

# EDGE Modules

Certain core sessions will be offered once a year, other sessions will be offered every other year. Optional sessions are added and removed depending on campus suggestions and availability. Participants attending the EDGE session will receive a letter identifying which sessions the individual participated in once all EDGE sessions have been completed for the year. Participants are encouraged to attend sessions each year as the information in the sessions generally changes from year to year. Make sure to sign in at each EDGE session so your attendance can be verified.

## **Fiscal Services**

Fiscal offices and functions within the Administrative & Student Life Services division that oversee university funds.

## **Enrollment Services**

Student related services and offices under the Academic & Student Affairs division.

## **Administrative Services**

Resource management and employee services offered through the Administrative & Student Life Services division.

## **University Services**

Services and offices in the Chancellor's and the Academic & Student Affairs division.

<b>Fiscal Services</b>
1. Travel (every year)
2. Accounts Payable (every year)
3. Accounts Receivable (every year)
4. General Ledger (every year)
5. Budget/Internal Audit (every year)

<b>Enrollment Services</b>
1. Undergraduate Admissions (every other)
2. Registration & Records (every other)
3. Financial Aid (every other)

<b>Administrative Services</b>
1. Vendor & Purchasing Contracts (every year)
2. Materials Management (every other)
3. Duplicating (every other)
4. Human Resources (every year)
5. Safety & Risk Management (every other)
6. Physical Plant (every other)

<b>University Services</b>
1. Research Services-Understanding Grants & Contracts (every other)
2. University Advancement (every other)
3. Learning & Information Technology (every other)

For questions, contact Cally Henderson, Training & Development Coordinator in the Human Resources office, x-2289.