

# Course Enrollment, Extensions, and Walk-Ins

**1. Course Enrollment.** Enrollment in DAU scheduled courses is restricted generally to U.S. federal employees, defense industry, and North Atlantic Treaty Organization (NATO) students, select foreign nationals as well as personnel associated with Foreign Military Sales (FMS) training packages.

a. U.S. Federal Employees. DoD components' and agencies' Directors, Acquisition Career Management (DACM) as well as the Federal Acquisition Institute (FAI) for other federal departments/agencies are responsible for coordinating and executing the enrollment functions of their personnel for DAU scheduled courses. Access to the DoD component/agency and FAI registration systems is provided through the DAU Web site at: [www.dau.mil/training/apply](http://www.dau.mil/training/apply).

b. Defense Industry, Foreign Military Sales, and NATO Students. DAU will execute the enrollment/disenrollment functions for all Defense Industry, Foreign Military Sales, and NATO students via the DAU Web site at: [www.dau.mil/training/apply](http://www.dau.mil/training/apply).

c. Foreign Nationals. Military and civilian employees of a foreign government must apply for DAU courses through their country's training officer, who will coordinate the training request through the U.S. Army security assistance officer in the Office of Defense Cooperation or an appropriate official in the U.S. Embassy. The U.S. Army Security Assistance Training Field Activity (SATFA), which is the executive agent for foreign members attending DAU courses, will process each individual's application through appropriate channels. The SATFA will coordinate all training requests with the Registrar for Defense Industry, FMS, and NATO Students at 703-805-4498. Security assistance officers or U.S. Embassy officials sponsoring training requests from the host country should go to [www.disam.dsca.mil/itm/](http://www.disam.dsca.mil/itm/) for information on training available through the Foreign Military Sales training program.

(1) Military and civilian employees of countries that are NATO members should initiate their training requests through the SATFA by calling 757-788-3255. The SATFA desk officer for NATO affairs will put the student in contact with appropriate NATO training officials to process and coordinate the training request.

(2) A non-U.S. citizen employed by a U.S. defense industry corporation, working for a foreign corporation that has a contract with DoD or any of the military departments, or who is assigned to a U.S. military agency or activity may be eligible to apply for DAU courses. For information about applying for a course, contact the Industry Registrar at [industry.registrar@dau.mil](mailto:industry.registrar@dau.mil) or 703-805-4498.

**2. Priority of Enrollment.** The following priorities apply for attendance in DAU courses:

- Priority 1: Defense Acquisition Workforce members who must meet position training requirements.
- Priority 2: Defense Acquisition Workforce members striving to meet certification standards at a higher level than required within their assigned career field/path.

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- Priority 3: Defense Acquisition Workforce members striving to meet cross-functional certification standards.
- Priority 4: DoD Personnel. Components and agencies may subdivide these categories or assign additional priorities below priority 3 as may be required to meet their unique needs.
- Priority 9: All others. This includes industry and other government agencies.

**3. Distance Learning Courses (DL) and Continuous Learning Modules (CLMs).** These are courses delivered via rolling admission (i.e., no specified start and end date). Enrollment commences when the student receive an Enrollment Notice from the DAU Virtual Campus. This occurs typically within 24-48 hours after a reservation request has been made.

a. For DL courses (not CLMs) once a student has been notified of enrollment, the student has 21 days to acknowledge enrollment. If a student has not commenced work (i.e., clicked the acknowledgement button) within 21 days of the date of the e-mail enrollment message, the student will be dropped automatically from the course as a “No Show.” It is the student’s responsibility to ensure their e-mail address is accurate and current within the registration system.

**4. Course Extensions.** Extending the time required to complete course requirements applies ONLY to distance learning course with a rolling admission i.e., self-paced. It does not apply to resident courses or courses delivered via Facilitated On-Line Environment (FOLE). The amount of time a student has to complete the course is driven by the design. The standard for DAU distance learning and continuous learning rolling admission courses is a 60-day completion window. The expected duration time for all DAU courses is published in the [iCatalog](#).

a. Extending the Time for Completing Regular Training Courses. The DAU Help Desk can provide a one-time, 14-day extension upon request from the student. At that time, the DAU Help Desk will provide the student with the instructor contact information. **One** extension beyond 14 and up to 30 days can be approved by the instructor and should be given only when the student has demonstrated considerable progress (at least 50 percent of the course requirements) in the course and has come upon unusual circumstances such as mission deployment, health/family problems, or circumstances that impede the ability of DAU to provide appropriate support to the student for the course, etc.

b. Extending the Time for Completing a Continuous Learning Module. The DAU Help Desk can provide a one-time, 14-day extension upon request from the student. Additional extensions beyond this one-time extension will NOT be granted.

**5. Walk-ins.** A walk-in is a student who does not have a confirmed seat reservation but shows up at the beginning of the course in an attempt to secure a vacant seat. A walk-in may or may not be on the wait list for the specific course offering.

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a. Wait List Students. If a student is on the wait list, they have been properly registered by their component/agency DACM and will be seated in the following priority order:

- 1st Priority 1 students on the wait list
- 2nd Priority 1 students **not** on the wait list (if meeting exception rule in paragraph 5.b. below)
- 3rd Priority 2 students on the wait list
- 4th Priority 3 students on the wait list
- 5th Priority 4 students on the wait list
- 6th Priority 9 students on the wait list

b. Non-wait List Students. Students NOT on the wait list will be considered for entry AFTER wait list students regardless of the student's priority. **Students are urged to get on the course wait list prior to attempting to secure a seat as a walk-in. There is one exception to this rule: Priority 1 students with a seat reservation in a future course attempting to secure a seat at an earlier offering as a walk-in will be considered as on the wait list and must bring a copy of their seat confirmation so the student's priority status can be validated.**

c. All walk-in students must present appropriate Government Issue photo identification for admission. If the student is not on the wait list, the student must also provide proof that the student has completed the course prerequisites. The only exception to this are those Priority 1 students with a seat reservation in a future course noted in the exception category in paragraph 5.b. above. PLEASE NOTE: If the course has pre-work requirements and walk-ins are authorized, as annotated on the course concept card in the iCatalog, the student may be refused entry if the pre-work is not complete and presented on or before the start of the course regardless of whether or not the student is on the wait list.

d. *Students attempting to secure a seat as a walk-in are strongly advised NOT to travel. Students incurring travel expenses do so at their own risk.*

e. *It is the responsibility of the supporting campus student services representative, with ATRRS access, to ensure the lead instructor for the course is provided with a copy of the wait list not later than 30 minutes prior to the start of the course. The designated campus student services representative will access the student's priority by going into ATRRS and then following local campus procedures for advising the lead instructor.*