**Department Chairs and Academic Secretary Training Outline**

# Target Audience:

Newly appointed Department Chairs and Academic Secretaries.

# Prerequisites:

# Description:

The Department Chair / Academic Secretary session offers advanced training for newly appointed Chairs and Academic Secretaries. You will learn how to Add/Drop/Swap and Override courses; assign students to/or change an Advisor; and run departmental reports including graduation applicants for a department and degree progress reports.

# Course Includes:

* Add/Swap/Override courses
* Run departmental reports
* Assign and change student advisors