

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