DARwin Training for Advisors

Pre-Session Review

Due to the volume and complexity of the material we need to cover, we send attendees some basic information prior to each session. While we do Q&A for these areas (login, running and reading the audit), it is essential that this basic material is reviewed prior to attending the training sessions.

Day 1:

The Relationship between DARwin and EIS
- The Official Record
- Native Work vs. Transfer Work
- What Information is Synced and How Often

Getting Started
- Logging In
- Setting Up Default Values
- Explanation of Icons
- Student Record
- Transfer Articulation Rules Overview and Transferlogy/Transferlogy Lab

Running and Reading a Degree Audit Q&A
- How to Run Various Types of Audits
  - “What if”
  - Future Audits
  - GTRANSFER
  - Pseudo Names
  - Interactive Audit

Orientation Processing
- Data Entry Process
- Who to Contact for Questions
- IMS Code Explanation

Evaluating Transfer Credit
- Transfer Evaluation System (TES)
- Assigning Pseudos
- Evaluating TRAN9s
- Non-traditional credit
- ?? Grades
- AV Grades
- Quarter Hour Schools
- Political Science

Concurrent Enrollment
Day 2:

Adding Majors and Minors Q&A
- Adding Minors
- Double Degree vs. double major

DARwin Processing and Logic
- Program Components
  - GPA
  - Hours required
  - Core, major, electives
  - Residency
- How Program Requirements are Satisfied

Duplications
- Duplication Sequence
  - DARwin vs. EIS
- New Student Process vs. Current Student Process

Balancing
- Why Balancing is Important
- How to Balance Totals between DARwin and EIS
- Common Issues

Exceptions
- Review DARwin Logic and Looking Up Pseudos
- Course Exceptions
- Requirement Exceptions
- Using the Note and Memo Fields
- Policy on Deleting Other College’s Exceptions