Washington Mentorship Program

SCHOOL of PROFESSIONAL & EXTENDED STUDIES
AMERICAN UNIVERSITY • WASHINGTON, DC

Summer Checklist

- ☐ Complete your **Pre-Registration forms** by following the link below. **Due by May 15.**
  → www.myau.american.edu/schools/spexs/WMP/SitePages/WMPAUForms.aspx

- ☐ Complete the **Math Placement Test** by following the link and reading the instructions. **Due by May 15.**
  → www.american.edu/cas/mathstat/placement/index.cfm

- ☐ Submit your **housing preferences** (roommate, accessibility, etc.) by following the link below. **Due by May 15.**
  → www.starrez.american.edu/starrezportal

- ☐ Complete your **Pre-Registration Planner** (available through your myAU Portal)**.** The Planner is available **May 19 and due by May 30.**

- ☐ Submit your **resume** for approval. **Due by July 15.**
  → Students should check their e-mail for detailed instructions on submitting their resume.
  → After your resume is approved, you may start applying for internships.

- ☐ Read the **Internship Guide** and start applying for internships.
  → The Internship guide is available here: www.american.edu/spexs/mentorship/Mentorship-Materials.cfm

- ☐ Get your **required immunizations** and mail your documentation to the Student Health Center. **Due by July 30.**
  → Information and instructions are available here: www.american.edu/ocl/healthcenter/Immunization-FAQs.cfm
  → The form is available here:
  www.american.edu/ocl/healthcenter/loader.cfm?csModule=security/getfile&pageid=39852

- ☐ If you already have health insurance, **waive the student health insurance by July 30**. If you do not waive the insurance, a student health insurance premium of $1,815 will be automatically added to your bill.
  → www.american.edu/ocl/healthcenter/Health-Insurance-Waiver-Information.cfm

- ☐ Pay your **semester bill (available mid-July, due August 1)** using Eagle Finance.
  → For payment instructions please refer to: www.american.edu/finance/studentaccounts/Payment-Information.cfm

- ☐ Submit your **photo** for your AU ID card. **Due by August 1.**
  → See www.american.edu/ocl/housing/auidphotosubmission.cfm for instructions.

- ☐ Complete **AlcoholEdu Part I** through your myAU portal (available July 16). **Due by August 22.**

- ☐ Read AU's community text, **"The Influencing Machine"** by Brook Gladstone. **Due by August 22.**
  → See www.american.edu/cas/literature/cwp/witness.cfm for more information.

- ☐ Check your **course schedule** in your myAU Portal, under "Academics" then "My Class Schedule" **by August 22**.
  → Look up your required books using the schedule of classes (and clicking on "view books"):
  www.american.edu/provost/registrar/schedule/index.cfm
  → IMPORTANT: Make sure you select the right course number AND section.

- ☐ Check your e-mail frequently and get excited to join us in August! WMP Student & Parent Orientation begins **August 18** (August 16 for International Students).