

Degree Audit for CU On-going Training

Date:	February 17, 2012
Time:	9:00 AM – 4:00 PM – Login 30 minutes before class start time
Location:	via Webinar
Facilitator:	Ashley Davis, SME/West - Curriculum Instruction and Student Records
Target Audience:	College staff members responsible for set up of, and processing of student degree requirements for the Curriculum academic level. Colleges may find it helpful to have the person responsible for entering programs of study to also attend, if that person is different than the person responsible for degree audit.
Advanced Preparation:	<p>Each participant should download the class documentation from the On-going Class Materials web page http://www.nccommunitycolleges.edu/CIS_Docs/Training/New%20Hire%20Training/Class_Material_New_Hire.htm</p> <p>This session requires access to your local test account. Each participant should bring their login and password to the local test account. Verify that your login and password to the account works prior to attending the session. If participants do not have programs of study entered in their test account, then they should bring a copy of their catalog or a program of study to enter for testing.</p>

Course Description: This workshop will offer a review of degree audit set up and processing.

Course Objectives: After completing this session, participants will be able to

- Review general program requirements and sub requirements
- Discuss Degree Audit syntax
- Complete Degree Audit set-up forms
- Maintain degree audit - catalog copy, requirement copy, etc.
- Modify requirements for student's program of study
 - Record exceptions and overrides on student's programs
- Discuss Program GPA and how Degree Audit calculates the GPA
- Generate Degree Audit evaluations individually or in batch

Degree Audit Workshop for CU – On going Training

- Read the degree audit evaluation
- Complete Graduation processing

Joining Webinar

Join the Webinar session by using the meeting link and phone bridge information provided to you via email.

This Webinar session can be joined 30 minutes prior to the actual start time of the session

If more than one person from your college is participating, please have everyone in one location, with one computer with LCD projector for all to see the screen. Contact your system administrator if you need help with this.