

CollegeSource u.achieve Basic Encoding Workshop

Who Should Take This Course: This course is for the beginning u.achieve/DARwin encoder and is appropriate for ANY version of u.achieve or DARwin.

Course Content: The u.achieve Basic Encoding Workshop is a multi-media, blended training approach that combines self-paced, individual learning with lab-style, guided hands-on practice and trainers with real-world degree audit experience. The workshop begins with a pre-workshop web course on the software basics. You then join us and up to 20 of your peers at our Cincinnati training facility for 3.5 days of intensive trainer-led lecture and exercises using u.achieve. The training is reinforced when you are back at work with post-workshop web-based lessons.

Specific lesson content includes:

- Navigation tips and tricks
- Building and testing a degree program
- Defining courses in u.achieve
- Allowing/restricting course repeat and reuse
- Processing flow
- Collecting and reporting “excess” courses
- Interpreting credit ranges and limits
- Adding course conditions
- Defining relationships for cross-listed, duplicate, and equivalent courses
- Adding date ranges and different catalog year work
- Handling student exceptions
- Adding supplemental requirements, such as minors, multiple majors, honors, etc.
- Computing total hours
- Enforcing residency
- Customizing the audit

Workshop fee covers pre- and post-workshop web-based training, 3.5 days of training in Cincinnati, training and exercise materials to take home, two lunches, and daily breaks.

Course Registration

Registration Fee: \$980...unless you sign up for more than one*!

Train with Us in 2012 & Your Entire Institution Benefits

For each workshop attended, your institution receives a discount on each subsequent workshop purchased during the calendar year:

- **1st** Workshop: \$980
- **2nd** Workshop: \$880 (10% off)
- **3 or more** Workshops: \$680 each (**30% off**)

PLUS: Register for 2 or more workshops at the same time and receive one free ticket to the Pre-Conference Training workshop of your choice at the 2012 CollegeSource Users Conference in San Diego!

* This discount program replaces the “Bring a Friend” discount of 2011 and is effective 1/1/2012.