

AHS Credit and Students

The Adult High School **Registration Type** MUST be accompanied by an **NRS Registration Type** to be properly recorded. [Follow the below steps to add an AHS credit to the student's record.](#)

1. Go to the **Student Management** tab
 2. Select **Lookup Student & Add New** icon
 3. Search for the student
 4. Go to the student's record
 5. Scroll down to check the student **NRS Registration** is active
 6. Click on **Edit** under **Provider Enrollment**
 7. Select the **Program Type** Adult High School
 8. Add the **Registration Date**
 9. Click on **Add Program Type**
 10. Make sure the Program type is listed and click on **Continue**
 11. Review **Demographics**
 12. **Transcripts/Print Transcript** under the Student Menu Options at the top of the page.
 - a. The required credits will be listed.
 13. Click on **Add New Record**
 14. Check the **Add NC Community Colleges Creating Success Class** field if class [was provided within your college \(created in ADVANSYS\)](#).
 - a. Select the **Class** from the dropdown menu.
 - b. Add
 - i. Grade Leve
 - ii. Teacher
 - iii. Graduation Area
 - iv. Sub Area
 - v. Grade Achieved
 - vi. Credit Earned
 - vii. Credit Attempted per Term
 - viii. Comments
 - ix. Is Official
 15. [If the credit was earned outside your college](#), you will manually add the information needed and will leave the **Add NC Community Colleges Creating Success Class** field **unchecked**.
 - a. Scroll down and add the Course information.
 - b. Location
 - c. Class
 - d. Achieved Date
 - e. Grade Leve
 - f. Teacher
 - g. Graduation Area
 - h. Sub Area
 - i. Grade Achieved
 - j. Credit Earned
 - k. Credit Attempted per Term
 - l. Comments
 - m. Is Official
- NOTE** - You MUST update the graduation area and grade achieved for the credit to be received.
16. Click on **Save Transcript Enty** or **Save and Add Similar** icon: Once the record is saved, you will see a new credit listed on the transcript page and the credit value will show in the graduation area selected.

17. You can click on ***Print Transcript***
18. Check the ***Show Hours*** box if needed.
19. Add the credits and Click on ***Continue***.
20. Add the Outcome which needs to be approved.
 - a. **AHS Outcome**
 - i. Lookup for the student under the Student Management Tab
 - ii. Select the student.
 - iii. Click on **Outcomes**
 - iv. Click on ***New Indicator*** under the ***Outcome and Milestone Achievements***
 - v. Add the correct ***Date***
 - vi. Select the ***Goal Achieved*** from the dropdown menu.
 - vii. Click on ***Proper documentation for this outcome is available***.
 - viii. Click on ***Save***
 - ix. Go to ***Approvals Pending*** to approve the outcome.

Note: HSE Data Match does not require second approval. It is a direct import nightly from Diploma Sender. It matches the student record.

- a. Go to ***HSE Data Match*** tab under ***Students Management*** tab.
- b. ***Approve or Denied***
- c. This will automatically mark the MSG and count them as a graduate on your table 4.