

## Degree Audit for Adult High School (AHS) College Staff Training

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<b>Target Audience</b>	For this class is College staff responsible for setup and tracking of AHS program requirements and graduating AHS students.
<b>Date:</b>	April 11-12, 2012
<b>Register by date:</b>	April 9, 2012
<b>Time:</b>	9:00 AM – 3:00 PM – <b>Login 30 minutes before class start time</b>
<b>Delivery Method:</b>	via Webinar
<b>Facilitator(s):</b>	<b>Wayne Madry, Business System Analyst, CE SME - West Rosallene Massey, Business System Analyst, CE SME - East</b>
<b>Prerequisites:</b>	Understanding of the AHS program and its requirements from local high school for use within the Degree Audit module.

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**Course Description:** **The class consists of a demonstration and hands-on setting up and building the Adult High School Program of Study.**

- Advanced Preparation:** This session requires access to your local test account. Therefore the following **MUST** occur:
- You **MUST** let your system administrator know a few days prior to attending the class so that they can ensure proper setup and remote access from the location where the class is being held.
  - Provide the SA the list of mnemonics posted with the class materials so he can give you access to all the needed mnemonics.
  - Each participant should bring their login and password to the local test account to class with them.
  - Verify that your login and password to the account work prior to attending the session.
  - Attendees should bring the name, email and phone number of their local IT representative who can assist if there are any problems logging into the system remotely from the class

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

- Explain degree audit evaluations and their use in advising
- Define the AHS academic program in Colleague
- Use Degree Audit syntax to create AHS sub-requirements
- Define AHS requirements and sub-requirements
- Format the Degree Audit evaluation
- Run individual and batch evaluations

- Use Degree Audit to identify completion of program requirements for graduation processing
- Run graduation processes for Adult High School students

### **Directions for Joining the Webinar:**

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

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.

A limited number of phone lines are available for the call, therefore, all participants from one institution should meet in the same room with a speakerphone, computer with Internet access and a projection unit to display the presentation.