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

<table>
<thead>
<tr>
<th><strong>Target Audience:</strong></th>
<th>The target audience for this class includes staff members responsible for the setup and tracking of AHS program requirements and graduating AHS students.</th>
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</thead>
<tbody>
<tr>
<td><strong>Date:</strong></td>
<td>January 27 – 28, 2016</td>
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<tr>
<td><strong>Register by Date:</strong></td>
<td>January 26, 2016</td>
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<tr>
<td><strong>Location&gt;&gt;:</strong></td>
<td>Wayne Community College</td>
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<td></td>
<td><a href="http://explorethelor.org">College Training Center Information</a></td>
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<tr>
<td><strong>Time:</strong></td>
<td>9:00 a.m. – 3:00 p.m.</td>
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<td><strong>Please be seated 30 minutes before class start time.</strong></td>
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<td><strong>Facilitator(s):</strong></td>
<td>Wayne Madry, SME Continuing Education (Western Division) Rosallene Massey, SME Continuing Education (Eastern Division)</td>
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<td><strong>Prerequisites:</strong></td>
<td>An understanding of the AHS program and its requirements from local high school for use within the Degree Audit module.</td>
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## Course Description:
The class consists of a demonstration, hands-on setting up, and building the Adult High School Program of Study.

## Advanced Preparation:
Prior to class:
- Print and bring the class documentation, if available, published via the NCLOR at [http://explorethelor.org](http://explorethelor.org).
- 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 the SA can ensure proper setup and remote access from the location where the class is being held.
Give the SA the **list of mnemonics posted** with the class materials so that the SA can give you access to all the needed mnemonics.

Verify that your login and password to your account work properly, prior to attending the session. You have 3 options for making the connection to your local test account:

- 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. If you choose this method, you need to bring to class only the `.pcf configuration` file containing IP addresses, group IDs, and passwords to complete the connection.
- Ask the System Administrator to provide a laptop with secured VPN access to your local test environment.

Bring to class the name, email, and phone number of your local IT representative who can assist you 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.

**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.