



Abroad at AU

American University, Washington, DC

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# NEXT STEPS

FALL 2009

*Abroad at AU Student Policies Document*

It would be a good idea to keep this document for further reference!

This checklist is meant to make your transition easier for your next semester / year at American University. Please read it thoroughly and send any required correspondence by e-mail to [abroadatau@american.edu](mailto:abroadatau@american.edu).

In this document, you will also find contact information of other offices within American University. Please keep in mind that these offices deal with all American University students and that your main point of contact remains the Abroad at AU office.

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# TO DO CHECKLIST FOR ALL ABROAD AT AU STUDENTS

## Overview

This document contains information regarding policies all Abroad at AU students must adhere to. Read through the document carefully. If you have any questions, contact your Abroad at AU Advisor. To confirm your understanding of all of the policies for study at American University, complete the last page of the document and return to the AU Abroad office.

### 1. Read Next Steps document

- Deadline: May, 1, 2009
- Return the final page confirming you read and understand the entire document

### 2. Send your Enrollment and Housing application form with \$500 deposit

- Deadline: May 1, 2009

### 3. Apply for your visa as soon as you receive your official acceptance packet

- Pay your mandatory SEVIS fee
- Make visa interview appointment with U.S. Embassy/Consulate
- Complete all application materials required by the U.S. Embassy/Consulate nearest you

### 4. Create your student portal account at: <https://my.american.edu/>

- After your deposit has been received by Abroad at AU

### 5. E-mail your course registration request to Abroad at AU

- Deadline: May 1, 2008
- Meet with your home university advisor to discuss how, and which courses, can be transferred back

### 6. Inform Abroad at AU of your travel plans

- As soon as you have purchased your plane ticket

### 7. Accept / waive your health insurance

- Deadline: August 28, 2009

### 8. Submit your original immunization form to the Health Center

- Deadline: August 28, 2009

### 9. Choose / terminate your dining plan

- Deadline: August 28, 2009

**THESE DEADLINES ARE EXTREMELY IMPORTANT.  
MISSING DEADLINES CAN HAVE SERIOUS CONSEQUENCES SUCH AS  
NOT BEING ABLE TO REGISTER FOR COURSES OR NOT BEING ISSUED A  
TRANSCRIPT AT THE END OF YOUR STUDY.  
PLEASE PAY CLOSE ATTENTION TO ALL DEADLINES!**

# ENROLLMENT AND HOUSING APPLICATION

## \$500 DEPOSIT

Deadline: May 1, 2009

### What is the Enrollment Agreement and Housing Application?

To confirm your enrollment in the Abroad at AU program, and reserve your spot, you must return the Abroad at AU Enrollment Agreement and Housing Application with \$500.

The \$500 deposit is not an additional cost. The \$500 will be applied to your student account and charges for the semester.

On the form, you will need to inform us if you would want on-campus housing.

### What if I want to live on-campus?

Students who want to live on campus must return this Enrollment and Housing form no later than May 1. Any forms received after this date **WILL NOT** be assigned campus housing. Priority for placement in housing campus is based on the date we receive your form.

Students may rank their preferences for housing placement but depending on housing demand, students could potentially be placed in any of the housing options. **Adherence to housing preferences CANNOT be guaranteed.**

*The average age of students living in campus housing is 18-21. We recommend students over the age of 21, or in their third and fourth year of university consider the possibility of off-campus housing. A few websites to consider for off-campus accommodations are:*

- [http://www.american.edu/ocl/housing/academic\\_year\\_housing/Off\\_Campus\\_Housing\\_Listings.htm](http://www.american.edu/ocl/housing/academic_year_housing/Off_Campus_Housing_Listings.htm)
- <http://www.ishdc.org/>
- <http://washingtondc.craigslist.org/>
- <http://www.justlikehome.com/homestays/accommodations.asp>

### What if I do not want on-campus housing?

If you do not want on-campus housing, you still need to sign the Enrollment and Housing Application form and send in your \$500 deposit. The deposit will be credited to your student account for other AU-related expenses.

It is the student's sole responsibility to find and obtain off-campus housing.

### What happens if I do not send the form and if I do not pay the deposit?

You will not be enrolled in the Abroad at AU program if you do not sign the AU Enrollment Agreement and Housing Application. Also, you will not be able to register for classes if you do not pay the \$500 deposit.

How do I pay the deposit?

- By check: please mail your form and a \$500 check to the Abroad at AU office.
- By credit card: please insert your credit card information on the form. Prior to mailing the form, you can e-mail or fax it to the Abroad at AU office.

More information about finances can be found under the “Bill Paying” section of this document.

# APPLYING FOR A VISA

Please start this process as soon as you receive your official acceptance packet in the mail

*Note: Canadian citizens do not need to apply for a visa in their passports. They must pay the mandatory SEVIS fee, but can enter using their DS-2019 and valid passport. You will also need to make sure to complete the I-94 form when you enter the country.*

## Visas

The visa process can vary depending on the Embassy or Consulate you apply through. Visit the website of the Embassy in your home country to determine the exact requirements for applying for your J1 Exchange Student Visa. For a list of US Embassies and Consulates abroad, you can visit: <http://usembassy.state.gov/>

## Steps to obtain your visa:

- Receive your official acceptance packet, with DS-2019 and admissions letter  
Your DS-2019 looks like the image below. **This document is very important.** You will need it for your interview, when you enter the country and your immigration check-in when you arrive on campus.
- Pay your mandatory SEVIS fee before you make an interview appointment at the Embassy or Consulate. Directions are provided in your acceptance packet. You can apply online at: <https://www.fmjfee.com/i901fee/>
- Make visa interview appointment with a U.S. Embassy/Consulate
- Complete all application materials required by the U.S. Embassy/Consulate nearest you.
- Make sure your financial documents are up-to-date and less than 3 months old.

The image shows a sample DS-2019 form. Key sections include:

- Section 1:** Personal Information (Name, Date of Birth, Sex, etc.)
- Section 2:** Program Information (Sponsor, Program Name, Dates, etc.)
- Section 3:** Financial Information (Sponsor's Name, Address, etc.)
- Section 4:** Additional Information (Remarks, etc.)
- Section 5:** Signature and Date (Sponsor's Signature, Date)

# THE PORTAL

You can start creating your AU portal after we have received your \$500 deposit

## What is the portal

The portal is a very helpful tool that you must because it will allow you to: waive or view your Health Insurance, view your Student Account information, view your class schedule, and much more.

The screenshot shows the American University Virtual Campus portal. At the top, there is a navigation bar with links for FRONT DESK, LEARNING RESOURCES, SYSTEM STATUS, and AU E-MAIL. The main header features the AU logo and the text "my.american.edu". Below the header, there is a "WELCOME" section with a user profile picture and the date "Today is Wednesday, Feb 4.". To the right of the welcome section is a "Virtual Student Employment" banner with a red arrow pointing to the "5" in the number "5" in the banner text. Below the banner is a "student employment center" box with a red arrow pointing to the "4" in the number "4" in the banner text. To the right of the banner is a "Latest Today@AU News & Notes" section with a red arrow pointing to the "3" in the number "3" in the banner text. Below the news section is a "View ALL Today@AU Listings" link with a red arrow pointing to the "2" in the number "2" in the banner text. On the right side of the page, there is a vertical menu with various links, including "ACADEMICS", "COURSE REGISTRATION", "COMMUNICATIONS", "FINANCES", "TECHNOLOGY", "ACTIVITIES & EVENTS", "HEALTH & WELL-BEING", "LIFE @ AU", "EMPLOYMENT", "OFFICE ASSISTANT", "BLACKBOARD", "LANGUAGE PLACEMENT", "HELP DESK", "SET MY PREFERENCES", "AU RADIO STATIONS", "LIVE WEBCAMS", "DC WEATHER", "FEEDBACK", "EMERGENCY PREPAREDNESS", "CRIME ALERTS", "LOG OUT", and "HOME". At the bottom of the page, there is a "SEARCH THE PORTAL" section with a search box and a "Search" button. Below the search section are several categories of links: "SCHOOLS, COLLEGES, & OFFICES", "LEARN @ AU", "WORK @ AU", "LIVE @ AU", and "GOODIES". At the bottom left, there is a copyright notice and a "For Best Viewing" section. At the bottom right, there is a "Common Questions" section with a red arrow pointing to the "1" in the number "1" in the banner text, and a "CREATE A NEW ACCOUNT" link.

AMERICAN UNIVERSITY'S VIRTUAL CAMPUS FRONT DESK LEARNING RESOURCES SYSTEM STATUS AU E-MAIL

my.american.edu

WELCOME

Today is Wednesday, Feb 4.

MY SPACE

Welcome,

Your password will expire in 19 days.

[AU Holiday Schedule](#)  
[Access My Network Drives](#)  
[Advising Wizard](#)  
[HR/Payroll Connection](#)  
[Jacobs Fitness Center](#)  
[My Grades](#)  
[My Schedule](#)  
[Student Snapshot](#)  
[Allow Others to Access My Data](#)

**Virtual Student Employment** 5  
The one site with all the information you'll need to find a job while studying at AU!  
4  
Find a Federal Work Study job now or search current internship or job listings. Return to this site for employment information throughout your academic career.  
3  
find out more...  
2  
\*\* NEW: Learn More About The [AU Campus Connect Program](#). \*\*

Latest Today@AU News & Notes

- \* Transfer Preview Day Is February 6
- \* Attention Student, Faculty, and Staff Employees: Claiming Exempt Tax Status for 2009
- \* American University Gospel Choir
- \* DVD Workshop Cancelled
- \* Bon Appetit Special
- \* University Club Menus
- \* KSB-AU Abroad Information Sessions
- \* Kogod Is Going to China

MORE ANNOUNCEMENTS AND EVENTS . . .

[View ALL Today@AU Listings](#) (Opens New Window) Today is Wednesday, February 4, 2009

SEARCH THE PORTAL SEARCH FOR:  Search

SCHOOLS, COLLEGES, & OFFICES [CAS](#) - [KSB](#) - [SOC](#) - [SIS](#) - [SPA](#) - [WCL](#) - [Key to AU Abbreviations](#)- [Offices & Depts.](#)

LEARN @ AU [Library Homepage](#) - [Admissions](#) - [Blackboard](#)  
Schedule of Classes: [General](#) , [Law](#)

WORK @ AU [Employment Opportunities](#) - [Benefits](#) - [Staff Council](#) - [Training](#) - [Staff Directory](#)

LIVE @ AU [On-Campus Housing](#) - [Off-Campus Housing](#)  
[Housing & Dining Programs](#) - [Meal Plans](#)  
[EagleBuck\\$](#) - [On-Campus Shops & Services](#) - [Mail Services](#)

GOODIES [AU Screen Saver](#) - [AU Desktop Themes](#) - [AU e-Postcards](#) - [AU Winamp Skin](#)

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[Read Our Privacy Policy](#)

For Best Viewing: 1024 x 768 pixels on [Firefox 1.0+](#) or [Microsoft Internet Explorer 6.0+](#).  
Created and Maintained by [e-operations](#).  
Contact us at [portal@american.edu](mailto:portal@american.edu).

Common Questions:  
[What is my.american.edu?](#)  
[What are my EagleNet Username and Password?](#)  
[I've forgotten my password!](#)  
[Does my browser crash after login?](#)

1  
[CREATE A NEW ACCOUNT](#)

ACADEMICS  
COURSE REGISTRATION  
COMMUNICATIONS  
FINANCES  
TECHNOLOGY  
ACTIVITIES & EVENTS  
HEALTH & WELL-BEING  
LIFE @ AU  
EMPLOYMENT  
OFFICE ASSISTANT  
BLACKBOARD  
LANGUAGE PLACEMENT  
HELP DESK  
SET MY PREFERENCES  
AU RADIO STATIONS  
LIVE WEBCAMS  
DC WEATHER  
FEEDBACK  
EMERGENCY PREPAREDNESS  
CRIME ALERTS  
LOG OUT  
HOME

## How to create your portal

As a new student, you have access to many AU online resources through your secure personal Admitted Student Web portal: <https://my.american.edu/>. The first time you log into the portal, you will be able to run through a tutorial explaining its features and how to use them.

### **Even if you created a Prospective Student Portal, you will need to activate your Admitted Student Portal:**

- Open a Web browser and go to <https://my.american.edu/>.
- At the bottom of the page select “Create a New Account.” See arrow 1 in the picture on the previous page.
- Then select the “I Am A Student” link
- Enter the required personal information, including your seven-digit AU ID that can be found under your name on your admissions letter.
- Enter a password.
- The system will take a moment to create your accounts. Then proceed through the tutorial. Write down your Username and Password and keep them handy.
- Log back into <https://my.american.edu/> using your new Username (your AU email address before the @) and Password.

## Important links on the portal

Take time to search through the portal and become comfortable with it. Almost all information about AU and your student account are accessible through this website.

Some of the most important links are:

### LIFE @ AU (Arrow 2)

- University housing assignment: to view the room and dorm you have been assigned to

### HEALTH & WELL-BEING (Arrow 3)

- Health insurance: waive your health insurance

### FINANCES (Arrow 4)

- Student snapshot: current charges / current balance to be paid to American University

### ACADEMICS (Arrow 5)

- My schedule: you can view your course schedule after you have been registered for classes
- Request change of address: ensure your home address is correct to receive your student bill
- Request proof of enrollment: if you need proof that you are enrolled at AU

## HOUSING

You can move into your assigned housing starting on August 15, 2008

### For students who choose on-campus housing

When do the dorms open?

**Dorms open to students on August 15, 2009 at 9:00am.** Once dorms open they are accessible 24 hours a day. When you arrive on campus go directly to your dorm to check-in and settle into your room. The front desk for each residence hall is staffed at all times if you have any questions or concerns when checking into your room.

What happens if I arrive earlier?

**If you arrive earlier than August 15, 2009**, please contact the Housing and Dining Department about the possibility for temporary housing arrangements. You can also check the Washington DC Youth Hostel list at: <http://www.hostelsweb.com/cities/washingtondc.html>. Also, you can find hotels in the Washington, DC area at: <http://unitedstates.biz/dc/washington/>.

Please note that you will need your own bedding (sheets, blankets, pillows and pillow cases).

How do I know my housing assignment?

You can view your housing assignment under <http://my.american.edu>, under the Life @ AU section. Housing assignments will not be available before August 1, 2009.

When will I need to leave my room?

Students are required to leave the residence halls within 24 hours of their last exam. The schedule of classes and exams can be found on the Registrar's website: <http://www.american.edu/american/registrar>. Keep in mind that most faculty members will not make special final exam arrangements to accommodate students' early departure dates, so plan accordingly.

#### **Housing and Dining Programs Contact Information**

Anderson Hall First Floor

4400 Massachusetts Ave., NW

Washington, D.C. 20016-8142

Tel: (202)885-3370 / Fax (202)885-1154

General e-mail: [housinganddiningprograms@american.edu](mailto:housinganddiningprograms@american.edu)

To see detailed information about housing you can go to:

<http://www.american.edu/ocl/housing/index1.html>

## ON-CAMPUS HOUSING

The housing form must be sent to Abroad at AU by May 1, 2009

Housing cancellations are subject to additional fees, so please make your selection carefully!

Students are assigned to housing based on availability. Students may rank their preferences for housing options **but adherence to preferences cannot be guaranteed.**

Depending on the housing demand students could potentially be placed in any of the housing options listed below:

- 1) Main campus dorm room. Most students live in double rooms with one roommate. However, during periods of a high demand for space, it may be necessary to create additional housing by converting some double rooms into triple rooms. In this case, students receive the discounted triple rate for the room. Single rooms are not available to new incoming students.
- 2) Tenley Campus room. It is less than two kilometers, about three long city blocks, from the main campus and a 15 minute walk. Two blocks in the opposite direction is the Tenley Metro stop on the subway red line. The university shuttle runs every 15-20 minutes, 7:00 a.m.-midnight, between the main campus, Tenley campus, and the metro. Most students live in triple rooms with two roommates.
- 3) University managed housing room. At times the University may offer housing that is physically off-campus but managed by the Housing and Dining office. If this option is utilized students pay American University for their housing and adhere to all the same rules as campus housing.

All campus housing is non-smoking and the majority of the floors are coed. Females who want to live on an all-female floor must explicitly note this on their Enrollment and Housing application.

Submitting the Enrollment and Housing application, and deposit, signifies you have read and agree to adhere by the terms in the Housing License Agreement

<http://abroadatau.american.edu/pdfs/Housing%20License%20Agreement%202009.pdf>.

**Please Note: Alcohol is not permitted on campus or in any of the residence halls.**

What does a residence hall room look like?

- Size: approximately 12 inches x 15 inches (3.6 meters x 4.5 meters)
- You'll share the room with at least one other person
- All rooms come equipped with built-in closets, storage cabinets and dressers, and include a bed, desk with chair and bookcase for each person living in the room.
- Triple rooms are sometimes furnished differently.
- Window coverings and carpet are provided, along with cable and EagleNet hookups.
- It is standard to have common bathrooms on each floor.
- Students can choose to purchase lofts (as long as they are free-standing) or most can bunk their beds, creating more space.
- Many students buy or rent refrigerators for the year.

- Refrigerators over 5.0 cubic feet are prohibited, as are microwave ovens and all other cooking appliances. Each floor has a fully equipped kitchen for residents who wish to cook. While you are welcome to personalize your room, please use only masking tape to hang posters.

Common items students have in their room

- Standard Twin Sheets and Pillow Case(s)
- Pillow(s)
- Blanket(s)
- Towels
- Alarm Clock
- Desk Lamp (non-halogen)
- Posters (to decorate)
- Stereo (with earphones for quiet hours)
- Computer with wireless capability
- Hangers
- Laundry Bag/Basket
- Iron (May only be used in floor laundry room not in student rooms.)
- Trash Can
- Dishes & Glasses
- NOTE: Candles and Incense, used or unused, are not permitted in the residence halls.

The above list offers suggested items. Remember, you will need far less than you imagine. Items can be purchased after you arrive. Make this your motto: “When in doubt, leave it out.”

**2008-2009 ON-CAMPUS HOUSING PRICES\*\* subject to change for 2009-2010**

<u>Residence</u>	<u>Cost per Semester</u>
Main Campus	
Double	\$4,129
Tenleytown Campus	
Triple	\$3,017
University Managed Housing	
Double	\$4,129

What happens if I cancel my on campus housing?

Housing cancellations must be sent in writing to the Housing and Dining office.

Students who apply for on-campus housing and then cancel for any reason will be charged a non-refundable, non-transferable \$500 housing pre-payment. Additionally, once an application is submitted, the deadline to withdraw without a substantial late termination charge is May 1, 2008. Applications submitted after May 1st are immediately subject to the termination charges outlined in the housing agreement, which can be found at:

<http://abroadatau.american.edu/pdfs/Housing%20License%20Agreement%202009.pdf>.

## OFF-CAMPUS HOUSING

The average age of students living in campus housing are 18-21. **Students over the age of 21**, or in their third and fourth year of university **should consider the possibility of off-campus housing**. A few websites to consider for off-campus accommodations are:

- [http://www.american.edu/ocl/housing/academic\\_year\\_housing/Off\\_Campus\\_Housing\\_Listings.htm](http://www.american.edu/ocl/housing/academic_year_housing/Off_Campus_Housing_Listings.htm)
- <http://www.ishdc.org/>
- <http://washingtondc.craigslist.org/>
- <http://www.justlikehome.com/homestays/accommodations.asp>

Students who would like to live off-campus might want to find an apartment with other students. If you wish to connect with other Abroad at AU students to find off-campus housing this can be done through the [American University - Abroad at AU](#) fan page on Facebook.com.

## MEAL PLANS

Deadline to choose a meal plan: August 28, 2009

### What kind of food can I eat on campus?

*Bon Appétit* provides a variety of dining and food options on campus. This includes the main dining facility, the Terrace Dining Room (known as TDR), the Marketplace (featuring Einstein Bagels, Block Express, Field of Greens and Panini Express), the Tavern (featuring American Pi, Pura Vida and Chick-Fil-A), the Eagles Nest (featuring Subway), and the Mega Bytes Café (featuring Starbucks and Indian food).

### What are the available meal plans?

You will have the option to choose one of the 5 types of meal plans offered by the university. Cooking may prove difficult at times, depending on your housing arrangements, so you may want a meal plan. **However, if you do not use all of your meals you will not be refunded.** The Meal Plans (which are offered through the main dining facility – the Terrace Dining Room) start **after** the welcome week and students choose a meal plan after their arrival at American University. **Students have until August 28, 2009 to choose or drop a meal plan. After that date, students are automatically billed for the 150 Block plan unless they have already made another choice.**

### **2008-2009 MEAL PLANS PRICES\*\* subject to change for 2009-2010**

<u>Meal Plan</u>	<u>Description</u>	<u>Cost per Semester</u>
Super Plan	Unlimited access to Terrace Dining Room or the Tenley Cafe	\$2,300.00
200 Block Plus Plan (with \$300 Eagle Buck\$)	This plan will allow access to 200 meals per semester, approximately 12 meals per week, in the Terrace Dining Room (TDR) or the Tenley Café, plus \$300.00 per semester in EagleBuck\$ which can be spent at participating establishments on and off campus.	\$2,270.00
150 Block Plus Plan (with \$300 Eagle Buck\$)	This plan will allow access to 150 meals per semester, approximately 9 meals per week, in the Terrace Dining Room (TDR) or the Tenley Café, plus \$300.00 per semester in EagleBuck\$ which can be spent at participating establishments on and off campus.	\$2,080.00
100 Block Plus Plan (with \$300 Eagle Buck\$)	This plan will allow access to 100 meals per semester, approximately 6 meals per week, in the Terrace Dining Room (TDR) or the Tenley Café, plus \$300.00 per semester in EagleBuck\$ which can be spent at participating establishments on and off campus.	\$1,550.00
75 Block Plus Plan (with \$300 Eagle Buck\$)	This plan will allow access to 75 meals per semester in the Terrace Dining Room (TDR) or the Tenley Café, plus \$300.00 per semester in EagleBuck\$ which can be spent at participating establishments on and off campus.	\$1,310.00

### What if I do not want a meal plan or if I want to make changes to my meal plan?

All meal plan changes must be made during the first 10 days of class. If you do not want a meal plan, you can waive it by going to the Housing and Dining Office and filling in the Meal Plan Adjustment Form. The same form can be used for students who want to switch between meal plans.

## **MANDATORY HEALTH INSURANCE**

Deadline to waive your health insurance: August 28, 2009

### Do I need health insurance?

All students at American University, without exception, are required to carry health insurance coverage (either purchased in the students' home country or purchased from AU).

### How do I get AU health insurance?

**You will automatically be signed up for AU Health Insurance as soon as you are admitted to AU.** AU Health insurance costs is valid for one academic year.

### What if I purchase international health insurance in my home country?

You can decide to purchase international health insurance in your home country but in this case you will have to waive your American University Health Insurance. To waive the AU Health Insurance, you must have coverage equal to or greater than the AU policy. Your insurance must meet these minimum requirements:

- The J-1 student is required to maintain health insurance for the entire period of stay.
- The minimum requirement for health insurance coverage must provide at least \$50,000 per accident or illness.
- Insurance for medical evacuation is required with a \$10,000 minimum. This is used in the unlikely event that there is a need for the J-1 visa holder to return to the home country for the medical treatment.
- Insurance coverage for repatriation of remains is required with a \$7,500 minimum. This is used in the event that the J-1 visa holder should die in the U.S. and his/her remains need to be returned the home country.
- The maximum deductible on the health insurance may not exceed \$500 per accident or illness.

To waive your American University Health Insurance:

- Log on to <https://my.american.edu/>
- Go to the Health & Well-Being link on the right-hand side of the page
- Go to Student Health Insurance Plan
- Click on Waive Insurance. Here, you will have to insert the information of your current Health Insurance Plan, which you will use while in the United States.

**You will be charged for health insurance unless you submit this waiver. The deadline to submit the waiver is: August 28, 2009. If you have not purchased health insurance in your home country, you will then have to keep the AU Health Insurance plan.**

## **MANDATORY IMMUNIZATIONS**

Deadline to submit your immunization form: August 28, 2009

**All students under 26 studying at American University need to provide proof of the following vaccinations by August 28, 2009:**

- Two vaccinations against measles, mumps, and rubella (MMR) given after one year of age and at least 30 days apart
- One tetanus / diphtheria booster within ten years
- The hepatitis B 3-shot series (must be completed within six months of enrollment)

You need to submit a completed immunization form:

<http://www.american.edu/ocl/healthcenter/forms.html>

Your doctor needs to fill in the form with the immunizations that you have taken in your home country, sign and stamp the document to make it official. The original document will be submitted to the Health Center after you arrive on campus.

If you are missing certain immunizations, you will have to get the necessary vaccinations ones once you arrive here at American University through our Student Health Center (at a cost).

### **Health Center Contact Information**

Student Health Center McCabe Hall

4400 Massachusetts Avenue, NW Washington, DC 20016-8041

Phone: (202) 885-8036 Fax: (202) 885-1222

<http://www.american.edu/ocl/healthcenter/index1.html>

## TRAVEL PLANS

Deadline: inform us of your arrival date as soon as you have purchased your plane ticket

### Flight Itinerary

Please contact the Abroad at AU office as soon as possible regarding your arrival date and time.

### Transportation from Airport

**From Reagan National Airport (DCA):** National Airport (<http://www.metwashairports.com/National>) is about 30 minutes from campus by cab, and the cost is about \$40, depending on the number of people in your party. The Super Shuttle can take you from the airport to Main Campus for \$12 one way. For information and reservations visit the web site at <http://www.supershuttle.com/default.aspx?content=WashingtonDC>. You can also take the subway (Metro) from National Airport to Tenley-AU metro station for \$2.20. (See below for directions from the Metro).

**From Dulles Airport (IAD):** Dulles (<http://www.metwashairports.com/dulles>) is about 45 minutes from campus by cab, and the cost is about \$60, depending on the number of people in your party. Washington Flyer Coach Service (<http://www.washfly.com>) will take you non-stop to West Falls Church Station for just \$9 one-way or \$16 round-trip. This is where you can connect to D.C. Metro system and continue to Tenleytown-AU metro stop. Metrobus Route 5A (<http://www.wmata.com/timetables/dc/5a.pdf>) runs from the airport to Rosslyn Metro Station and L'Enfant Plaza Metro station, for \$3 one way (See below for directions from the Metro). The Super Shuttle can take you from the airport to Main Campus for \$27 one way. For information and reservations visit the web site at <http://www.supershuttle.com/default.aspx?content=WashingtonDC>.

**From Baltimore-Washington International Airport (BWI):** BWI (<http://www.bwiairport.com>) is about an hour from campus. The cost of taking a cab to Main Campus can be extremely expensive. The Super Shuttle can take you from the airport to Main Campus for \$35 one way. For information and reservations visit the web site at <http://www.supershuttle.com/default.aspx?content=WashingtonDC>. AMTRAK trains run from BWI to Union Station in Washington for around \$19 one way. See <http://www.amtrak.com/servlet/ContentServer?pagename=Amtrak/HomePage> for information. (See below for directions from Union Station.)

**From any D.C. Metro subway station**, including Union Station (Washington's railroad station): Metro ([www.wmata.com](http://www.wmata.com)) to American University. The Metro hours are: Opens: 5 a.m. weekdays, 7 a.m. weekends; Closes: midnight Sunday–Thursday 3 a.m. Friday–Saturday nights. Depending on what time and from which station you enter the Metro system, your one-way cost will be from \$1.35 to \$4.50. The closest Metro stop to Main Campus is Tenleytown-AU on the Red Line. American University provides free shuttle service for students and visitors between AU Main campus and the Tenleytown Metro station. AU shuttle schedule can be found at: <http://www.american.edu/finance/ts/shuttle.htm>

# COURSE REGISTRATION

Course registration takes place in May

Where can I find the course schedule?

The course schedule can be found at: [http://www.american.edu/american/registrar/schedule\\_menu.cfm](http://www.american.edu/american/registrar/schedule_menu.cfm).

Course descriptions can be found at: <http://www.american.edu/american/registrar/descriptions.cfm>.

How do I register for courses?

Registration will be completed through the Abroad at AU office. You will submit a form listing at least eight courses you are interested in taking for the semester. The Abroad at AU office will process the registration and notify you of your schedule.

**Note: You will not be registered for courses until you have submitted your Enrollment and Housing application with \$500 deposit AND page 22 of this Next Steps document.**

Picking classes

Student should talk with their home school advisors when selecting courses for their semester/year at American University. Home universities have final authority on how courses transfer back for credit.

While the majority of AU classes are open to any student on campus, there are some exceptions. Because of needs for students earning their degrees from American University, the Kogod School of Business and School of Communication have outlined limitations to their courses.

> For a list of communication courses Abroad at AU students **are allowed** to take please visit: <http://abroadatau.american.edu/pdfs/School%20of%20Communications%20recommended%20courses.pdf>

> Abroad at AU students **are not** allowed to take the following business courses:

- Any 500 level accounting course
- MGMT 458: Business Policy and Strategy
- FIN 465: Derivative Securities
- MKTG 412 Advertising & Promotion Campaigns

Course numbers

Abroad at AU is only for undergraduate studies. **Student cannot take graduate level courses.**

Undergraduate courses at American University have course numbers from 100-599.

- 100-200 level courses are typically introductory, first and second year courses
- 300-400 level courses are typically third and fourth year courses
- 500 level courses are advanced undergraduate level courses, usually taken by students in their major area of study during their final year.

Abroad at AU students cannot take graduate level courses, 600 and above.

### Prerequisites

Many courses have prerequisites. This means you must have **completed and have a passing grade for certain courses on your official university transcript BEFORE** you can enroll in the course.

For example:

#### **FIN-365 Business Finance**

**Prerequisite: ACCT-240, ECON-200, STAT-202, and upper-division standing.**

This requires you to have completed **all** three of the courses AND have upper division standing (3rd or 4th year university student).

If you have not completed the prerequisites, you will not be allowed to register for that course.

### Open / Closed / Cancelled Courses

Registration dates are open to students based on the number of credits that they have completed at American University. Incoming Abroad at AU students are in the last group of students to register for the semester, with other new students to campus.

This means courses may be closed by the time Abroad at AU students register for classes in May. Students should list at least eight possible courses they could take on their registration form. A certain amount of flexibility is necessary in class schedules because students can only register for courses that are open.

### The waitlist for closed courses

If a class is listed as “Closed” or Waitlist” this means there are no seats currently available in the course. If you want to take the course you can be added to the waitlist. This is a list of students waiting for an available seat in the course. If someone drops the class, and a seat becomes available, the seat is offered to the first person on the waitlist. So, for example, if you are the 5<sup>th</sup> person on the waitlist five people will need to drop the class before you are offered the seat. **Being on the waitlist for a course DOES NOT guarantee you will be able to take the class.** Your chances of taking the class completely depend on how many people decide to drop the class, and where you are on the waitlist.

If you are on the waitlist for courses you will need to check your AU email account daily. Students offered a spot off waitlists are notified by email in the AU email accounts. You will have 24 hours from the time the email was sent to claim your spot. If you do not claim your spot by the deadline then you lose it and it is offered to the next person on the list.

**The ONLY way to get into a closed or waitlist course is to be offered a spot off the waitlist.**


Here is how you can distinguish which courses are open or closed for registration and which courses are cancelled:

<b>SIS-105 G3:1 World Politics</b>		<a href="#">Course Description</a>	<a href="#">Enrollment</a>
CANCELLED <a href="#">View Books</a>	<b>001H</b> MTH 09:55AM 11:10AM TBA TBA Open only to students in the University Honors Program.	03.00 Schneider,D CANCELLED	
OPEN <a href="#">View Books</a>	<b>002</b> MTH 12:45PM 02:00PM SIS 203 Open only to students in the University Honors Program.	03.00 Rudolph,C 01/12/09 05/06/09	
CLOSED <a href="#">View Books</a>	<b>003H</b> TF 09:55AM 11:10AM HRST 104 Open only to students in the University Honors Program.	03.00 Matthijs,M 01/12/09 05/06/09	
CLOSED <a href="#">View Books</a>	<b>004</b> TF 09:55AM 11:10AM HRST 104 Open only to students in the University Honors Program.	03.00 Tsereteli,M 01/12/09 05/06/09	
OPEN <a href="#">View Books</a>	<b>005</b> TF 09:55AM 11:10AM WARD 103 Open only to students in the University Honors Program.	03.00 Bong,Y 01/12/09 05/06/09	
OPEN <a href="#">View Books</a>	<b>006</b> TF 08:30AM 09:45AM SIS 17 Open only to students in the University Honors Program.	03.00 Matthijs,M 01/12/09 05/06/09	
OPEN <a href="#">View Books</a>	<b>007</b> TF 12:45PM 02:00PM SIS 15 Open only to students in the University Honors Program.	03.00 Tsereteli,M 01/12/09 05/06/09	
CANCELLED <a href="#">View Books</a>	<b>008</b> TF 09:45AM TBA TBA Open only to students in the University Honors Program.	03.00 Slater,R CANCELLED	
CANCELLED <a href="#">View Books</a>	<b>009</b> TF 09:55AM 11:10AM TBA TBA Open only to students in the University Honors Program.	03.00 CANCELLED	
OPEN <a href="#">View Books</a>	<b>011</b> MTH 09:55AM 11:10AM WARD 302 Open only to students in the University Honors Program.	03.00 Martin-Mccormick,D 01/12/09 05/06/09	
CLOSED <a href="#">View Books</a>	<b>012</b> MTH 03:35PM 04:50PM KATZ 201 Open only to students in the University Honors Program.	03.00 Andersen,M 01/12/09 05/06/09	
CANCELLED <a href="#">View Books</a>	<b>014</b> MTH 09:55AM 11:10AM TBA TBA Open only to students in the University Honors Program.	03.00 CANCELLED	
OPEN <a href="#">View Books</a>	<b>015</b> MTH 09:55AM 11:10AM MCK 101 Open only to students in the University Honors Program.	03.00 Schneider,D 01/12/09 05/06/09	

The schedule above shows 15 sections of the SIS 105 World Politics course.

- ARROW 1: Section 004 is closed. This means there are no available spots in the course. You CANNOT register for a closed course like this. If a section is “Closed” or “Waitlist” you can only be added to the waitlist.
- ARROW 2: Section 008 is cancelled. The class will not be offered. You CANNOT register for a cancelled course like this.
- ARROW 3: Section 011 is open. You can register for an open course like this.

## Other tips to reading course schedules

<b>SIS-210 G3:2</b>	<b>Human Geography</b>	<a href="#">Course Description</a>	<a href="#">Enrollment</a>
	Prerequisite for General Education credit: ANTH-110 or LIT-150 or RELG-185 or SIS-140 or SOCY-110.		
OPEN	<b>001</b>	03.00	Kumarakulasingam,N
<a href="#">View Books</a>	MTH 11:20AM 12:35PM WARD 303	01/12/09 05/06/09	
	<b>001H</b>	03.00	Kumarakulasingam,N
<a href="#">View Books</a>	MTH 08:30AM 09:45AM SIS 14	01/12/09 05/06/09	
	Open only to students in the University Honors Program.		
<b>SIS-215 G3:2</b>	<b>Interdep World</b>	<a href="#">Course Description</a>	<a href="#">Enrollment</a>
	Prerequisite for General Education credit: ECON-110G or GOVT-130G or HIST-120G or SIS-105G or SIS-110G.		
OPEN	<b>001H</b>	03.00	Jochum,J
<a href="#">View Books</a>	MTH 09:55AM 11:10AM SIS 14	01/12/09 05/06/09	
	Open only to students in the University Honors Program.		
OPEN	<b>002</b>	03.00	Kumarakulasingam,N
<a href="#">View Books</a>	TF 09:55AM 11:10AM HRST 1	01/12/09 05/06/09	
<b>SIS-245 G3:2</b>	<b>The World of Islam</b>	<a href="#">Course Description</a>	<a href="#">Enrollment</a>
	Prerequisite for General Education credit: ANTH-110 or LIT-150 or RELG-185 or SIS-140 or SOCY-110.		
OPEN	<b>001H</b>	03.00	Demiralp,S
<a href="#">View Books</a>	TH 02:10PM 04:50PM HRST 10	01/12/09 05/06/09	
	The course meets in the third floor Anderson Honors Lounge.		

- ARROW 1: Courses that have an H after them are only open to students in the Honors Program. These sections are not available for Abroad at AU students. If you want to take a course, you must select a section without the H. For example, SIS 210 001.
- ARROW 2: Courses that have a G after them have prerequisites listed for General Education credit. These are specific credits students must fulfill for graduation from AU. Abroad at AU students do not need the prerequisites to register for the course. For example: SIS 215 G3:2. Abroad at AU students would register for SIS 215.
- ARROW 3: Each course will show you the days and time of the course, as long as how many credits is it worth.

Class days are: M = Monday ; T = Tuesday ; W = Wednesday ; TH = Thursday ; F = Friday

The example above meets on Tuesday and Fridays from 9:55 am to 11:10 am. Students must attend class at this time on BOTH days. The class is worth 3 credits.

### How many classes can I take?

All students **must take 12 credits** (a full time course load) to maintain valid status in the United States.

At American University you must attend all classes you are registered for, and cannot attend classes you aren't registered for.

Abroad at AU students **cannot take internships for credit**. All 12 credits must be academic classes.

Changing your schedule after you have been registered for classes

Even if you are not able to get into your top choice courses you will still need to register for a full course load (12 credits).

The only changes to your registration BEFORE you arrive to AU will be waitlisted courses. If you are offered a spot off the waitlist you must contact the Abroad at AU office to confirm you want to take the spot and which class you want to replace it for.

After you arrive to AU, during the first week of classes is Add / Drop. During this time the Abroad at AU office can make changes to your schedule; however, you should know that classes begin on August 24. Any changes made to your schedule after classes begin will require you to make up any missed work due to joining the class late.

**NOTE: No changes will be made to your schedule after the add/drop period has ended. Any concerns about your schedule must be addressed with Alison and Sarah during the first week of classes.**

# BILL PAYING

## Bill payment details

In order for you to plan your budget accordingly, we will send you a separate list of possible expenses that you will incur while studying at American University. **These expenses are your responsibility so please review them carefully.** Also, they are closely linked to the previous information included in this document. **Please pay attention to the deadlines on your bill and all other deadlines mentioned earlier because missing a deadline may cause additional expenses.** Your bill will be prepared through the Office of Student Accounts.

## How can I see my bill?

You can check your bill online by going to: <http://my.american.edu>. Your bill can be viewed under the “Student Snapshot” link, which can be found under: “Academics” or “Finances”.

## When do I need to pay my bill?

The deadlines will be listed on your bill. Once you arrive at AU you can also arrange with the Student Accounts office to make a payment plan. **You may receive a bill in the mail before your arrival to AU. If you find anything wrong with that bill, contact the Abroad at AU office!**

## Can I pay my bill by credit card?

No, the only thing that can be paid by credit card is your program deposit. All other bill payments must be cash, wire transfer or check.

## Wire transfers

American University accepts wire transfers for student payments. Your wire transfer must be sent to and addressed as follows:

BENEFICIARY	American University-SA
BENEFICIARY ADDRESS	4400 Massachusetts Ave., NW Washington, DC 20016-8033, USA
RECEIVING BANK	Chevy Chase Bank
RECEIVING BANK ADDRESS	7501 Wisconsin Avenue Bethesda, MD 20814, USA
ABA ROUTING NUMBER	255071981
BANK ACCOUNT NUMBER	500-430798-9
OBI FIELD	Student Name and ID Number (MANDATORY!)

Chevy Chase Bank phone numbers are: +01-240-497-7199 and +01-240-497-7191.

## Check payments

Mail Check payments to the address below. Make sure to include your name and student id number on check:

### **Office of Student Accounts**

Asbury 300  
4400 Massachusetts Ave. NW  
Washington DC, 20016-8073, USA  
**Phone:** (202)885-3541 / **Fax:** (202)885-1139  
**E-mail:** [studentaccounts@american.edu](mailto:studentaccounts@american.edu)  
[http://www.american.edu/finance/student\\_accounts/](http://www.american.edu/finance/student_accounts/)

## **STUDENT ORIENTATION**

Students must arrive on campus by August 16, 2009

Student orientation will take place during the welcome week (August 16 – August 21). Abroad at AU will send you further details regarding orientation.

**Orientation is mandatory for all international students**, as it is comprised of sessions that will provide you with useful information regarding your integration into the student life at American University. Additional details regarding orientation will be sent closer to that date.

**Please plan to arrive in the US by August 16, 2009.**

# **ABROAD AT AU POLICIES – READ, SIGN AND RETURN**

Return to Abroad at AU by May 1, 2009

Please return this document to Abroad at AU office with your Enrollment and Housing form.

**You will not be registered for classes until this form has been completed.**

## **Signature**

I acknowledge that I have read and understood the information contained in the  
*Abroad at AU Next Steps Document*

Student Name \_\_\_\_\_

Home University Name \_\_\_\_\_

Semester \_\_\_\_\_ Year \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **ABROAD AT AU CONTACT INFORMATION**

American University's Main Campus is located in northwest Washington, D.C., at the intersection of Nebraska and Massachusetts Avenues, on 4400 Massachusetts Avenue. The Abroad at AU office is in the Rockwood Building on Main Campus. Office hours are Monday through Friday, 9:00am to 5:00pm, year-round.

American University  
Abroad at AU – Rockwood Building  
4400 Massachusetts Ave.  
Washington, DC 20016-8039

Mr. Mark Hayes  
Associate Director  
E-mail: [hayes@american.edu](mailto:hayes@american.edu)

Mrs. Alison Nagy  
Incoming Student Advisor  
(Asia, Europe, Oceania)  
E-mail: [nagy@american.edu](mailto:nagy@american.edu)  
Phone: 01-202-885-1329

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