

Course Enrollment, Extensions, and Walk-Ins

1. Online Training Courses (OLT)

a. Enrollment. Generally enrollment in DAU OLT courses is restricted to U.S. federal employees, defense industry, North Atlantic Treaty Organization (NATO) students, select foreign nationals, and personnel associated with Foreign Military Sales (FMS) training packages.

(1) U.S. citizens and International partners may request a log on for the DAU Learning Management System (LMS) at <https://www.dau.mil/faq/documents/createdastudentaccount.pdf>. Once this category of student has access to the LMS, they may enroll in OLT courses.

b. Extensions. Once enrolled, there is no time limit to complete the OLT course. The student will have access to the course until such time that the course is retired (made unavailable). When that occurs, students will be notified of the pending retirement date in order to provide time for the student to complete the course. Those that fail to complete the course will be assigned an attrition code of “Z” for other.

2. Instructor Led/Virtual Instructor Led Training (ILT/VILT)

a. Enrollment. Like OLT courses enrollment in DAU ILT /VILT courses is restricted as outlined in paragraph 1.a. above. All enrollment requests for ILT and VILT courses are assigned a priority code. The priority codes are outlined in paragraph three below. Enrollment responsibilities/information based on the type of student is outlined below.

(1) 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 and 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 <https://www.dau.mil/training>.

(2) 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 <https://www.dau.mil/training>.

(3) Foreign Nationals. Military and civilian employees of a foreign government must apply for DAU courses through their country’s training officer. That officer 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), 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/ for information on training available through the Foreign Military Sales training program.

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(a) 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 connect the student with appropriate NATO training officials to process and coordinate the training request.

(b) 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 or 703-805-4498.

3. Priority of Enrollment. The following priorities apply for attendance in DAU Instructor Led/Virtual Instructor Led Training (ILT/VILT) courses:

- Priority 1: Defense Acquisition Workforce members required to 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 or path.
- 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 required to meet their unique needs.
- Priority 9: All others. This includes industry and other government agencies.

4. Walk-ins for ILT courses. 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.

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

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| 1st | Priority 1 students on the wait list |
| 2nd | Priority 2 students on the wait list |
| 3rd | Priority 3 students on the wait list |
| 4th | Priority 4 students on the wait list |
| 5th | Priority 9 students on the wait list |

b. Non-wait list Students. Students NOT on the wait list will be considered AFTER wait list students. Preference will be given to Priority 1-9 students not on the wait list as listed in paragraph 5.a. above assuming the student can demonstrate their priority by presenting documentation such as a copy or screen shot of their acquisition training record from their component system that identifies them, their acquisition career field and level required.

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Students are urged to get on the course wait list before attempting to secure a seat as a walk-in.

c. All walk-in students must present appropriate Government Issued 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 necessary course prerequisites. 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. *The supporting campus student services representative with ATRRS access is responsible for providing the lead instructor of the course a copy of the wait list not later than 30 minutes before 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.