

Clerical Meeting

Tuesday, August 31, 2021

Agenda

- Welcome
- Updates - Michael
- General Office Updates
- Lumens Updates
- Document review and DPV

Updates - Michael

- Covid
- Welcome Lisa, Sheila, Jennifer, Courtney and Anika
- Congratulations Adrian

General Office Updates

- Program updates
 - BCJS classes start this week
 - Most programs start the week of Sept 13
 - HSC F2F classes start week of Sept 20
 - No out of district reg for COL 10-12
- Letter Requests
 - Anita has posted an updated chart on Teams
 - Cost for lawyer letters will increase to \$125 (up from \$75)
- Punctuality
 - Please be at your desk for the start of your shift
- Teams clean up – new folders

General Office Updates

- Refunds
 - BCJS – Eileen will process
 - Foundations – Cindy/Anita/Marie will process as it is pro-rated
 - Gleneagle books – Jennifer/Anita/Marie
 - HSC – CLOC will process – book refunds involved
 - For classes **not yet** begun, cancel 1st course, refund and register in new class
 - Once classes have started **do not cancel** - email the teacher and ask them to update the grade book
 - Add memo to transaction, print and provide copy to Anita

General Office Updates

- NATO phonetic Alphabet
 - Please use for consistency and professionalism

A	-ALPHA	N	-NOVEMBER
B	-BRAVO	O	-OSCAR
C	-CHARLIE	P	-PAPA
D	-DELTA	Q	-QUEBEC
E	-ECHO	R	-ROMEO
F	-FOXTROT	S	-SIERRA
G	-GOLF	T	-TANGO
H	-HOTEL	U	-UNIFORM
I	-INDIA	V	-VICTOR
J	-JULIET	W	-WHISKEY
K	-KILO	X	-X-RAY
L	-LIMA	Y	-YANKEE
M	-MIKE	Z	-ZULU

Lumens

- Holds on profiles
 - ONLY on Admin direction and approval
- Custom e-mail templates
 - Available now by class – updates as required
- Moodle Integration
 - Students will be able to go straight to Moodle class once they register
 - Instructions will be posted to Teams

BROWSE



LAST VIEWED

MENU



MY PROFILE >

TEXTBOOKS AND FEES >

HOUSEHOLD PROFILE >

MY WAITING LIST >

MY TRANSCRIPT >

MY TRANSACTIONS >

CURRENT REGISTRATIONS >

HOUSEHOLD WELCOME >

my dashboard My profile Textbooks and Fees household profile my waiting list my transcript my transactions

current registrations

Action ▾	6500005	3162	Literary Studies 10 Fast Track COL	3/16/2021	Self-Paced	Kathleen Alexander	2.00	
▶ Click to view data for Summer Commitment to Learning								
Action ▾	1600004	204	Math 11 Foundations Self-Paced ONLINE CLOC	5/27/2021	Self-Paced	Margarite Best	4.00	
▶ Click to view data for Commitment to Learning/Declaration								
Action ▾	1600004	3184	Math 11 Foundations Self-Paced ONLINE CLOC	go to class	6/10/2021	Self-Paced	Kathleen Alexander	4.00
▶ Click to view data for Commitment to Learning/Declaration								
Action ▾	1600007	210	Math 12 Pre-Calculus Self Paced ONLINE CLOC	8/18/2021	Self-Paced	Margarite Best	4.00	
▶ Click to view data for Commitment to Learning/Declaration								
Action ▾	5300021	2733	Microsoft Outlook 2016	6/1/2021	Complete within 3 month(s) by 9/1/2021	Edna Spicher	0.00	

Documentation Updates

- Residency

- Ensure new students are aware that they ***WILL NOT*** be registered for a class until we have copies of their documentation
- Residency – it is *not* a requirement for this to be updated yearly. If a student has been away and is coming back, confirm the information is correct on their profile (status, email, address, phone) but it is not necessary to ask for updated proof of residency.

Documentation Updates

-Permits

- Work Permits – Documentation required for New or Expired work permits only. Work Permit - valid for a year or more and proof of lawful employment (minimum 20 hours) per week shown on 3 current paystubs and passport.
- Study Permit valid for a year or more and Letter of Acceptance or transcript showing enrolment in degree or diploma granting program at a public post-secondary institution or enrolment in degree granting program at a private post-secondary institution authorized by the BC Ministry of Advanced Education and statement of tuition paid and program schedule and passport

DPV

- CLOC – checks documentation for HSC F2F and continuous entry
- Millside – checks COL 10-12
- Head Secretary – checks documentation for all International and International funded
- Monty – check documentation for Foundations, GlenEagle

DPV

- Process for International in-district students

- Verify profile data in MyEd
- Once verified, select Profile Action in DPV “INT’L PENDING; IN-DISTRICT-to be verified” in TrueNorth (new profile action)
- Anita will verify in TrueNorth:
 - If International Funded: Anita will update profile (Int’l Funding Eligible=Yes, Work/Study Permit Expiry Date, Learner Internal Comments, Approve profile)
 - Anita will change profile Action in DPV to Approved
 - If International: Anita will update profile (Int’l Funding Eligible=No, Learner Internal Comments, Approve profile)
 - Anita will email/phone student for payment
- Anita will change profile action in DPV to INT’L PENDING-initial request for payment
- Monty – check documentation for Foundations Assessments and GlenEagle

Thank you

Remember.

The day you plant the seed is not the day you eat the fruit.

Be patient. Be humble. Keep moving forward and know that all this hard work you're putting in day in and day out WILL produce the results you've been looking for. Your time is coming. Do not give up.

- *thefunnybeaver.com*