six months. This process is called an Addendum.
2. To add to their military evaluation soldiers can bring in:
    a) An updated ERB
    b) An updated JST transcript
    c) New certificates for completed courses
3. Additional credits are added to Vocational-Technical Transcript Evaluation Summary in yellow. These forms are handwritten.
4. If no additional credit can be added the advisor should write no additional credit awarded on the form.
5. The form is attached to the documents submitted from the soldier for the additional credit and added to the soldiers file if the solider is degree seeking
    a) If the soldier is NDS evaluations are stored in the file listed for military evaluations in alphabetical order.

- Evaluations are also stored in this file after a soldier has completed a degree with Barton in order for Barton to have records for the evaluations that we have completed for up to ___ years.

d. **Military Evaluations for Other Campuses**

1. Barton Ft Riley completes military Evaluations for both the Great Bend and Leavenworth Offices
    a) After a military Evaluation is completed and added to BANNER for a Leavenworth student

- The advisor will need to first make sure the student has an updated degree plan if needed (Refer to Updating Degree Plans in the Manual).
- Then the evaluation is sent to the Ft Leavenworth campus for filing

b) After an evaluation is complete and added to BANNER for the Great Bend office the evaluation is given to the Main Campus Liaison for filing and the main campus advisor is notified that the credits are updated in BANNER.

4-38. Military Evaluation Form –JST (Last Updated: September 9th, 2014)

A. Certification Evaluation Form (without fields)

ENTERED INTO BANNER:_____

Date: _____

VOCATIONAL-TECHNICAL TRANSCRIPT
EVALUATION SUMMARY

Student's Name _____   Social Security No. _____

Vo-Tech School Transcript Received From: **EXPERIENCE BASED CREDIT**

To be completed by Barton Instructor as designated by the Dean of Learning and Instruction

Course Title on Incoming Transcript	Course Title for Barton CC	Cr. Hrs. Allowed

Total Hours to be Placed on Barton Transcript _____

This form is to be completed and returned, along with the attached transcript to the
Dean of Learning and Instruction's Office by _____
                                                                                    date

Signature of Barton Instructor Making Evaluation _____

Approving Signature of Dean of Learning and Instruction _____

Date Placed on Barton Transcript _____

4-39. Military Evaluation- MOS Career Related Fields   (Last Updated: April 19, 2013)
MOS Career Related Fields (September 14, 2000)

Administrative Specialist - 71L20

Keyboarding	2 credits	BSTC8603 Keyboarding II
Record Keeping	2 credits	BUSI8751 Small Business Records I
Business Communication	2 credits	BSTC8616 Business Communication
Office Procedures	4 credits	BSTC8642 Office Procedures
Computer Applications	3 credits	BSTC8001 Introduction to Computers

71L30/40/50

Business Communication	+1 credits	BSTC8616 Business Communication
Field Exp. Office Practice	3 credits	BSTC8618 Spec. Off. Proc./Clerk-Sec.
Office Management	3 credits	BSTC8722 Management Seminar
Personnel Supervision	3 credits	BUSI8653 Supervision & Personnel Admin.

Personnel Services Specialist - 75H30

Word Processing/Comp.	3 credits	BSTC8695 Word Processing Concepts
Record Keeping	3 credits	BUSI8751 Small Business Records I
Clerical Procedures	2 credits	BSTC8642 Office Procedures
Office Administration	2 credits	BSTC8722 Management Seminar
Business Communication	3 credits	BSTC8616 Business Communication
Personnel Supervision	3 credits	BUSI8653 Supervision & Personnel Admin.

75H40/50

Clerical Procedures	+1 credits	BSTC8642 Office Procedures
Office Administration	+1 credits	BSTC8722 Management Seminar

Information Systems Operator-Analyst - 74B30

Intro to Comp./Computing	3 credits	PRGM8008 Basic Programming Language
Intro to Computer Oper.	3 credits	BSTC8001 Introduction to Computers
Micro Computer Oper. Sys.	3 credits	PRGM8014 Computer Operating Systems
Micro Computer Appl.	3 credits	BSTC8036 Microcomputer Applications I
Local Area Network Oper.	3 credits	BSTC8050 Networking I
Personnel Supervision	3 credits	BUSI8653 Supervision & Personnel Admin.

74B40

Advanced Computer Oper.	3 credits	PRGM8020 Adv. Programming Methods
Adv. Local Area Net. Oper.	3 credits	BSTC1057 Network +

Automated Logistical Specialist - 92A30

Supply Management	3 credits	BSTC8722 Management Seminar
Records & Info Mgmt	3 credits	BSTC8666 Records Management
Computer Applications	2 credits	BSTC8001 Introduction to Computers
Personnel Supervision	3 credits	BUSI8653 Supervision & Personnel Admin.

92A40/50

Computer Applications	+1 credits	BSTC8001 Introduction to Computers

Unit Supply Specialist - 92Y30

Supply Management	3 credits	BSTC8722 Management Seminar
Records & Info Mgmt	3 credits	BSTC8666 Records Management
Computer Applications	3 credits	BSTC8001 Introduction to Computers
Personnel Supervision	3 credits	BUSI8653 Supervision & Personnel Admin.
Bookkeeping	2 credits	BUSI8751 Small Business Records I
Clerical Procedures	3 credits	BSTC8642 Office Procedures

92Y40/50

Bookkeeping	+1 credits	BUSI8751 Small Business Records I

4-40. Military Evaluation- Barton Equivalency List

To view the current military evaluation list

G:> Staff> DP> Student Services Shared> Military Courses

4-41. New Student Email   (Last Updated: April 19, 2013)

The below e-mail is sent by e-mail to new students after an advisor receives an admissions application.

*Note the e-mail is only sent if the advisor had not already met with the student.

****

Welcome to Barton Community College! As your Academic Advisor, I am looking forward to the opportunity to assist you with your academic goals of completing the Associate in Science degree. Please know that I am available to answer any questions or concerns that you may have.

As a new student to Barton, I would like to schedule an appointment at your earliest convenience. This will allow us to review the degree plan you have selected, as well as discuss the various class platforms available to you here at the Fort Riley campus. Please feel free to contact me to schedule a new student appointment. Appointments may be scheduled between 7:30 am – 11:00 am or 1:00 pm – 3:30 pm Monday – Friday.

*NOTE IF YOU ARE USING TUITION ASSISTANCE TO PAY FOR YOUR CLASSES: In order to prevent having a hold placed on your account in Go Army Ed, we will need to receive a copy of your official JST transcript and your ERB to upload your student agreement. Please feel free to email me the copy of your ERB. You may go to the following link to request an official copy of your JST to be sent Barton Community College in 1-2 business days: https://jst.doded.mil/

Don't hesitate to contact your advisor; they want to help you achieve your goals!

Your advisor can help you with:
✄ Educational goals and degree planning

✄ Answer questions

✄ Someone to help you avoid making common mistakes

To get the most out of your advising sessions, here are some things that you can do:

✄ Make a note of your advisor's contact information

✄ Schedule your appointments ahead of time to make sure you both have time to discuss everything, make sure to call if you are unable to keep the appointment

✄ Share information that can affect your educational success: Work hours, family responsibilities, financial aid status or issues, any other limitations or issues

✄ Keep a record of graduation requirements. Students should keep copies of all correspondence from the college and from meetings with your advisor.

✄ It is ultimately your responsibility to fulfill the requirements for graduation

✄ Stay aware of deadlines for adding or dropping classes

✄ Be prepared for advisement meetings – review your degree plan, make notes of courses needed to complete your degree or questions about classes, look at the course schedules ahead of time.

✄ Alert your advisor if you begin to have difficulties that affect your ability to be successful or continue classes

4-42. New Student- Creating Student Folders   (Last Updated: September 9th, 2014)

a. An electronic folder is created for all degree seeking students at Fort Riley and Fort Leavenworth

b. When creating a folder:

1. Go the "G" Drive
2. Select "Staff"
3. Click "DP"
4. Select "Student Services"
5. Select "Student Files"
6. Select the corresponding letter for the student's last name (i.e. A for Anderson, B for Barry, C for Clemons, etc.)
7. Save the student's folder as their last name and last four of their social security number (i.e. Anderson 1234, Barry 5678, Clemons 9876)
8. You will need to copy the Spring 2014 and Folder Notes file to the students folder.
9. Save the degree plan as the student's last name, last four of social security number, and degree plan (i.e. Anderson 1234 degree plan, Barry 5678 degree plan, Clemons 9876 degree plan)
10. Other documents in the folder may include their admissions form, military evaluations, official/unofficial transcripts, etc.

c. Folder Log Sheets

1. Advisors should make notes in the folder log sheet each time that they access the student's folder. Also, the advisor should initial the note.

a) The first note will state folder set up degree plan creation or other applicable information
b) Each note after that will state why the folder was accessed. For example: Degree plan updated

4-43. New Student- New Folder EXAMPLE:

Student Name	Work Phone:	Home/Cell Phone:

Email Address:

Transcripts Needed	Date Received
High School/GED	

DATE	ACTIVITY

4-44. Placement and Retesting Policy   (Last Updated: April 19, 2013)

a**. Academic Placement**.
     1. The Academic Placement policy applies to:
- a) All students enrolling in approved certificate or degree programs with pre-requisite placement scores;
- b) All students who plan to enroll in any course with pre-requisite placement scores.
- c) Students who meet one or more of the following criteria are exempt from the Academic Placement Policy:
  1) Transfer status from an accredited college or university for which completion of English Composition I and/or College Algebra (or their equivalents) with a grade of "C" or better is documented by official college transcript(s). Students who may have completed one, but not both, of these two courses must complete assessment and any required remediation for the uncompleted subject area.
  2) Transfer status from an accredited college or university for which completion of equivalent remediation in English and math courses with a grade of "C" or better is documented by official college transcript(s). Students who may have completed remediation in one, but not both, of these two subject areas must complete assessment for the uncompleted subject area.
  3) Receipt of current placement scores (less than 5 years old) from a recognized testing or educational entity that place the student in college-level course work in the subject areas of English and math (according to the attached placement score matrix).

     2. Prior to their enrollment in math, English, or other programs/courses with pre-requisite placement scores, students who do not have placement scores shall undergo assessment of basic skills. Students whose placement scores are five years old or older may be required to retest.

     3. "Basic Skills" includes those minimal skills in the discipline areas of mathematics, writing, reading, and fundamental study skills which are required for student success in college-level work.

     4. For the purposes of the Academic Placement policy, "placement scores" include results from nationally-normed assessment instruments/tests. (See attached placement score matrix). The College bases course placement decisions on the highest scores achieved on ACT, SAT, ASSET, Accuplacer, or COMPASS assessments. Barton Community College Ft Riley offers the COMPASS test at the Tutor Center in building 7656.

     5. Students scoring below college-level entry in writing, reading, and/or mathematics are required to enroll in the *required developmental education courses indicated by their respective placement scores.* Further, students are expected to pursue basic skills until reaching college-level competency. For this reason, students placing into developmental education courses are encouraged to enroll in the required coursework as early as possible in their college careers.

6. Generally, students scoring below college-entry level in writing, reading, and/or mathematics will be allowed to simultaneously remediate and pursue certificate and/or degree requirement courses. However, students will not be allowed to enroll in courses and/or programs with pre-requisite placement scores until they have reached college-level competency in the required area(s).

b. **Re-testing Guidelines**: Students who believe that their placement score in a given subject area does not accurately reflect their abilities may elect to be retested. Students will be allowed to retest if one of the following conditions exist:

1. Performance on the placement assessment was significantly influenced by factors other than ability.
2. Significant change in the student's ability has occurred.
3. Students must wait 2 weeks after taking the initial Compass test in order to retest
4. Student's placement score falls short of the required range by no more than the number of points indicated below:

ACT	- 3 points
Accuplacer	- 12 points
ASSET	- 5 points
Compass	- 10 points
SAT	- any point range.

*** Because of frequent changes in SAT testing and scoring, any student submitting SAT scores may retest.

The following additional retesting conditions apply:
1. Students may retest by meeting one of the four conditions listed above, or by consent of the Testing Coordinator.
2. Upon retesting, students who fail to place into the desired coursework must wait until the next semester's enrollment period to retest again.
- Students desiring to improve their scores are strongly encouraged to seek remediation by enrolling in developmental coursework, working with Student Support Services' professional tutors and tutorials, or securing self-study materials in areas of deficiency.
3. Students desiring to retest shall visit the Tutor Center

SPECIAL NOTE: Students who have previously earned non-productive grades (D or F) in developmental courses may request retesting for the purpose of gaining entrance into the next course in a sequence or courses. However, a placement score which places a student in the next course will have no effect on the student's transcripted grade(s). Students desiring to improve their grades in any course must re-enroll in and successfully complete the course.

4-45. Placement Matrix Ft Riley   (Last Updated: April 19, 2013)

Fort Riley Campus
BARTON
COMMUNITY COLLEGE

Placement Testing Scores

Compass:

Writing:
1-64	ENGL1199 Principles of Grammar, Form, & Style
65-100	ENGL1204 English Composition I

Math:
Pre-Algebra-
| 1-38 | MATH1809 Basic Applied Math |
| 39-100 | MATH1821 Basic Algebra |

Algebra-
1-40	MATH1821 Basic Algebra
41-65	MATH1824 Intermediate Algebra
66-100	MATH1828 College Algebra

ACT:

Writing:
| 1-16 | ENGL1199 Principles of Grammar, Form, & Style |
| 17-36 | ENGL1204 English Composition I |

Math:
1-16	MATH1809 Basic Applied Math
17-20	MATH1821 Basic Algebra
21-22	MATH1824 Intermediate Algebra
23-25	MATH1828 College Algebra
26-36	STAT1829 Elements of Statistics

4-46. Placement Matrix All Campuses (Last Updated: September 9th, 2014)

Writing Skills

Course Recommendations by Faculty	ACT English Scores	Accuplacer Sentence Skills Scores	ASSET Writing Skills Scores	COMPASS Writing Skills Scores	BARTONLINE *Placement test provided online at time of registration
ENGL 1190 Basic English	1-10	1-39	23-29	1-22	N/A
ENGL 1194 Intermediate English	11-16	40-68	30-39	22-54	N/A
ENGL 1204 English Composition I - Adequate English skills for college-level coursework (Prerequisite: READ 1109 Intermediate Reading with a grade of C or better or ACT reading score of at least 18 or Accuplacer reading score of at least 69 or ASSET reading skills score of at least 40 or COMPASS reading skills score of at least 75) SAT critical reading/verbal score = 360	17-36	69-120	40-54	65-100	40% or higher

Reading Skills

Course Recommendations by Faculty	ACT Read Scores	Accuplacer Reading Skills Scores	ASSET Reading Skills Scores	COMPASS Reading Skills Scores	BARTONLINE *Assessment provided online at time of registration
READ 1108 Basic Reading	1-13	1-53	23-34	1-58	N/A
READ 1109 Intermediate Reading	14-17	54-68	35-39	58-74	N/A
Adequate Reading Skills for college-level coursework	18-36	69-120	40-54	75-100	N/A

ESL Skills (ESL5 score reflects the total scores from ESL reading, ESL language usage, ESL sentence meaning, and ESL listening tests) ESL placement cannot be determined with other test instruments.

Course Recommendations by Faculty	Accuplacer ESL5
ENGL 1120 English Speakers Other Languages 1	0 – 240
ENGL 1121 English Speakers Other Languages 2	241 – 360
ENGL 1122 English Speakers Other Languages 3	361 - 440

*See ESL Placement Chart for more class information.

Math Skills

Course Recommendations by Faculty	ACT Math Scores	Accuplacer Math Scores	ASSET Math Skills Scores	COMPASS Math Skills Scores	BARTONLINE *Placement test provided online at time of registration
		Arithmetic	Numerical Skills	Pre-Algebra	
MATH 1809 Basic Applied Mathematics	1-16	1- 69	23-39	1-38	N/A
MATH 1813 College Prep Math	1-20	1-120	23-55	1-100	N/A
MATH 1806 Technical Mathematics MATH 1819 Business Mathematics MATH 1821 Basic Algebra SAT MATH 400	17-20	70-120	40-55	39-100	60% or higher
		College Level Math Skills	Elementary Algebra	Algebra	
Use Numerical Skills ASSET Scores			23-38		
MATH 1824 Intermediate Algebra SAT MATH 460 MATH 1826 Intermediate & College Algebra	21-22	1-44	39-55	41-64	60% or higher
			Intermediate Algebra		
Use Elementary Algebra ASSET Scores			23-40		
MATH 1828 College Algebra SAT MATH 490	23-25	45-85	41-55	65-100	60% or higher
			College Algebra	College Algebra	
Use Intermediate Algebra ASSET Scores			23-37		
MATH 1829 Elements of Statistics MATH 1830 Trigonometry MATH 1831 Business Calculus MATH 1832 Analytic Geometry-Calculus I (Prerequisite: MATH 1830 Trigonometry with a grade of C or better or high school equivalent) SAT Math 540	26-36	86-120	38-55	46-100	60% or higher

An Accuplacer Elementary Algebra assessment will recommend an Arithmetic or College Level Math assessment. NOTE: Accuplacer and COMPASS scores in BANNER will be shown as a 3-digit number, i.e., a writing score of 40 will display in BANNER as 040.

An Accuplacer Elementary Algebra assessment will recommend an Arithmetic or College Level Math assessment. **NOTE:** Accuplacer and COMPASS scores in BANNER will be shown as a 3-digit number, i.e., a writing score of 40 will display in BANNER as 040.

Accuplacer ESL5 reflects the <u>total</u> of scores from ESL reading, ESL language usage, ESL sentence meaning, and ESL listening. The ESL5 total score in BANNER will recommend placement.   ESL placement cannot be determined with other test instruments.

4-47. Prerequisite Process (Last Updated: September 9th, 2014)

a. The advisement coordinator will run the Pre Reqs, Recent Drops, and Recent Enrollments reports in Genius.
      i. Log into Genius and select the Reports tab
      ii. Select Query Builder
      iii. Select desired report from drop down menu
            a. enter date for Pre Req report
            b. Recent Drops and Recent Enrollments will provide information for the last 7 days

b. The advisement coordinator will update the advisors spreadsheet on the Google Drive.
      i. Current Breakdown of prerequisite verification
            a. A: Tiffany Irizarry
            b. B-G: Emily Harper
            c. H-P: Arlette Stratton
            d. Q-Z: Star Lengas

c. The best way to work the spreadsheet will be to sort the spreadsheet by course code.

d. Advisors will first check to see if the student meets the prerequisite. There are several places to check:
      1. If this is a course that allows a placement exam to be taken advisors will check the grade book in Bartonline to see if the student has taken the placement exam.
      2. SOATEST for placement scores.
      3. SHATERM to see if the student has previously taken the prerequisite.
      4. T-Drive where unofficial transcripts are scanned and saved.
      5. ROAENRL to see if the student is currently enrolled in the prerequisite for an upcoming course.

e. If the student is enrolled in a course that is a prerequisite for a course that starts immediately after the prerequisite course ends Advisors will email the instructor to verify the student is receiving a passing grade.

f. If the student meets the prerequisite and is eligible for the course the advisor will notate on the Google Drive spreadsheet that the student is eligible. Highlight student in green and list what was used for prerequisite approval.

g. If we do not have proof that the student meets the prerequisite the advisor will email the student explaining what the prerequisite is, how they can provide proof of the prerequisite, how they can take a placement exam (if that is an option for the course), and the deadlines to provide proof of the prerequisite.
      i. Advisors will also block the student through bartonline.org so the student does not have access to the course material.
      ii. Log into bartonline.org and select the Administration Pages option, then Manage Users, and Change Multiple Users' Status per Course.
      iii. Select eCourse, then the corresponding term, and then the class.

iv. You will then select the Barton Student option, and then the Prerequisite Student option from the dropdown menu.

h. The student will receive two emails in an attempt to verify the prerequisite. The length between the emails will vary due to when the student enrolls in the course. The first attempt to contact the student is typically over a month from the start date and the second contact will be within a few weeks of the class starting.

i. The emails are sent via mail merge as mass emails.
      i. Save a copy of the Google Drive spreadsheet to your desktop.
      ii. Open a blank Microsoft Word document
      iii. Click on Mailings, Start Mail Merge, Email Messages.
      iv. Then select Select Recipients, Use an Existing List, and find your saved Google Drive spreadsheet.
      v. You will need to make sure you select the correct tab. The spreadsheets will be listed by advisor and then session.
      vi. After selecting the correct tab you will select the students you want to email.
      vii. Select the Greeting Line option. Select how you want the name to appear, and any additional fields you want to appear in your email.
      viii. Then provide your email body and signature.
      xv. When you are ready to send you will select the Finish and Merge option and list the title of the email. Then finish the merge.

j. Students will also receive an email as a web page post.
      i. Log into bartonline.org and select the Administration Pages option, then Messaging, and Send a Message.
      ii. Use the top option for Enrollable Area(s) & Term (s). Select the area and term.
      iii. Select the course, and then the prerequisite student option to email all students blocked from the class.

k. You will need to check the prerequisite requirement first. If the student has not fulfilled the prerequisite requirement block them in bartonline. You will want to complete the class before starting the mail merge and web page post or you will have to send each message individually.

l. If the student fulfills the prerequisite requirement update the Google drive spreadsheet and remove the block in bartonline.org.

4-48. Prerequisite Process Table: (Last Updated: April 19, 2013) Prerequisites are subject to change for official requirements refer to the current term course catalog

ACCT 1611 Microcomputer Acct Apps	BSTC 1036 Computer Concepts & Apps Plus ACCT 1062
ACCT 1614 Accounting I	ACCT 1602 General Accounting or 1 yr HS Accounting
ACCT 1616 Accounting II	ACCT 1614 Accounting I (with a grade of a C or higher)
ACCT 1618 Managerial Accounting	ACCT 1616 Accounting II or concurrently enrolled ACCT 1616
ACCT 1641 Accounting-Invest & Financing	Recommendation Only: ACCT 1640 Acct. Business Ops
BSTC 1685 Spreadsheet Apps	BSTC 1036 Computer Concepts and Apps
BSTC 1698 Info Process Systems Mgmt	BSTC 1696
CHEM 1806 College Chem I	HS Algebra II or instructor permission
CHEM 1808 College Chemistry II	CHEM 1806 College Chemistry I
EMHS 1953 ICS Advanced	EMHS 1952 Basic Incident Command System NIMS
ENGL 1200 Business English	ENGL 1199 (Minimum grade of a C or COMPASS/ACT/ASSET)
ENGL 1204 English Comp I	ENGL 1199 (Minimum grade of a C or COMPASS/ACT/ASSET)
ENGL 1205 Tech & Report Writing	ENGL 1204 English Comp I (with a grade of a C or higher)
ENGL 1206 English Comp II	ENGL 1204 English Comp I (with a grade of a C or higher)
ENGL 1236 Technical Communications	ENGL 1199, ENGL 1200 or ENGL 1204 OR COMPASS/ASSET/ACT
HZMT 1971 OSHA General Industry TTT	HZMT 1914 or OSHA Certificate 511; or 5 years experience per Bill Nash approval
HZMT 19XX	HZMT 1914 or OSHA Certificate 511; or 5 years experience per Bill Nash approval
LANG 1902 Elementary German II	LANG 1900 Elementary German I
LANG 1904 Intermediate German I	LANG 1902 Elementary German II
LANG 1910 Elementary Spanish II	LANG 1908 Elementar Spanish I
LANG 1912 Intermediate Spanish I	LANG 1910 Elementary Spanish II
LIFE 1407 A & P I	Students must be eligible ENGL 1204 I and MATH 1824
LIFE 1408 A&P	Students must be eligible ENGL 1204 I and MATH 1825
LIFE 1409 A & P II	Students must be eligible ENGL 1204 I and MATH 1824.
LIFE 1412 Microbiology	Students must be eligible ENGL 1204 I and MATH 1824
MATH 1821 Basic Algebra	MATH 1809 grade of C or higher OR COMPASS/ASSET/ACT
MATH 1824 Intermediate Algebra	MATH 1821 grade C or higher **OR** COMPASS/ASSET/ACT
MATH 1828 College Algebra	MATH 1824 grade C or higher **OR** COMPASS/ASSET/ACT
MATH 1830 Trigonometry	MATH 1828 grade C or higher OR COMPASS/ASSET/ACT
MATH 1831 Business Calc	MATH 1828 grade C or higher OR COMPASS/ASSET/ACT
MATH 1832 Calc I	MATH 1830 Trigonometry with grade C or higher
MATH 1834 Calc II	MATH 1832 Cal I with grade C or higher
MATH 1840 Intro to Contemporary Math	MATH 1828 grade C or higher OR COMPASS/ASSET/ACT
PHSC 1400 Physical Science	MATH 1821 grade C or higher OR COMPASS/ASSET/ACT
PSYC 1006 Abnormal Psychology	PSYC 1000 General Psychology grade C or higher
PSYC 1014 Developmental Psychology	PSYC 1000 General Psychology grade C or higher
PSYC 1016 Social psychology	PSYC 1000 General Psychology grade C or higher
SOCI 1106 Intro to Social Work	SOCI 1100 Intro to Sociology
SOCI 1110 Juvenile Delinquency	SOCI 1100 grade C or higher
SOCI 1114 Human Sexuality	SOCI 1100 or PSYC 1000
STAT 1829 Elements of Statistics	MATH 1828 grade C or higher or online placement
STAT 1840 Business & Economics Statistics I	MATH 1828 grade C or higher OR COMPASS/ASSET/ACT
STAT 1845 Business & Economics Statistics II	STAT 1840 or STAT 1829
ACCT 1611 Microcomputer Acct Apps	BSTC 1036 Computer Concepts & Apps Plus ACCT 1062

4-49. Prerequisite Notification Letters (Examples)   (Last Updated: September 9th, 2014)

Bartonline Pre-Req Statements:

ACCT 1611

According to our records you do **not** meet the prerequisite requirement for **ACCT 1611 Microcomputer Account Applications**. Students must have completed BSTC 1036 Computer Concepts and Applications AND ACCT 1602 General Accounting with a grade of C or higher. If you have taken BSTC 1036 and ACCT 1602 (or equivalent) through another school, please submit an UNOFFICIAL transcript by fax or email. Transcripts can be emailed to **<advisor>** at **<advisor email>**@bartonccc.edu or faxed to 785-784-7542.
You are currently blocked from your course until we receive proof of the prerequisite requirement. Proof of the prerequisite requirement will need to be submitted no later than **12:00pm (NOON) August 15th, 2014** or you will be dropped from the course. NO EXCEPTIONS will be made after this time. If you have any questions, please contact our office and we can be of assistance.

ENGL 1204
According to our records you do not meet the prerequisite requirement for **ENGL 1204 English Composition I**. Students must have completed ENGL 1194 Intermediate English (or equivalent) OR ENGL 1122 English Speakers Other Language III with a grade of C or higher. The prerequisite requirement may be met by providing proof of sufficient scores via ASSET (minimum score = 40), ACT (minimum score = 17), SAT (minimum score = 360), Compass (minimum score = 65), or Accuplacer (minimum score = 69). Students may also take the online placement exam. If you wish to take the online placement exam, please log into your account on bartonline.org and click on the ENGL 100 link. You will need to take the exam for ENGL 1204 and score at least 40% to be eligible for the course. If you have taken ENGL 1194 (or equivalent) through another school, please submit an UNOFFICIAL transcript either by fax or email. The transcript can be emailed to **<advisor>** at **<advisor email>**@bartonccc.edu or faxed to 785-784-7542. If you opt to take the placement exam, please contact the advisor so your score can be verified.

You are currently blocked from your course until we receive proof of the prerequisite requirement. Proof of the prerequisite requirement will need to be submitted no later than **12:00pm (NOON) August 22nd, 2014** or you will be dropped from the course. NO EXCEPTIONS will be made after this time. If you have any questions, please contact our office and we can be of assistance.

MATH 1828
According to our records you do **not** meet the prerequisite requirement for **MATH 1828 College Algebra.** Students must have completed MATH 1824 Intermediate Algebra with a grade of C or higher. Students may also fulfill the prerequisite with

sufficient scores via ASSET Elementary Algebra (minimum score = 41), ACT (minimum score = 23), SAT (minimum score = 490), Compass Algebra (minimum score = 65), or Accuplacer (minimum score = 45). If you wish to take the online placement exam, please log into your bartonline.org account and click on the MATH 100 link. You will need to take the exam for MATH 1828 and score at least 60% to be eligible for the course. If you have taken MATH 1824 (or equivalent) through another school, please submit an UNOFFICIAL transcript either by fax or email. Transcripts may be emailed to **<advisor>** at **<advisor email>**@bartonccc.edu or 785-784-7542. If you opt to take the online placement exam, please contact the advisor so your score can be verified.

You are currently blocked from your course until we receive proof of the prerequisite requirement. Proof of the prerequisite requirement will need to be submitted no later than **12:00pm (NOON) August 22nd, 2014** or you will be dropped from the course. NO EXCEPTIONS will be made after this time. If you have any questions, please contact our office and we can be of assistance.

*** See additional Pre-Req statements (enclosed)

4-50. Prerequisite Waiver Process   (Last Updated: April 19, 2013)
Students may request for a pre-requisite to be waived.

a. In order for this to be approved the student must first e-mail the instructor. Asking for approval and explaining why they feel that the student qualifies for the prerequisite to be waived.
b. The student should then send the approval letter to their advisor. This will typically just be a forwarded e-mail from the instructor to the student.
c. This e-mail is then presented to the Dean of Ft Riley Learning Services and Military Operations (Gene Kingslien) for approval.
d. If the Dean approves the waiver, the Dean and the Student will sign the following Letter.
      1. The letter is to be printed on a Barton letter Head
      2. Copy of the letter is given to the student
      3. Copy of Letter is e-mailed to the Vice Presidents Assistant (GB MC)(Janae Svoboda).
      4. Original Letter is kept at the Barton office at Ft Riley in the student file.

4-51. Prerequisite Waiver Process (Example)   (Last Updated: September 9th, 2014)

EXAMPLE LETTER: To be printed on Barton Letter Head

July 30, 2012

This is a prerequisite waiver for CHEM 1808 College Chemistry II for Lindsey T. Davis (000449884), for the upcoming spring 2014 College Program (March 24, 2014-May 17, 2014) classes at Fort Leavenworth. The student will accept the responsibility of a failing grade if she is not able to maintain an acceptable grade, and will not hold Barton responsible for this grade due to not meeting the prerequisite requirement. Mrs. Davis will also be financially responsible for the tuition/fees in the event that she receives a failing grade.

X
Lindsey T. Davis

X
Ashley Arnold
Dean, Fort Riley Learning Services and Military Operations
785-784-6606

4-52. SOCAD Upload Preparation   (Last Updated: September 9th, 2014)

a. GoArmyEd requires that a student's home school upload a SOCAD agreement for each student.

      1. The SOCAD agreement is a student degree plan that demonstrates all transfer courses completed by the student, the students military evaluation credits, and what hours will be required at Barton.

      2. Typically a student is allowed one semester in GoArmyEd to take classes before their account is put on hold if their SOCAD agreement has not been uploaded.

      3. If a student's GoArmyEd account is on hold they will be unable to receive TA assistance without speaking with an Education Counselor for an override.

b. Required Document for Upload:

      1. JST

      2. ERB (not required if soldier is in the Guard)

      3. Official Transcripts from colleges list on common app

c. After all documents have been received:

      1. Advisor creates a degree plan for the student

      2. Update the CTAMS spreadsheet

          o Move the students information from the "Needs Upload tab" to the SOCAD tab

      3. Pull the soldier's account in GoArmyEd and select the Program/Plan History link. Write the date and term information on the soldier's degree plan.

      4. Put the degree plan in the SOCADS folder for the Assistant Dean (or advisor) completing the uploads that week.

4-53. SOCAD Upload Process   (Last Updated: February 17th, 2015)

a. The SOCAD agreement is a documented degree plan that is submitted into Go Army Ed (GAE) by the home school for military students utilizing tuition assistance (TA) to pay for their courses. The SOCAD agreement must be submitted prior to the student completing six (6) credit hours, or the GAE account will be placed on hold, preventing the student from requesting TA.

b. SOCADs are processed once per week.

c. Pull the Current/Prospective report (pulled from GAE every Sunday)

- Log into eArmyu (WinSCP), password is SlMkQW6pmd3zKo
- After logging into eArmyu, select the 'Outgoing' folder

  o Select the 'Reports' folder. Select the report for Sunday's date. Click Move (at the bottom of the screen), or you may hit F6 on the keyboard.
  o Click F10 Quit to exit eArmyu

- Open Microsoft Excel to generate the weekly report

  o Click on 'Data' at the top of the screen
  o Click the drop down arrow on 'From Other Data Sources'. Select 'From XML Data Import'. The 'Select Data Source' screen will pop up. Click the drop down box showing 'XML Files'. Select All Files. You may have to select your Documents Library from the left hand side of the screen. Double click on the Current Prospective Report that you pulled from eArmyu.
  o The 'Text Import Wizard' screen will populate:
    - STEP 1: Under 'Choose the file type that best describes your data', you will select 'Delimited'. Click Next.
    - STEP 2: Select the checkbox 'Other'. In the box, you will need to put in the | symbol (located under your Backspace key). Click Finish.
  o The Import Data box will populate. Hit OK.
  o On the report that generates, remove the following fields:
    - OPRID
    - STATUS
    - SUB PLAN
    - RANK
    - EMAIL ADDRESS
    - COMMON APP SUBMITTED
    - ENROLL DATE
    - REQUIREMENT TERM
    - HOLD DATE
    - STUDENT AGREEMENT POSTED DATE
    - INITIAL OR UPDATED STUDENT AGREEMENT
    - APPLICATION COMPLETE

- HOST INSTITUTION
- CLASS_NBR, TERM, SUBJECT, CATALOG_NBR
- CLASS DESCR, CAMPUS, START DATE, END DATE
- EXISTING STUDENT, EARMYU STUDENT, COMPONENT
  - Click on the first box under the column 'Student Agreement Posted'. Right click - Sort Z to A. Remove the data that includes Y in this column. (Subject to change in future as the report is cleaned up).
  - Click on the first box under the 'Last Name' column. Right click – Sort A to Z.
  - Highlight the entire report. Click the Borders menu option. Add All Borders. (makes the report easier read by row).
  - Highlight Columns E, F, G, H. These columns will need to be formatted to fit on the printed report. Right click once they are all highlighted. Format cells – Alignment tab – Wrap text (under Text Control). OK.
  - Print your report. Repeat the process for the Fort Leavenworth spreadsheet.

d. Electronic Uploads

   1. Prepare .cvs files for electronic upload from the degree plans submitted for upload by Advisors. Update Upload spreadsheet for tracking purposes.

   - On the SOCAD template, enter the following information:
     - Status: N = New; C = Change
     - Last Name
     - First Name
     - SSN (no dashes)
     - SOCAD Network: Associate in Science/Associate in Arts/Applied Science degree plans = Interdisciplinary Studies; Associate in General Studies = General Studies
     - Degree Title = degree student is seeking (AS/AA/AGS/AAS)
     - Signed Dated
     - Title of College Official
     - Enter transfer and Service School credit hours from the degree plan
     - Save file as ex: BCCC_613131.27-FEB-2013.cvs in designated dated folder
   2. Upload the completed .cvs files:
     - Login to eArmyu (WinSCP)
     - Select the incoming folder
     - Select the 'stuagr' folder
     - On the left side of the screen, locate the folder where the .cvs files were saved
     - Highlight all of the files to be moved over; Click F5 Copy. Exit (F10 uit) eArmyu.

3. Files are pulled from eArmyu each night.

4. Next business day, log into eArmyu.

5. Check to see if .cvs files were converted to .pdf files

- ➤ Click the outgoing folder
- ➤ Click the stuagr_pdf folder. If the cvs files did not have any errors, they will be converted into pdf format and will appear in this folder
  - o Highlight all of the files to move to My Documents on the left
  - o Click F6 Move
  - o Verify information and update the Uploads spreadsheet
  - o In eArmyu, the files will need to be moved again to be uploaded into student accounts:
    - ▪ If you were logged out, log back in to eArmyu
    - ▪ Click on the outgoing folder
    - ▪ Click on the stuagr_approved folder
    - ▪ On the left side of the screen, find the location where pdf files were originally moved to
    - ▪ Highlight files to move. F5 Copy to copy the pdf files into the approved folder

6. Check to see if there .cvs files with errors:

- ➤ Click the back button until you are in the home folder
- ➤ Click on the incoming folder
- ➤ Click on the stuagr folder
  - o any .cvs with errors will remain in this folder
- ➤ Pull the error report:
  - o Click the back button until you are back in the home folder
  - o Click the outgoing folder
  - o Click the stuagr_error folder
  - o Click F6 Move to move the report into your My Documents folder

7. Fix the .cvs files with errors per information contained in the error report. Resubmit the .cvs files in eArmyu following original upload procedures.

e. Paper Uploads:

Prepare paper uploads for direct upload into the student's GAE account:

- ➤ Open the paper template for the degree plan
- ➤ Fill in the following information:
  - ▪ Student Name
  - ▪ Social Security Number (ONLY the last 4 of the SSN!)
  - ▪ Date
  - ▪ Name of College Official

- Title
- Fill in all credits the student has applying towards the degree plan.
➢ Save file. Print all completed degree plans.
➢ Sign each paper degree plan
➢ Scan and email signed degree plans to create separate .pdf files for upload into GAE
➢ Once .pdf files have been completed, log into Go Army Ed.
  - o Open student account
  - o Click on the eFile tab
  - o Scroll to the section 'Upload eFile'. Fill in the information and select the student's .pdf file to upload
  - o Click Upload File. Click OK when the dialog box pops up to confirm that a case will be created. A counselor from the Education Center will receive the case, review the student degree plan and approve the upload.

4-54. SOAPCOL   (Last Updated: April 19, 2013)

SOAPCOL is the system where all official transcripts are entered. Estimated hours are entered by the advisement coordinator when to official transcript is received.

To enter hours into SOAPCOL:

    a. In banner go to SOAPCOL
    b. ID - student social security number
    c. Name - verify student name   <Ctrl & Page Down>
    d. Arrow Down until you come to a blank Record
    e. Select the Drop Down Error. You will come to a new screen were you can search the school by School Name, City, or State. Once You Find the school Double Click on it and you will go back to SOAPCOL:

- <TAB >
- Transcript Recvd: dated entered into SHATRNS <ret>
- Transcript Official- Check Box
- Click Save
- <Ctrl & Page Down>
- Degree Details
- Degree: Type NDA
- <TAB> to transfer hours: Enter total hours on Transcript
- Click Save

After official transcripts are entered into SOAPCOL and coded by the Advisement Coordinator the transcripts are given to a CSR to be entered in SHATRNS and completed in SOAPCOL.

4-55. Student Appointments   (Last Updated: April 19, 2013)

When students set up an appointment with an advisor, make sure Enrollment/Admissions are completed first (if possible) prior to seeing the student. The following will guide you through the process:

a. Start with general Questions.

> ➢ Goals
> ➢ Previous College Courses
> ➢ Previous Placement Tests
> ➢ Degree they are seeking

b. Go over Pre-requisites for English and Math.

> ➢ Compass Test Details
> ➢ Building Details (test site) - Bldg 7656
> ➢ Arrive one hour early

c. Explain Developmental Courses.

> ➢ **MATH**: Starts with MATH1809 Basic Applied Math then to MATH1821 Basic Algebra, then MATH1824 Interm Algebra and finally MATH1828 College Algebra.
> ➢ **ENGLISH:** Starts with ENGL1199 Principles of Form and Grammar, then to ENGL1204 English Composition I and finally ENGL1206 English Composition II.

d. Go Over Chosen Degree Plan.

> ➢ 64 total credit hours
> ➢ 15 residency hours
> ➢ Class requirements
> ➢ No Particular order except developmental
>> o Explain that the only developmental course that counts towards the actual degree is ENGL1199 which is an elective credit. MATH1809 and MATH1821 do NOT count for any credit towards degree, only towards GPA.

e. How to take Classes?

> 1. **LSEC**

>> ➢ Location of buildings: Bldgs 215, 7604 and 7656
>> ➢ Cost of books: Books are on a borrowed system—return them at the end of the course and there is no charge.

- ➢ Cost of classes: Free for military ID card holders to include: Active Duty Service Members and their dependents, reserve or National Guard members and their dependents, DOD civilians and their dependents, and Retired Military and their dependents.
- ➢ Limit of 3 classes per cycle
- ➢ Class times and length: 6 week cycles 4-5 days per week, each class is 1.5 hours long. Hybrid classes are 45-60 minutes per class.

2. **College Programs**

   Classes are:

   - ➢ Typically one or two nights per week and there are a few Saturday classes.
   - ➢ Times: Most are from 530-830. Saturday classes run from 900-1200 or from 1200-300.
   - ➢ Length of session: 8 weeks.
   - ➢ Typically 3 hours per day for 1 or 2 days per week.
   - ➢ Cost of classes: $87 per credit hour.
   - ➢ Cost of books: Most courses have a book provided, there are select courses where students will need to purchase their own book.

3. **Bartonline**

   Sessions available:

   - ➢ 9 and 17 week sessions. 17 week sessions are twice a year, 9 weeks run back-to-back with session one in the first part of fall or spring semester and session 3 is the second part of the semester. Summer sessions range from 8-9 weeks. Winter intersession courses are also available for 4 weeks between Fall and Spring sessions
   - ➢ Cost: $137 per credit hour.
   - ➢ Cost of books: Students are responsible for purchasing their own books, costs range depending upon the course.
   - ➢ 100% online Proctoring of exams is not required

f. Go Over how to enroll
   1. Help students enroll in Bartonline
   2. Explain when to enroll in GoArmyEd.
   (a) TA

   - ➢ All Active Duty will need to use GAE to request TA for online and college program courses.

   (b) LSEC

> ➢ Those eligible for LSEC classes will need to enroll through GAE as well as BOL.

g. Write Students notes on documents for helpful reminders

> ➢ Prices
> ➢ When to enroll: Active duty will have different dates of enrollments vs. dependents and DOD civilians.
> ➢ Courses to enroll in

4-56. Student Inquiry Emails / Information   (Last Updated: April 19, 2013)

a. Student Inquiry Emails: Students will complete the following form to contact an Advisor with Questions and to Find out who their Advisor is.

- www.bartonline.org
- Select "Academic Advisement-Contact a Barton Advisor"
- Complete
  - Personal Information on Form
  - Complete the Area of Interest Field with New Degree Plan information
- Once the form is submitted it will be sent to Barton "Advisement Department" including the Advisement Coordinator at Barton Ft Riley
- Advisement Coordinator at Ft Riley Receives the change form via e-mail
  - Responses are expected within 2 business days
- The inquiry e-mails can ask a variety of questions. Some of the answer possibilities are on the following pages.

b. Student email information: Students needing additional information on transcript request enroll in BARTOnline, required textbooks and materials, Ecourses, tuition assistance, and course list can use the information and links below:

1. You may follow this link to request your official transcript http://bartonccc.edu/current/services/records/transcript.html . It must be mailed from one campus to another. If you would like a copy of your unofficial transcript, you may access that in your PAWS account. I have attached a flier of how to access that if you have not done so already. You can find the transcript by following these steps:
- Log into PAWS
- Student Services
- Student Records
- Academic Transcript

2. You would then need to enroll in BARTonline during the sessions that fit your schedule. To enroll please visit www.BARTonline.org and select the link (left side of your screen) marked Enroll Now. This will take you through the enrollment process and you will then be able to complete your course enrollment selection and payment method. You will then receive a confirmation email of your enrollment. This confirmation enrollment email will include your BARTonline Login ID and your BARTonline Password.

3. BARTonline required text books and/or materials are available at www.BARTonlinebookstore.com. The required text/materials are not included in the cost of the eCourse tuition.

4. BARTonline provides you the opportunity to take eCourses (100% online courses) in either 9-week or 17-week format. We have recently added a 4 week Winter Intersession. Here are the dates for our upcoming eCourse sessions. Please allow time for these course listings to load:

5. If you are using Tuition Assistance, all Active Duty Army Servicemembers will need to request TA for BARTonline courses at GoArmyEd.com. TA must be requested through Goarmyed but you must also be sure to complete your enrollment using the ENROLL NOW link at www.BARTonline.org. Students are responsible to enroll in both GoArmyEd and BARTonline. If you do not have or are not familiar with your GoArmyEd account please visit your nearest Military Education Center. If you have questions or difficulties with the process of enrollment, please contact us.

6. **LSEC:** (LSEC classes are open to Active Duty Military, Retirees, the Department of the Army/Department of Defense Civilians, Kansas Members of the National Guard, Reserve Components and all military Family members) Tuition and fees are provided as scholarships by Barton. Classes held Monday-Friday during the day on Fort Riley Military Base. If you are interested in LSEC courses please call 785-784-6606 or visit the Fort Riley Barton office. Schedule can be found at http://www.bartonccc.edu/military/prospective/academics/lsec.html

7. **Evening college courses (College Programs):** (open to everyone) Schedule can be found at http://www.bartonccc.edu/common/academicsfr/collegeprograms.inc

8. **Online eCourses:** (open to everyone) 100% online. Cost is $133 per credit hour. Schedule can be found at www.BARTonline.org

9. **Hybrid courses:** Course that is taught both online and in the classroom.

10. Barton encourages all students to contact the Advising Staff so that you may be assigned an advisor. You may be asking yourself, "What does having an advisor mean and how an advisor can assist you?" Our Barton Advisors will be able to help you with your course selection, degree planning, overall general questions as well as being a point of contact for you and much more! To request your advisor today please select the following Academic Advisement - Contact a Barton Advisor link or copy and paste the following link into your web browser, https://exsforms.bartonccc.edu/AdvisorRequest/request.htm. You may also visit with our Barton Advising staff at the Barton Fort Riley office.

11. Example Letters:

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Our admissions dept received an admissions application from you indicating you are interested in pre-nursing. This designation is for students planning on applying to Barton's nursing program. The pre-reqs for this program can be completed via distance, however should you be accepted to the program, the actual nursing classes are only offered at the Barton county campus, 2 ½ hours from Fort Riley and would therefore require relocation.

If you are interested in pursuing nursing at a school closer to you, such as Manhattan Area tech after you complete your Barton degree, or you are not sure what school you will apply to, we have an Assoc of science degree plan with a nursing transfer emphasis that you could complete.

****

You have been assigned to Colleen Hampton for advisement in pre Physician assistant. She can be reached at 620-792-9331 or hamptonc@bartonccc.edu Her office is in the Science building on the Barton county campus. I have attached information regarding advisement for your review. It is important that you are communicating with your advisor regarding your degree plan. You will need to let your advisor know where you plan to go for this program after you complete your Barton degree and what their requirements are so they can possibly be incorporated into your degree plan.

Shannon Lewandowski is the Ft Riley liaison for Great Bend academic programs. If you would like to contact her, please email at lewandowskis@bartonccc.edu or by phone 785-784-6606 ext. 709 to schedule an appointment with her at the Ft Riley Campus. You will need to be in good communication with both Colleen and Shannon as to what classes you need and where you can take them.

****

Also, I have included the link that lists the different General Education courses available. This will list the courses that will apply to the Humanities courses that you were looking for. Please remember that for the Humanities area there are 6 credit hours required. The 2 courses that meet this 6 credit hour requirement will need to be from two different areas. For example, If you take one Philosophy/History/Religion you would then need to choose your second class from either the Fine Arts or the Language Arts category. Also as you will see on the course list and degree template you will need at least one of those courses to be a breadth course. The Breadth courses are indicated on the website.
http://www.bartonccc.edu/instruction/academicadvising/advisorinfo/handbook/general%20education/genedreq.html

4-57. Support Services (Who Do I Ask)   (Last Updated: September 9th, 2014)

a. **Main Campus Career Center:** Provides career exploration and planning, transfer information, assistance with resumes, interview skills, internships, part-time job placement on campus, part or full time job postings off campus. Staffed by Jonathan Dietz

b. **Tutor Center:** Provides COMPASS testing and tutoring in all subject areas. Staffed by Jim Turner located in building 7656

c. **TRIO programs:** Barton CC is home to four TRIO programs. These are federally funded grant programs providing assistance and services to qualifying participants. On campus Ray Kruse provides Trio Program assistance on Mondays and Wednesdays. SSS works with post-secondary students providing counseling; and financial help.

d**. Financial Aid** at Ft Riley. We refer students to Latisha White the FA At Risk Coordinator. If students are unable to meet with Latisha they can contact the main campus financial aid office.
- o Myrna Perkins
- o Whitney Asher
- o Samantha Thier
- o Shanda DeYoung
- o Adeline Huskey.

e. **Enrollment Services**
- o Lori Crowther – Registrar
  - ➢ International Student letters
  - ➢ Pushes grades into Banner
  - ➢ Questions regarding Transfer credits
- o Customer Service Reps
  - ➢ Madge (Margaret) Johnson
  - ➢ Staci Loiland- Codes incoming transcripts
  - ➢ Linda Chisholm- Processes outgoing Transcripts

f. **Business Office**: Assists students in completing payment processes as well as reminders regarding deadlines for payment.
Staffed by:
- o Terry Barrow
- o Christy Schultz
- o Randy Brack
- o Laura Folkerts
- o Linda Haberman- Processes Refunds

g. **Main Campus Advising**:
General Advisors
- o Karen Kratzer Advisement Coordinator
- o Sherri Henry
- o Wendy Miller

h. **Diploma Printing and Graduation**: Shanda Mull

i. **Human Resources**:
- o Julie Knoblich- Job Descriptions
- o Anne Higgins- Employee Performance
- o Kristi Suppes- Time Sheets

j. **Ft Leavenworth**:
- o Director – Lee Miller
- o Custer Service Rep- Melissa Carolus

k. **GED Center**:
- o Jesse Nicholas

*** For Phone numbers and contact information view the attached Phone list

4-58. Updating Degree Plans   (Last Updated: April 19, 2013)

Advisors are constantly working to keep student degree plans as up to date as possible. Degree plans are updated when:

a. A New official or unofficial transcript is received

        1. Transcript will be given to the advisor after it has been coded by the Advisement Coordinator

        2. Once the advisor receives the transcript, the advisor will add the transfer courses to the degree plan for the student within three business days.

b. Advisor List

        1. An advisor list is generated in the T drive by Karen Kratzer, the main campus Advisement Coordinator, approximately every two weeks.

                •   (T:) > Advisors > Select Your Name

        2. This advisor list will show all of the students assigned to the advisor that is currently taking classes at the time that the list was printed.

        3. Each advisor will view and update this list once per LSEC cycle

                •   To update the student degree plan from the list, view the current enrollment in ROAENRL and the previous enrollments in SHATERM for each student listed. The current and previous enrollment information should all be added to each student's degree plan.

** For instructions on how to use ROAENRL and SHATERM refer to creating a degree plan***

4-59. Unknown/NDS Documents

Documents received on students who are not in the Barton system are labeled unknown and filed in alphabetical order in the unknown file in the advisement area.

The unknown files should be reviewed once every 90 days. If a student is no longer unknown, than the documents are given to the proper advisor for updating the degree plan and filing.

SECTION 5: Enrollment Specialist Services

5-1. Bartonline

5-2. BSEP/Language Labs/Non-Program Courses

5-3. Census

5-4. College Program

5-5. Compass

5-6. Certification Rosters

5-7. Drops

5-8. Fort Leavenworth

5-9. LSEC

5-10. Name Changes

SECTION 6: Accounts and Enrollment Services

6-1. Business Office
6.1.1. Book Vouchers

Students with 3rd parties paying for books can request a book voucher.

6.1.1. Notifying students to request a Voucher

When a 3rd party issues authorization for a student you need to contact the student and let them know that they are able to request a book voucher. You can find the student's email address and phone number in Bartonline and Banner.

In Bartonline Click on:
- Administration Pages
- Manage Users
- Modify User Properties
- Enter Student Information
- Select the Student and Click Next

In Banner:
- Go to SPAIDEN form
- Enter Student ID or SSN in ID
- CTRL + Page Down
- Click on the Telephone or Email Tab

The Voucher Request is located on the Online Bookstore webpage on Bartonline.

Go to Bartonline.org:
- Click Student Services
- Click Bookstore
- Scroll to the Bottom of the Page
- Click on the link for the Voucher Request Form

Inform the student how much they have been approved for and let them know to fill out the book voucher. Once submitted the book voucher request will go to the bookstore which will contact you for approval.

1.1.2. Approving Voucher Requests

The Barton Bookstore in Great Bend will send emails for approval on Voucher requests for online students. These emails will be sent to the Veterans Affairs Representative, the Financial Aid Risk Management Compliance Officer, and the Accounts and Enrollments Coordinator as students using any of this type of funding can request a voucher. Once the email from the bookstore comes through for approval you will need to check the enrollment to see which session the student is enrolled in. After the session has been determined you will need to check the paper TA filed the in the TA Binders. On the TA form it will indicate if the student is

authorized for books. Check to see if there is a limit. Email the bookstore back and let them know the book authorization limit if any.

6.1.2. Contracting Payments on Student Accounts

Invoice for payment before contracting.

Students who have a 3rd party paying for classes and books have to have the charges removed from their accounts by contracting. After classes have started and they have passed the 100% refund period you can begin this process. Gather paper TA and sort by payment type (MyCAA, Military TA, 3rd Party, etc).

6.1.2.1. Books

Some 3rd parties will pay for a student's books (ex. WIA, SRS etc.). If this is the case you will need to verify how much the books cost.

Open Form TSAAREV and enter the student's ID:

BOL Book charges are identified by the 6039 detail code. The charge indicates how much the student spent on books. This is the amount you will invoice and contract for. Close Form.

Open Form TSACONT:

You will need to enter the Contract ID (the Banner ID of the Organization that is paying for the books), the Contract Number and the Term.

You can determine the next available Contract Number by selecting the down arrow:

This will take you to TSQCONT Form:

All contracts under this ID will be listed. In order to sort for the current term you will need to click **Enter Query**, enter the term you are contracting for (ex. **201302**) and select **Execute Query**. This will indicate all the current contract numbers being used for this term, use the next number available. Close Form.

Once you have your information entered into the form CTRL + Page Down. You will need to enter the Contract Base Information:

Save Form. CTRL + Page Down 3 times until you get to Detail Code Level Authorization. You will need to enter:

Detail Code: 6039
Percent: 100
Minimum Amount: 0
Maximum Amount: the amount of the contract
Source Indicator: I
Save Form. CTRL + Page Down
Include Source: T
Save Form. CTRL + Page Down
See example below:

Enter Student ID or Name. Save Form.

Close Form
6.1.2.2. Tuition and Fees
Open Form TSACONT:

You will need to enter the Contract ID (the Banner ID of the Organization that is paying for the books), the Contract Number and the Term.

You can determine the next available Contract Number by selecting the down arrow:

This will take you to TSQCONT Form:

All contracts under this ID will be listed. In order to sort for the current term you will need to click **Enter Query**, enter the term you are contracting for (ex. **201302**) and select **Execute Query**. This will indicate all the current contract numbers being used for this term, use the next number available. Close Form.

Once you have your information entered into the form CTRL + Page Down. You will need to enter the Contract Base Information:

Contract Base Information

Description:	FR 3rd party - TF - Bass
Payment Detail Code:	7023 ▼ Payment-3rd party billed out
Charge Detail Code:	7022 ▼ Charge 3rd party-TUI/FEE
Print Rule Code:	EMESG ▼ Message only

Save Form. CTRL + Page Down to the Account Level Authorization form. You will need to enter:

Percent: 100
Minimum Amount: 0
Maximum Amount: the amount of the contract
Source: R
Save Form.
See example below:

CTRL + Page Down 3 times
Enter Student ID or Name. Save Form.
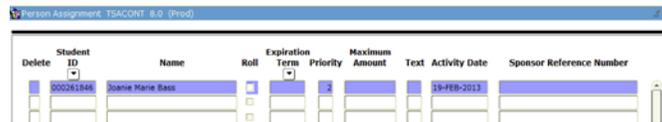
Close Form

6.1.3 Deposit

At the end of every workday a bank deposit will need to be prepared for any checks, cash, or money orders received. The bank deposit slips are located in the top drawer of the Business Office file cabinet. Fill out the deposit form and place it along with the received monies in the safe located in the Business Office. Record the money received and place in the file cabinet in the file labeled Daily Banner Slips.

A deposit to the bank needs to be made once a week. The college's bank is First National Bank and Trust Co. located in Junction City on the corner of 7th and Washington.

Before leaving for the bank always check the cash box to make sure there is not any money that needs exchanged. You may also need to cash any cash drawer reimbursement checks while you are at the bank. If you only have one deposit book remaining you may purchase more while at the bank. They are $6 per book. You may use money from the cash box to do so, however make sure you keep the receipt. This will be needed for the requisition to reimburse the cash box.

Keep deposit slips for a minimum of 2 weeks in case there are any issues that arise with the deposit. If there are any issues with the deposit a representative from the bank will notify you. Depending on what the issue is, you may need to let the Comptroller (Terry Barrow) know as there may be something he needs to correct in banner.

1.3.1. Cash Box/Receiving Cash

The cash box is located in the safe in the business office. The only individuals with access to it are the AEC (Abby) and the BOB (Jessica).

The cash drawer contains $200 cash in increments of 1s, 5s, and 10s along with coins. Try to avoid having any bills larger than a 10 in the cash drawer. If there is any bills larger than 10, exchange them for smaller bills at the bank when you take the deposit.

Cash Drawer counts need to be done monthly to ensure the appropriate money is available. If the cash drawer is off, steps to correct this need to be taken.

IOU's are allowed within the office for office staff only. IOUs need to be kept track of within the business office. Only the AEC is allowed to issue the IOUs. In the case that the AEC is not available the IOUs can be issued by the BOB. All IOUs need to be paid off by the next payday. If they are not, no more IOUs will be issued to that individual until it is paid off. An IOU for an individual may never exceed $10 regardless of the circumstances.

6.1.4 Receiving/Entering Payments
Payments can be received daily. Acceptable forms of payment are cash, check/money order, or credit card (Visa, Mastercard, or Discover).

1.4.1. Receiving Payments
For cash payments, if the student is present offer a receipt. Receipt information needs to include Date, Student Name, ID#, Payment Type, Amount, and Received by. Receipt books can be found in all CSR drawers. If the student does not wish to have a receipt make sure the student name and ID# are kept with the cash payment until it can be entered in Banner.

For check/money order payments, if the student is present offer a receipt. Receipt information needs to include Date, Student Name, ID#, Payment Type, Amount, and Received by. Receipt books can be found in all CSR drawers. If the student does not wish to have a receipt make sure the student name and ID# are kept with the check/money order until it can be entered in Banner. Once it is entered in Banner use the "For Deposit Only" stamp on the endorsement line of the check and write Barton's bank account number on the back.

For Credit Cards, use the "Credit Card Payment Form" to record the transaction information. Process the credit card transaction and offer a receipt to the student. If the student is present please have him/her sign the Merchant Copy of the CC slip. If the student is not present, print the student's name as it is in banner. Record the student ID under the signature line on the slip. Staple the Merchant copy to the front-left corner of the CC Payment Form. To Run a Credit Card Transaction, Follow these steps below:

1. Select Sale on the Credit Card Machine
2. Enter the CC # or swipe the card
3. Enter the Expiration Date
4. Enter the Payment Amount
5. Select Yes or No for Customer Copy

Common CC Transaction Errors:

NSF – non sufficient funds

Denied – either card number or expiration date is incorrect; card could also have a spending limit

Communication Error – transaction did not go through, wait a while and run it again

Credit Card Receipt and Payment Forms should be kept for 2 months, after the 2 month period, they should be shredded.

6.1.4.2. Entering Payments
Any payments received need to be entered into banner daily. Every type of payments has a different banner code, below is a list of common codes:

Banner Code	Description
6033	Fort Riley Books (Main Campus 6039)
7011	Credit Card Payment
7005	Cash Payment
7006	Check/Money Order Payment
6049	Transcript Charge
6050	Grad Fee
7412	TROOP UOF
7401	BSEP/FAST UOF
7408	LSEC UOF

6041	Returned Check Charge
7906	Credit Card Refund (positive)
6051	Duplicate Diploma Fee
6089	PTK Dues $65 (PTK Regalia $36)
6152	ASL Charge: $18 - Cords or $10 - Dues
6144	CLEP

To enter a payment go to the Banner for TSAAREV and enter the student ID/SSN then Ctrl + Page Down. Push the F6 button to start a new line. Enter the correct Banner code and correct/update the description if needed. Enter the corresponding Term and the Payment amount, then Save.

At times the charge may need to be applied before the payment if this is the case, push F6 to enter the charge and save. Push F6 again to enter the payment, and if necessary tie the payment to the charge by hitting Tab until you reach the Transaction Paid column. Here you will enter the Transaction Number for the charge, then Save.

1.4.3. Banner Session Close Out and CC Machine Settlement

At the end of the workday the CC machine needs to be settled. Push the Settlement button the machine, enter the password, and hit enter again to confirm. The settlement slip will print, compare it to the day's transactions to make sure it is correct.

Your Banner Session also needs to be closed out. Go to the Banner Form TGACREV. Enter the Session User and make sure 0 is the session number, then Save. Ctrl + Page Down twice. Totals should equal all payments received. If it doesn't, correct any errors, if it does, click on the Options tab and close the session.

6.1.5 Invoicing
6.1.5.1. 3rd Party
Occasionally a student may submit an authorization for a 3rd Party to pay for the student's classes. These paper copies need to be stored in the 3rd party binder until classes start. Once classes have started and they are past the 100% refund period you can begin the 3rd Party invoicing Using the templates saved in the Business Office file in the G: Drive, generate an invoice to mail out the 3rd Party. These invoices will also be used in contracting.
Any 3rd Party authorizations received for online classes need to be submitted to the Online Business Office Specialist (Erin Eggers). These will be invoiced by her. They can be uploaded to the G: Drive – Staff – DP – Student Services Shared – FR Business Office – 3rd Party Authorizations
6.1.5.2. Military Tuition Assistance
There are various types of military tuition assistance. All are invoiced electronically.
6.1.5.2.1. Air Force
Air Force TA is invoiced through the AI Portal. Once you are logged in you will need to click on the Online Services tab and click Submit an Invoice Online. Enter the Invoice Number and Site ID and click add enrollments. Select the enrollments you are needing to invoice. Verify the enrollments and submit the invoice. You will receive an email once the invoice has been approved (typically 3-4 business days). When you do you will need to process the payment and apply it to the air force account.
6.1.5.2.2. Army, National Guard, Reserve
Army, National Guard, and Reserve are invoiced through Goarmyed. See Section 3.2 for Details. If a National Guard member runs out of TA, he or she may apply for the KS National Guard Educational Assistance Program which will pay a percentage of the tuition and fees. Forms must be submitted prior to classes starting.
If assistance is needed the contact for this is Linda Oldham Burns and she can be emailed at lOldhamBurns@ksbor.org
See Form Below:

Once submitted, it will you will need to fill out the Section C of the form and submit it to the Kansas Board of Regents.

SECTION C: EDUCATIONAL INSTITUTION USE ONLY

Date Received: ___ Tuition: ___ Fees: ___ Total (tuition & fees) ___

Complete Section C or mail an invoice and this application to: Kansas Board of Regents, KS National Guard Ed Assistance
1000 SW Jackson St, Suite 520, Topeka, KS 66612-1368

Before mailing make a copy to keep for your records.

6.1.5.2.3. Navy, Marine, Coast Guard

Navy, Marine and Coast Guard are invoiced through the WAWF system. A step-by-step guide is located in the Business Office file cabinet in the 3rd Party Files/Tuition Assistance drawer in the WAWF folder. An invoice spreadsheet will need to be created and saved in the FR Business

Office folder in the G: Drive under WAWF Invoices. Once the invoice is created, you will need to follow the steps to upload it to the WAWF website.

6.1.5.3. MyCaa

MyCAA is invoiced through the AI Portal. Once you are logged in you will need to click on the Online Services tab and click Submit an Invoice Online. Enter the Invoice Number and Site ID and click add enrollments. Select the enrollments you are needing to invoice. Verify the enrollments and submit the invoice. Once submitted you will need to continue checking the site for the payment authorization (typically 3-4 business days). When you do you will need to process the payment and apply it to the MyCAA account.

6.1.5.3.1. Entering Grades

Once classes are over you will need to enter the grades for MyCAA. You will do this in the AI Portal. Onec you are logged in click on the Online Services tab and Process Missing Grades.

6.1.6 Maintaining the Office Credit Cards

Barton has credit cards for the office that the business office is responsible for. These credit cards are for office use only.

6.1.6.1. Fuel Cards

Barton has 4 fuel cards, 2 Shell and 2 Sinclair, which can be used for Barton purposes. These cards can be used to refill the Barton cars with gas or personal vehicles when used for Barton purposes and mileage was not paid out. The Shell gas cards can only be used at shell and the Sinclair gas cards can be used at any gas station.

Great Bend does not request the receipts for these cards however it is important to keep them for 2 months if questions arise.

6.1.6.2. Staples

Barton has a Staples credit card as well as a Staples account. The nearest Staples store is located in Manhattan. If making a purchase in store you need to use the Tax Exempt card as well as the Staples credit card. All receipts must be turned in to the business office by the next business day. Receipts are stored in the file cabinet until the statement comes at which time they will be used to do a requisition for the statement.

6.1.6.3 Visa

The Fort Riley campus has 2 Visa credit cards which can be used for Barton purposes. Once is issued to the Dean (Gene Kingslien) and the other is issued to Fort Riley Barton County CC. The Fort Riley Visa is kept in the business office. Any purchases made/bill paid using this card need to have receipts/statements turned into the business office by the next business day. Receipts are stored in the file cabinet until the statement comes at which time they will be used to do a requisition for the statement.

6.1.6.4. Wal-Mart

Barton has 6 Wal-Mart cards available to employees for Barton use. When making in store purchases these cards along with the tax exempt form can be used. All receipts must be turned in to the business office by the next business day. Receipts are stored in the file cabinet until the statement comes at which time they will be used to do a requisition for the statement.

6.1.7 Military Tuition Assistance

There are several different forms of TA you will receive each different for each branch of the military.

Army, National Guard, and Reserve TA will come through Goarmyed. This TA will need to be pulled each business day through the WinSCP. See section 3.3 for details.

All other branches and occasionally some National Guard will come in paper form. Each soldier is responsible for submitting his/her TA authorization prior to classes starting. Each paper authorization will appear different for each branch of the military.

6.1.8 Requisitions
You will need to do a requisition for anything needing a check sent (Staples, Walmart, Cash Drawer Reimbursement, Mileage, etc)
Once you are logged into your PAWS account, click on the FINANCE tab. To enter a requisition, click on REQUISITION.
In the Vendor ID box, enter the Barton ID of the Person or Business needing the requisition – then click on the Vendor Validate button or use a presaved template if possible. Once you do this, the name and address should appear.
Scroll down to the spot where you can enter the Commodity Description. On line item 1, leave the Commodity Code blank, then tab over to the Commodity Description, there you need to enter a description of what you are paying for (i.e. Mileage, Office Supplies, etc), be somewhat specific. Then under U/M, enter NA. Tab over to Quantity and enter a 1. Tab to Unit Price and enter the amount. If you want to enter more than one phone bill, you can list up to 5 on one requisition.
Once you have this info entered, click on the Commodity Validate button below. After you click on this, below that, in the Calculated Commodity Amounts, the amounts you entered should appear.
Below the Calculated Commodity Amounts section, notice the radial buttons for the Dollars and Percents Chart, Index, Fund, etc. If you are entering multiple items, then you must use DOLLARS, but if you are just entering one line item, then you can use PERCENTS. In Chart # column, you must always enter an 8. Do not enter anything into the Index column. Enter the FOAP pertaining to requisition. Do not enter anything in the Activity or Location columns. Under the Accounting column, if you selected Percents, enter the percent here, it will more than likely be 100%, but if you selected Dollars, enter the dollar amount for each line item. Once all your information is entered, scroll down a bit and click on VALIDATE. It will then jump back to the top of the page and tell you if it was validated without errors or if there is an error. If it is validated with no errors, scroll to the bottom of the page and click on COMPLETE. Once you click complete, it will again jump to the top of the page and will say Completed and will give you a requisition number (ex. R0012345).
Send an email to the person who will be approving it, typically the Dean (Gene Kingslien) letting him know you entered the req and give him the req number.
At that point, you have to wait for the req to go through the approval process. You will get messages sent to your Banner account letting you know the status. When you are checking on the req, you need to go back into PAWS under the Finance tab. This time click on View Document. Next to the gray box that says Document Number, enter the full req number (ex. R0012345) – then click on the View Document button at the bottom. This will pull up a copy of the req and on it, you will see whether or not it is approved – a few lines down, you will see a row that has Complete: Approved: - the Complete box will have a Y, and if the req is approved, the Approved box will have a Y (if the is an N in the box, it is not done). If the Approved box has an N, it has not been approved. If the N is still there after a week, you may want to send a reminder to Joel. Note: each FOAP generally has a few levels of approvals it must go through before it is completed so it is possible that the Dean may have already approved it but it is stuck at the next level. To see who has approved it, Go back in to the View Document section, put the Document/Req Number in and click on Approval History, then you will see who you need to prod along to approve it. If there is a Y in the Approved box, print it out. Scan and email a copy of the requisition and original receipts/invoices to the Accounts Payable Clerk (Jennifer

Wortham). Make copies of the documents and staple the copies to the Requisition Approval. Indicate when it was emailed and mailed. File these in the Requisitions drawer of the file cabinet

6.1.9. Payment Spreadsheet

6.1.9.1. Bartonline

6.1.9.2. College Programs

6.1.9.2.1. Fort Riley

6.1.9.2.2. Fort Leavenworth

6-2. Contracts, page
6.2.1. Instructor Contracts

6.2.2. Substitute Contracts

6-3. GoArmyEd, page
6.3.1 Closing Helpdesk Cases

6.3.2 GoArmyEd Invoicing

The GoArmyEd Invoice opens every month between the 1st-15th. You can only submit an invoice between this time period. Only classes that have closed prior to this time period will be listed on the invoice.

*Note – At times if a class closes at the end of the month it will not appear on the invoice beginning on the first. You may have to wait until the next month to invoice for these classes.

To invoice to Goarmyed you must first login to your GoArmyEd account. Once logged in click on Invoice Administration on the right side of the screen.

The options will expand; from there select Submit A TA Invoice.
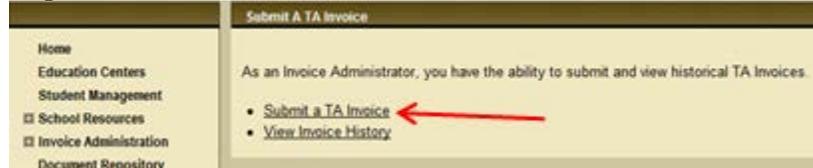
Select Submit A TA Invoice once again.

Search Criteria will not need to be entered. Click the Search Button.

The invoice will appear. You will need to check the enrollment on the invoice and compare it to the enrollment in Banner in the SFAREGS Form. If the enrollment matches check the validate box. If the enrollment does not match, make the necessary changes.
Questions regarding the invoice on GoArmyEd can be answered using the GoArmyEd step-by-step instructions at the link below:
https://www.goarmyed.com/docs/pdf/LOI_Invoicing_Process_for_Tuition_Assistance_Classes.pdf
Once the GoArmyEd Invoice is complete and accurate, click on the submit button.

6.3.3. Pulling TA

6.3.4 Scheduling Classes

6.3.4.1. Entering Class Information

6.3.4.2. Retrieving GAE#s

6-4. Program Responsibilities, page
6.4.1 Bartonline Classes

6.4.1.1. GoArmyEd Numbers

6.4.1.2. Updating Payment Spreadsheet

6.4.2. BSEP Classes

6.4.2.1. Create CRNs

6.4.3 College Program Classes

6.4.3.1. Create CRNs

6.4.3.2. Final Schedule Review

6.4.3.3. Enrollments

6.4.3.4. Creating Payment Spreadsheet

6.4.3.5. 1st Day Roster Correcting

6.4.4. LSEC Classes

6.4.4.1. Create CRNs

6.4.4.2. Final Schedule Review

6.4.4.3. Enrollments

6.4.4.4. First Day of LSEC

6.4.4.4.1.1. Send Email

6.4.4.4.2. Roster Correct

6-5. Scheduling Classes in Banner, page
6.5.1 BSEP

6.5.2. CP

6.5.3. LSEC

6.5.4. Miscellaneous

6-6. Supervising Duties, page
6.6.1. Customer Service Representatives

6.6.2. Enrollment Specialist

6.6.3. Student Services Office Aide (Temp)

SECTION 7: DISABILITY SERVICES, Last update – April 2013
As part of its mission to advance learning and improve lives, Barton Community College strives to provide access and opportunity to all qualified students. Additionally, Barton, like all schools, is required by law to provide reasonable academic accommodations to students with disabilities.

a. What is a disability? A disability as defined by the ADA is:
- A physical or mental impairment that substantially limits one or more of the major life activities of such individual which can include a temporary disability.
- A record of such an impairment; or
- Being regarded as having such impairment.

b. The Regulatory Definition – a physical or mental impairment means:
- Any physiological disorder, or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genito-urinary, hemic and lymphatic, skin, and endocrine; or
- Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

c. What is an accommodation? Accommodations are modifications or adjustments that allow students with disabilities an equal opportunity to participate in and benefit from educational programs.
There are many categories of accommodations. Appropriate accommodations are provided on an individual, case-by-case basis. Some common accommodations include:
- adapting a dorm room or a classroom for a student who uses a wheelchair
- extending timelines on assignments or tests
- providing for the use of auxiliary aids such as sign language interpreters, tape recorders, note takers, scribes, readers, or books on tape

Some accommodations will not be provided. These include personal devices or assistance with personal services. Additionally, schools are not required to alter the fundamental requirements of a class or program. Finally, schools are not required to provide the specific accommodations requested or the ideal accommodation, but are obligated to provide reasonable accommodations, for known limitations.

d. Disclosure & Documentation: Students who believe they are entitled to and in need of an accommodation need to disclose this information to the appropriate office or person. At Barton, the student should contact a disability advocate. The Barton disability number is 1-620-786-1102 or 1-855-509-3367. The student should begin the accommodations request process as early as possible to allow adequate time for accommodations to be set in place.

Additionally, students wanting to request an accommodation will need to provide recent professional documentation regarding the disability, which would include how the disability affects the student's academic performance and suggested accommodations.

e. **Accommodation Process: First, the student needs to enroll in classes. Second, in order to receive accommodations the Student notifies a disability advocate.**

- **Students at the Fort Riley Campus may call 620-786-1102 or come to the Student Services Office in Building 217, Room 105 and see the Assistant Dean of FR Support (Rey) or call 785-784-6606, ext 728.**
- **Students on the Great Bend Campus may call 620-786-1102 or come to the north end of the Learning Resource Center.**
- **Online students may call 620-786-1102 or 1-855-509-3367, or click disabilityservices@bartonccc.edu .**

1. Students with a disability who are seeking academic accommodations need to provide written documentation of the diagnosis for the disability. A disability may be physical, mental or a learning disability.

2. The student then explores with staff what sort of accommodations he might need. The accommodations requested are then listed on the Accommodations Request Form. A copy is given to the student, and the original is kept on file with the student's disability documentation.

3. An electronic accommodation request form is printed off with each of the student's instructors name and class when accommodations are being requested for that class. The student takes the request form to each instructor to discuss the accommodations and to get the document signed. The instructor is asked to copy the form for his/her file. The instructor is not told the nature of the disability, just which accommodations are needed and that documentation is on file. Students are encouraged to discuss their disability with the instructor, but it is totally up to the student whether or not to reveal the nature of the disability. If instructors have additional accommodations that might help the student, or if they want to modify the accommodations that have been requested, they contact the student and come to a mutual agreement. The revised form is then signed and returned to the disability advocate.

4. After the student has the signature of each instructor, the forms are returned to the disability advocate by the student to be kept on file. This documentation is necessary to fulfill ADA requirements and to assure that the student receives the support to which he/she is entitled.

5. This process is repeated for subsequent semesters.

**For online students, Accommodation Request Forms are e-mailed to instructors by the disability advocate.