



How Do Eligible Students Get Into DAU Resident Courses?

TIPS & TRICKS

This document was created to answer the question, “Why can’t I get into a DAU resident course?” The following *Tips & Tricks* are presented (in no particular order) to make your experience registering for a DAU resident course a positive one:

- Verify your student profile (in your component’s Acquisition Training Application System) is up to date and contains accurate student and supervisor contact information, i.e., correct email addresses. *Your supervisor can’t approve the training request, if they never receive it. Your component Registrar office is unable to process your application without supervisor approval.*
- Ensure your acquisition records are accurate and your student dashboard reflects acquisition-coded billet and billet requirements. *Priorities (See Figure 1) are assigned by the Service(s) Director of Acquisition Career Management (DACM) based on the information that is uploaded into the Army Training Requirements and Resources System (ATRRS) by the Defense Civilian Personnel Data System (DCPDS) or the military personnel system:*

Priority of Enrollment	Definition
P1	DoD acquisition workforce members who must meet position training requirements.
P2	DoD acquisition workforce members striving to meet certification standards at a higher level than required within their assigned career field/path.
P3	DoD acquisition workforce members striving to meet cross-functional certification standards.
P4	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.
P9	All others. This includes industry and other government agencies.

Source: DAU Directive 704, Student Academic and Administrative Policies and Procedures, May 23, 2012

Figure 1 – DAU Course Priority of Enrollment

- Be PROACTIVE; register early. *The ATRRS date/time stamp (of the registration) is often the tiebreaker between equal training priorities.*
- Be aware of course prerequisites and plan a reasonable time to complete them. *Don’t get caught off guard. You can (and should) review course prerequisites by reviewing the DAU iCatalog course concept card (See “Helpful Links” below) well before trying to enroll.*
- If waitlisted for a course, submit an application for another offering of the course that occurs at a later date in accordance with Service DACM policies. *For example, students may apply for as many offerings as they like. However, if they receive a reservation in one offering, all other applications will be automatically disapproved or cancelled. If a student is wait-listed for an offering and then receives a reservation, the wait is automatically cancelled.*

- Verify your course status. *You should always be aware of your enrollment status, e.g., Reserved Enrollment, Waitlisted, etc. Do this before showing up for the course.*
- Consider “walking in” courses. *This is ONLY for students who are stationed in the local area of the campus where the class is being held (and there would be zero TDY costs incurred). It is recommended that you arrive at least one hour before the course starts to get your name on any available sign-in rosters.*
- Bring written proof (to class) that you meet all course prerequisites. *Although not required for a student that is officially enrolled or waitlisted for a course by the Service DACM, it is absolutely ESSENTIAL if you are trying to “walk-in” to a course.*
- Be on the lookout for FAQ documentation on the DAU Training website (and your Service’s training registration site), e.g., [DAU Training FAQs](#), [Navy eDACM FAQ](#), etc. *These sites often contain solutions to common issues, answers to frequently asked questions, and helpful tips.*
- See what Equivalency and/or Fulfillment methods qualify as alternative means for course credit at the *DAU iCatalog* (See “Helpful Links” below). *That college course you’re taking (or have taken) just might qualify for DAU credit.*
- DoD Acquisition Workforce Members (P3) and DoD Non-Defense Acquisition Workforce members (P4) are NOT considered for enrollment until 40 days prior to the start of the class.

Helpful Links:

DAU iCatalog
<http://icatalog.dau.mil/>

DAU “Apply for a Course” (Component Registration System Links)
<http://www.dau.mil/training/Pages/Apply.aspx>

DAU “Equivalency/Fulfillment” (Alternate Means of Obtaining Course Credit)
http://icatalog.dau.mil/student_info_H.asp