



Developing a Procedures Manual – Session 1.1

Presenter: Larry Friedman, Registrar, Neumann University

Whether from a small, medium, or large institution, procedures manuals are a necessary tool for successful management. Participants will be introduced to several techniques that have been used to develop different types of procedures manuals. Although the workshop is not designed to guarantee a finished product at the end of the session, participants will have to time to begin developing their own procedures manual that will meet their needs.

“What to do about diplomas” – Session 1.2

Presenter: Elizabeth Kunde, Client Relations Manager, Paradigm, Inc.

A presentation and open discussion on diplomas and how choosing Paradigm, Inc. can make all the difference to you and your students. Topics of discussion include: How can Paradigm reduce the time you dedicate to diplomas while improving service to the student. Can Paradigm mail the diplomas for me and why should I consider this option? What other services are available? Is diploma production really the business I want to be in? Important things to know about diplomas and covers that will allow for a smooth and trouble free graduation year after year.

VA Benefits FAQ's and Benefits Updates - Session 1.3

Presenter: Robert Flemming, Educational Liaison, VA Educational Unit, Philadelphia

TBA

Sustainability in the Work Environment – Session 2.1

Presenter: Nathan Levinson, Associate Dean, School of Business, Rutgers University

Dean Levinson will provide useful techniques on how to maintain a sustainable environment in the work place.

The Adjustment of Transfer Students in Four-Year Colleges – Session 2.2

Presenter: Dr. Maureen Linton, Coordinator, Transfer Admission, Temple University

Dr. Maureen Linton, author of the book: *The Adjustment of Transfer Students in four year college* presents Four –year College transfer students' perception of the adjustment interventions used to prepare transfer to complete the Bachelor's degree. In the US over 50% of community college students transfer annually; however, less than 20% actually, graduate and receive the bachelor's degree. Higher Education administrators and policy makers should pay attention to the adjustments interventions identified by students as most helpful to their success; Transfer students also identified mitigating factors that hinder success.

Making Flex Time a Win –Win – Session 2.3

Presenter: Tom Mantoni, Registrar, DeSales University

Organizations are beginning to turn time into a tool to attract, retain and engage organizations high performing talent. DeSales University has initiated a pilot project to determine if a flexible work schedule will work for the Registrar's office. Join us to discuss our findings and share your ideas

Managing Your Time and Multiple Priorities - Session 3.1

Presenter: Tricia Nolfi, Professional Development Program, Rutgers University

Through large group discussion, small group activities, and individual exercises participants will:

- Identify personal attitudes towards time management
- Discuss key steps to planning and prioritizing
- Recognize internal and external time wasters
- Identify tool kits for managing time and multiple priorities

FERPA –An Overview and Regulatory Update – Session 3.2

Presenter: Alan Sims, Registrar, University of the Sciences in Philadelphia

The Family Educational Rights and Privacy Act of 1974, as amended, (FERPA) turned 35 years old in 2009. This session will provide a brief overview of the regulations that implement FERPA which is the major Federal law governing the privacy of student information. Since the legislation is dynamic, emphasis will be placed on the regulatory changes made effective in January 2009. A significant amount of time will be devoted to the participants' questions, and group discussions will be encouraged.

The Top 10 Things Admission Folks Need to Know about Financial Aid - Session 3.3

Presenter: Linda Taylor Burch, Director of Financial Aid, Rutgers University

Each financial aid cycles presents new challenges, institutional deadlines, priorities and processes. Despite changes, however, these are key concepts and practices that remain effective through each cycle and "musts" that are consistent from year to year. In this session, attendees will learn the top 10 "musts" as well as how to translate them into strategies for guiding students and their families through the financial aid process.