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

<table>
<thead>
<tr>
<th>Target Audience:</th>
<th>The target audience for this class includes college staff responsible for the setup and tracking of AHS program requirements and graduating AHS students.</th>
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<tbody>
<tr>
<td>Date:</td>
<td>September 16-17, 2015</td>
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<tr>
<td>Register by Date:</td>
<td>September 14, 2015</td>
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</tbody>
</table>
| Location:        | Face-to-Face session at AB Tech – Ferguson 112  
College Training Center Information (classroom sessions only)                                   |
| Time:            | 9:00 a.m. – 3:00 p.m.  
Please be seated 30 minutes before class start time.                                                                 |
| Facilitator(s):  | Wayne Madry, SME Continuing Education  
Rosallene Massey, SME Continuing Education                                                                                       |
| Prerequisites:   | Understanding of the AHS program and its requirements from local high school for use within the Degree Audit module            |
| Course Description: | The class consists of a demonstration and hands-on setting up and building of 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 (SA) know a few days prior to attending the class so that your SA can ensure proper setup and remote access from the location where the class is being held.  
  • Provide the SA with the list of mnemonics posted with the class materials so you can be granted access to all needed mnemonics. |
Prior to attending the session, verify that your account login and password work properly.

Bring the local test account login and password to class.

Bring the name, email, and phone number of your local IT representative who can assist if you have 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 College Access to Local Test Environment Connections:**

For this training/setup, you will need to be able to log in to your Colleague Test environment. Three options have been identified for you to make this connection. The options are:

- Use a secure URL to each environment.
- Use the Cisco AnyConnect VPN Client. CiscoConnect is installed on a limited number of PCs in the Training Center.
- Use a laptop with secured VPN access to the local test environment provided by your system administrator.

Note: You need to bring only the .pcf configuration file containing IP addresses, group IDs, and passwords to complete the connection.
Course Evaluation: Thank you for attending this training class. The goal of the College User Support Team is to provide the best possible training solutions for the Community College System. You can help us continually improve our training sessions by completing the evaluation for this class. At the conclusion of this class, you will receive an email at the email address you submitted during registration. This email will include a link to our training evaluation. Please complete this evaluation within ten days of receipt. Your input provides our team with valuable feedback about our services.