



## New Class Announcements to Waitlist Students

Notifying students on waitlists that a new class has been added to the schedule used to be a tedious, manual process. Thanks to a new feature in the Argos reporting system developed by Robert Coutts, authorized staff can simply enter the Course Reference Number (CRN) of the course added to the class schedule. Students who are on the waitlist for a class with the same subject and course number will be sent an email alerting them to the new class offering.

**CRN Entry for Waitlist Emails**
PROD

Select Term:

Select Course:

Select CRN:

Open Seats:

Email Date:

**Add CRN to Email List**

**Delete CRN from Email List**

**View Email List**

Right-click in output window and select 'save as' to put results in Excel

**Added CRNs; Select CRN rows below then click 'Delete CRN from Email List' button to remove an entry(s) or click 'View Email List' button to view the email list for the selected CRN(s).**

TermCode	TERMDESC	CRN	Subject	Course#	StartWeek	UserName	EmailDate
202130	Spring 2021	34506	PSY	203	FEBRUARY ...	DHester	1/14/2021
202130	Spring 2021	34156	PSY	220	APRIL 19	DHester	1/14/2021
202130	Spring 2021	34502	ASL	101	FEBRUARY ...	CDay	1/13/2021
202130	Spring 2021	34503	ENGL	104	FEBRUARY ...	CDay	1/13/2021
202130	Spring 2021	34501	PSY	203	FEBRUARY ...	DHester	1/13/2021
202130	Spring 2021	34504	SPCH	100	FEBRUARY ...	CDay	1/13/2021

6 items, 1 selected

**View Email List (all students who are in waitlists for the same Subject and Course# as the new CRN(s) entered to be sent on the Selected Date)**

Name	ID	Email Address	Waitlist Code	TermCode	Subject	Course#

**From:** Citrus College <noreply@citruscollege.edu>

**Sent:** Tuesday, January 12, 2021 2:01 PM

**Subject:** New Class Notification



# eMEMO

CITRUS COMMUNITY COLLEGE DISTRICT 1000 W. Foothill Blvd., Glendora, CA 91741-1899

Dear Student

This is a message from Citrus College Outreach to CHEM 103 Waitlist Students.

New section(s) of CHEM 103, College Chemistry I, have been created and there are available seats.

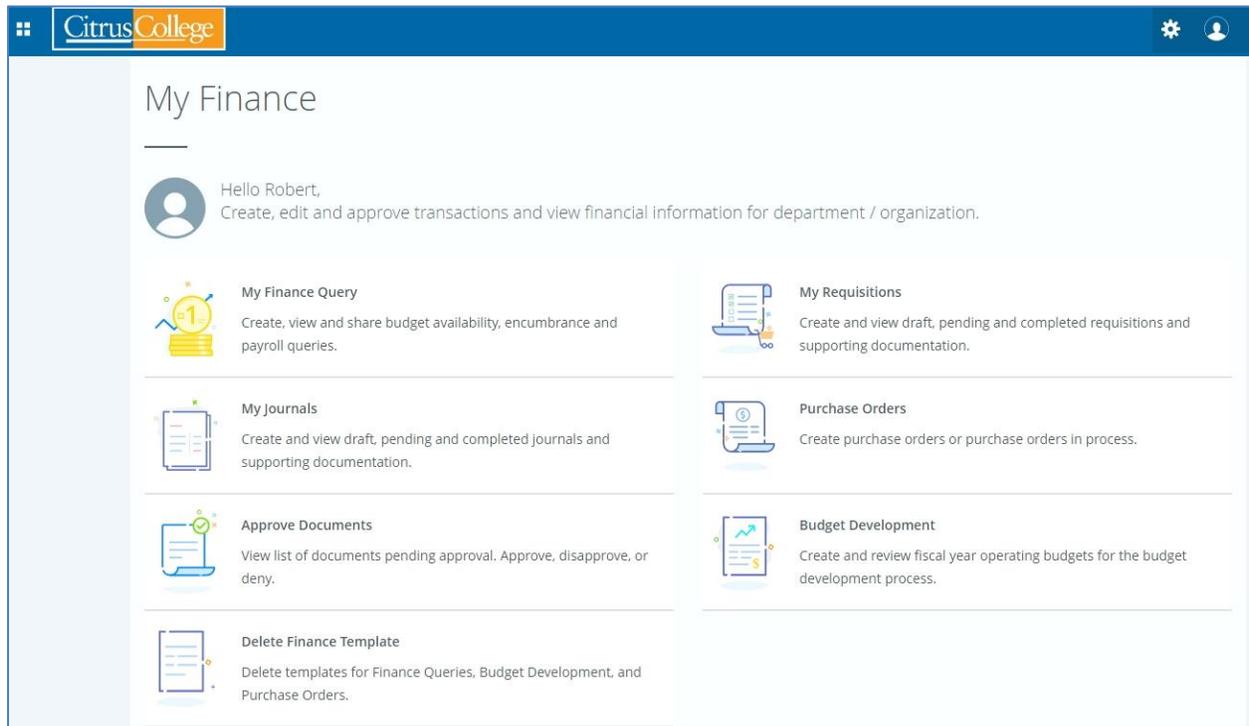
Winter 2021; CRN: 25529; Beginning the Week of: January 04; Meeting Days: TR; Start Time: 10:00 am; End Time: 3:30 pm

If you are available during the days and times of this section, please register as soon as possible to secure a seat in the class.

## Banner 9 Finance Self-Service

In Spring 2020, TeCS launched the Banner 8 version of Finance Self-Service. This feature gave employees the ability to create and approve requisitions through the my.citruscollege.edu portal without requiring a remote desktop session.

We're now ready to launch the new Banner 9 version of Finance Self-Service. This enhanced, user friendly interface should significantly improve the requisition and approval process. **An online demonstration of Banner 9 Finance Self-Service will be held Thursday, January 29 from 4:00 – 5:00 pm.** Get the details and sign up to attend on the [Citrus College Training Calendar](#).



## CISOA 2021 Technology Summit

The annual California Community Colleges Chief Information Systems Officers Association (CISOA) Technology Summit is being held online February 8 – 11<sup>th</sup>. Sessions include presentations by Ellucian (our vendor for Banner aka WingSpan) on new features in the software. Other colleges similar to us will deliver presentations on how they have leveraged the software for admissions, registration, degree audit, financial aid, human resources and finance. Other topics include legal issues related to technology and IT security. [Click for information on the CISOA Technology Summit, including the agenda and a link to register.](#)



TeCS has paid for a district-wide registration so Citrus College staff and faculty can attend the regular conference sessions at no additional cost. If you are interested in registering for the conference, contact Millie Franco ([mfranco@citruscollege.edu](mailto:mfranco@citruscollege.edu)) for the special registration discount code.

## Security Matters

Unfortunately, unethical criminals on the Internet are using the COVID-19 pandemic to trick people into giving up personal details, bank account and credit card information. The Federal Trade Commission (FTC) has helpful consumer advice at <https://www.ftc.gov/coronavirus/scams-consumer-advice> listing methods scammers use to take advantage of virus fears for financial gain.

- Learn how to tell the difference between a real contact tracer and a scammer. Legitimate tracers need health information, not money or personal financial information.
- Don't respond to texts, emails or calls about checks from the government.
- Ignore offers for vaccinations and miracle treatments or cures. Scammers are selling products to treat or prevent COVID-19 without proof that they work.
- Be wary of ads for test kits. Many test kits being advertised have not been approved by the FDA, and aren't necessarily accurate. Almost all authorized home tests don't provide rapid results and require you to send a test sample to a lab for analysis.
- Hang up on robocalls. Scammers are using illegal robocalls to pitch everything from low-priced health insurance to work-at-home schemes.
- Watch for emails claiming to be from the CDC or WHO. Use sites like [coronavirus.gov](https://www.coronavirus.gov) and [usa.gov/coronavirus](https://www.usa.gov/coronavirus) to get the latest information. And don't click on links from sources you don't know.
- Do your homework when it comes to donations. Never donate in cash, by gift card, or by wiring money.

The rollout of the COVID-19 vaccines has presented yet another opportunity for fraud. While vaccination details are getting worked out, here's what you can be sure of:

- You can't pay to put your name on a list to get the vaccine.
- You can't pay to get early access to the vaccine.
- Nobody legit will call about the vaccine and ask for your social security, bank account or credit card number.

You can download an infographic with this information and advice on other Coronavirus scams at <https://www.ftc.gov/coronavirus/scams-consumer-advice>.