

Comprehensive List of Enrollment Functions/Services at All CMU Locations & Campuses

ES Dept.	Category of Service	Key PGH Contact	Campus/Location												Self-Service Available?
			Qatar		Australia		Rwanda		Portugal		Silicon Valley		NY/Tepper		
			Central	Local	Central	Local	Central	Local	Central	Local	Central	Local	Central	Local	
Student Accounts															
	Invoice Production	Lori Smith	Yes	No	Yes	Yes	Yes	No	Yes	No	Yes	No	Yes	No	Yes, SIO, MPS
	Billing Messages Setup & Distribution	Lori Smith	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes, SIO, MPS
	Production	Kurt Steinmiller	No	Yes	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	N/A
	Refund Production	Campus Liaison (varies)	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	N/A
	Processing	Kurt Steinmiller	SIO	No	SIO	No	SIO	No	SIO	No	SIO	No	SIO	No	N/A
	Admission Deposit Processing	Gabby Gueguen	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A	Yes	No	Yes	No	N/A
	Payment Processing	Gabby Gueguen	No	Yes	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes, SIO, MPS
	Miscellaneous Transaction Processing	Gabby Gueguen/Campus Liaison (varies)	Yes	Yes	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes, SIO, MPS
	Transaction Setup (Commodity Code)	Gabby Gueguen/Kurt Steinmiller	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	N/A
	Account Reconciliation	SAO Rep/Kurt Steinmiller		No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	N/A
	Student Account Analysis & Follow-Up	Campus Liaison (varies)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes	No	N/A
	Judgment Notes & Payment Plans	Lori Smith/Campus Liaison (varies)	Yes	Yes	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	N/A
	SIS Transactional Reporting	Gabby Gueguen	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	N/A
	Intercompany Account Settlement	Gabby Gueguen	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	N/A
University Registrar															
	Student System Program Information	John Papinchak	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	N/A
	Student SIS Program Code Changes	John Papinchak	Yes	Yes	Yes	No (except Heinz academic services)	Yes	No	Yes	No	Yes	No	Yes	No	N/A
	Degrees, Majors, Minors Setup	Joy Cavaliero	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	N/A
	Student Record Creation & Data Entry	John Papinchak	No	Yes	No	Yes	Yes	No (created by CIT State in SIS)	Yes	No	No	Yes	No	Yes	N/A
	Andrew Account Creation	Jamie Brandon	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	N/A
	Tuition & Fees – Rates & Assessments	Kurt Steinmiller (Student Accounts Office)	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	N/A
	Tuition Appeals & Adjustments	Kensee Lusebrink	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	N/A
	Registering for Courses	registration@andrew	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes, SIO
	Verifications Production	uro-verifications@andrew	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes, SIO
	Grade Collection	egrades@andrew	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	N/A
	Transcript Production	uro-transcripts@andrew	Yes	Yes	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes, SIO
	Degree Certification	commence@andrew	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes, SIO
	Diploma Production	uro-diplomas@andrew	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	No
Student Financial Aid															
	Determination of Additional Location, Branch Campus & Academic Program Federal Aid Eligibility	Brian Hill	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	N/A
	Collaboration with Colleagues to Determine Grant/Schlp Fund Category	Elaine Taillon	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	N/A
	Determination of Student Federal Aid Eligibility	Campus Liaison (varies)	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	N/A
	Review & Confirmation of Financial Aid ID & Oracle String Coding	Elaine Taillon	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	N/A
	Scholarship Posting	Mike Ulicny	Yes	Yes	No	Yes	Yes	No	Yes	No	Yes	Yes	Yes	No	N/A
Enrollment Systems															
	ERP Password Management (Locked/ Forgotten Passwords)	Russ Fetzko	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	N/A

	User Account Setup for Student Systems	Russ Fetzko	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	N/A
	Authorization Set for S3 & SIS	Karen Giannangeli	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	N/A
	Stellis Degree Audit Account Setup	Jamie Brandon (University Registrar's Office)	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	N/A
	S3 Feedback Follow-Up via S3 Feedback Feature	Jen Wahlund	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	N/A
			Qatar		Australia		Rwanda		Portugal		Silicon Valley		NY/Tepper		
			Central	Local	Central	Local	Central	Local	Central	Local	Central	Local	Central	Local	
The HUB															
	ID Card Production	The HUB	No	Yes	No	Yes	No	No	No	Yes	Yes	No	Yes	No	N/A
	College Model Advising	Assistant Directors	No	No	No	No	No	No	Yes	No	No	No	Yes	No	N/A