

November 11, 2008

Dear New Student,

On behalf of New Student Programs and International Student and Scholar Services, welcome to American University! One of the best ways to prepare for your time at AU is to participate in **January Orientation and Winter Welcome Activities**. Orientation for international students will begin on January 7th and continue through January 9th 2009. Enclosed you will find a tentative orientation schedule. Updates will be made regularly to our website when more information becomes available at www.american.edu/ocl/iss/orientation_home.htm.

Attending January Orientation is the perfect way for transfer students, first-year students, and new international students to get acclimated to the AU community. During the orientation program, you'll have a chance to:

- Meet other new students
- Learn about your immigration rights and responsibilities
- Confirm your class schedule
- Learn about campus services and resources
- Get your AU photo ID
- Set up your bank account
- Purchase your books

Please keep the following important information in mind as you prepare for your arrival at AU.

ENGLISH ASSESSMENT TEST: January 6

All non-native speakers of English are strongly encouraged to take the university's English assessment test, which allows the University to better support you in your studies. This assessment will be offered before orientation on the morning of Tuesday, January 6. For more information about the English assessment test, e-mail mroehm@american.edu.

INTERNATIONAL STUDENT ORIENTATION: January 7

International Student and Scholar Services will present **required** immigration and culture orientation sessions for international students from 8:00 a.m. through 5:30 p.m. on Wednesday January 7. International students will then join the January Orientation sessions for all students beginning at 12:30 p.m. on Thursday, January 8.

Please contact International Student and Scholar Services with any questions regarding your immigration documents: iss@american.edu or 202-885-3350, or on-line at www.american.edu/iss.

CLASS REGISTRATION

Your school or college will send you information about class registration. The Freshman Guide to Academic Programs and Registration is also available on-line on the Registrar's website at: <http://www.american.edu/american/registrar/freshman/>, and due to the frequent delays in international mail, we recommend that you take some time to look over this material on-line so your class registration will not be delayed. Please review this information, contact your academic advisor with any questions, and return your requested classes and any other documents to your advisor in December. During orientation, you will meet your academic advisor to modify your class schedule if needed based upon the results of the Math and Foreign Language Placement Exams, and you will receive a final copy of your schedule.

MATH PLACEMENT EXAM*

All new students are required to take a math placement exam during orientation regardless of AP course completion or choice of major. The results determine your course placement in mathematics. There is no need to register separately for the exam; it will be one of your orientation sessions on January 8. The exam consists of basic math and algebra problems, which we encourage you to review. You will not be permitted to use a calculator during the exam.

LANGUAGE PLACEMENT EXAM*

Students who plan to take a foreign language during the Spring semester are encouraged to take the *foreign language placement exam* on-line using their my.american.edu web portal. The link for the exam is located on the right hand side of the screen in the grey shaded area. After completing the exam, please remember to report your score to your advisor to be placed in the correct class section.

*Students who need disability-related accommodations for placement exams during orientation should contact one of the following offices in advance to provide documentation of their disability and request accommodations.

Guidelines for documentation are posted on the appropriate website.

- The Academic Support Center at 202-885-3360 or asc@american.edu for students with learning disabilities or Attention Deficit Disorder. www.american.edu/asc
- Disability Support Services at 202-885-3315 or dss@american.edu for students with physical or psychological disabilities or other access-related concerns www.american.edu/disabilitysupport

ORIENTATION REGISTRATION & FEES

The fee to attend January Orientation is **\$55.00 per participant** (students and family members). Students are advised to bring additional spending money for off-campus dining and other activities. The \$55.00 fee covers two lunches, one breakfast, program materials, and program activities.

You will need to register for January Orientation using the my.american.edu web portal beginning **Monday, November 24th**. If you've already activated your <my.american.edu> portal account, simply log in using your user name and password and click on the button marked "Activities and Events" on the right side of the screen. Click on Student Checklists under Personalized Links, choose either the New Student Checklist or the New Transfer Student Checklist, and then follow the screen instructions to secure your space at January Orientation.

If you haven't yet activated your account, you'll need to visit <my.american.edu> and click on "Create New Account" (at the bottom of the page). You'll be prompted to enter your seven-digit AU ID number, which you received with your admittance letter from the Admissions office. Follow the instructions to create your account, then complete the quick tutorial, which will introduce you to the portal. Once you've completed the tutorial, you'll be returned to the <my.american.edu> log-in screen, where you will key in your new user name and password. Then click on the button marked "Activities and Events" on the right side of the screen. Click on Student Checklists under Personalized Links, choose either the New Student Checklist or the New Transfer Student Checklist, and then follow the screen instructions to secure your space at January Orientation.

REFUNDS & CANCELLATIONS

Cancellations and refund requests must be sent by e-mail to orientation@american.edu and must be received by Tuesday, January 6, 2009. No refunds will be honored for cancellations and refund requests received within 48 hours of the program start date.

FAMILY PARTICIPATION in ORIENTATION

Family members of new AU students are welcome to attend the January Orientation. While we do not offer a separate family orientation program, there are specific sessions for family members offered on Thursday, January 8. Families are then welcome to join their students for the remainder of the orientation program. Please review the enclosed tentative schedule for details about these sessions. We have created a limited list of hotels in the D.C. area that is available on our website, www.american.edu/ocl/orientation. Click on "Parents" (on the left side of the screen) and then on "DC Area Hotels".

WINTER WELCOME ACTIVITIES

Beginning Thursday, January 8, AU will offer Winter Welcome activities. In past years, Student Activities has sponsored events such as: Game night in the Game and Recreation Center, evening events in the Residence Halls, shopping trips to a Target store in AU vans, and a trip down to the Washington, DC Mall for ice skating and museum visits. You'll receive a comprehensive schedule for AU's Winter Welcome during orientation and the schedule will be posted on-line at www.american.edu/winterwelcome starting December 1, 2008.

Again, welcome! We're looking forward to meeting you at January Orientation!

Sincerely,
Tiffany Sanchez
New Student Programs

Kristina Thompson
International Student and Scholar Services