Grad Advising News and Announcements

**Important Reminders about New Registration System, Student Planning**

Graduate Advising would like to remind students about two important aspects of AU's new registration system, Student Planning, as outlined in the [SIS STUDENT PLANNING REGISTRATION INSTRUCTIONS](#).

**Confirming Remaining Requirements**

Due to the structure of the curriculum of many graduate degrees in SIS, the degree audit report available in the My Progress tab of Student Planning may not accurately reflect students' fulfilled and remaining requirements. Students are recommended to consult their [program-specific advising worksheet](#) to review their requirements. Students with questions about their remaining requirements should consult their academic advisor.

**Planning vs. Registering**

Student Planning requires two steps: planning courses and registering courses. We recommend that all students consult their spring schedule in the My Class Schedule link on the myAU portal to ensure that they completed all required registration steps and are successfully registered for spring courses.

**Spring 2016 Add/Drop Express Advising and Registration FAQs**

Spring 2016 classes begin **Monday, January 11** and the last day of the add/drop period (the last day to make changes to your schedule for a 100% refund and without a 'W') is **Monday, January 25**. **All internships (academic credit or non-credit) and independent studies (including SRPs and theses) must be registered by Thursday, January 21** (see below for more information).

Advisors will hold **Express Advising Monday, January 4 - Thursday, January 28** to meet with as many students as possible during this busy time, and will not resume appointments until February 1.

**STUDENTS ARE RECOMMENDED TO REVIEW THE SPRING ADD/DROP REGISTRATION FAQs FOR MORE INFORMATION ABOUT SPRING REGISTRATION.** FAQ topics include:

- Add/Drop Registration Deadlines and Information
- Approved Second-Level Methods Courses
- Waitlists
- SRP, Thesis, Independent Study Registration
- MA Professional Experience Requirement
- Internship (Academic Credit or No-Credit)

**Internship and Independent Study (including SRP and thesis) Registration Deadline**

Students registering Internships (for academic credit or non-credit to fulfill the professional experience requirement) or Independent Studies (including SRPs and
theses) for the spring 2016 semester are required to submit their completed registration materials (including any necessary approvals and attachments) to the Graduate Advising office by Thursday, January 21 to allow time for processing before Monday, January 25. Incomplete paperwork will not be processed. For information on registering independent studies (including SRPs and theses) and internships, please review the SPRING ADD/DROP REGISTRATION FAQs or visit the SIS Graduate Advising website.

**Non-credit internships and the SIS Professional Experience Requirement**

Students completing an internship this spring to fulfill the SIS MA Professional Experience requirement must register the internship. Internships can be registered either for non-credit (no tuition charge, only fulfills the Professional Experience requirement) or for academic credit (tuition charges apply, may fulfill the Elective requirement in addition to the Professional Experience requirement). For more information about the SIS Professional Experience requirement visit the SIS Graduate Advising website. For more information on registering internships, please see above or review the SPRING ADD/DROP REGISTRATION FAQs or visit the SIS Graduate Advising website.

**Spring 2016 Skills Institutes**

For an master list of all weekend skills institutes being offered this semester and registration instructions, including how to make registration changes for skills institutes after add/drop, click here.

**DEADLINE SOON Diplomacy and Diversity Fellowship**

The Diplomacy and Diversity Fellowship is a collaborative, transatlantic program on international relations and global diversity. The Fellowship is designed to develop leadership skills and knowledge among graduate students aspiring to careers in foreign policy. Over four weeks, 24 American and European graduate students meet with leaders in government, business and academia. Through this program, Humanity in Action seeks to promote constructive diplomacy in a changing world through innovative and inclusive approaches to national and international issues. The 2016 program will take place in Washington, Berlin and Warsaw from May 29 to June 26, 2016. Humanity in Action will host and organize multiple sessions in Washington that will focus on building skills, networks and knowledge for foreign policy careers. For more information and to apply, please click here. Applications are due January 13, 2016.

**Upcoming Events**

**NEW Job Search Support Group**

**Thursday, January 14, 6–7pm, via Adobe Connect**

You don’t have to navigate job search challenges alone. The SIS Job Search Support Group will meet via Adobe Connect on the second Thursday of each month to discuss resume writing, networking, finding and applying for IR jobs, and more. These meetings will be held online, which means you can join us from anywhere as long as you have a phone and a computer with a webcam. Students must RSVP in AU CareerWeb. Please contact Shaine Melnick, Career Advisor for Online Programs, at
smelnick@american.edu with questions.

**NEW SIS Exploring Identities Series: A Dialogue on Race, Ethnicity and Inclusion in the SIS Community**  
**Tuesday, January 19, 12:00-2:00pm, Abramson Family Founders Room**  
**RSVP to SISinclusion@american.edu by January 18 (lunch will be included)**  
SIS students, faculty, staff and friends of all races and ethnicities are invited to join this dialogue where members of the SIS community will explore experiences of inclusion and exclusion and discover methods to build a more inclusive community. Learn more about SIS’ diversity and inclusion initiatives at [www.american.edu/sis/diversity](http://www.american.edu/sis/diversity).

**NEW Career Center Workshop: Building Resumes and Cover Letters**  
**Wednesday, January 20, 6:30-8:00 pm, Career Center Library**  
Most employers decide whether or not to consider job applicants in 30 seconds or less. Your resume and cover letter content must be clear, concise, and compelling in order to catch their attention. Participate in this workshop to learn how to tailor your resume and cover letter to the specific position for which you are applying and how to best present your most relevant skills, experience, and achievements. Please contact Samantha Mitchell at smitc@american.edu with questions.

**NEW SIS Alumni-Student Networking Reception**  
**Wednesday, January 27, 6:45-8:45pm, SIS Atrium**  
Join the Career Center, Office of Alumni Relations, and School of International Service at this highly anticipated annual event. Students and alumni seeking jobs or internships may easily connect with alumni and employers offering opportunities and advice. Enjoy complimentary hors d’oeuvres and refreshments while mingling with students, alumni, faculty, staff, and employers. Register via [AU CareerWeb](http://www.american.edu/sis/gradadvising/News-and-Announcements.cfm).

This event includes an optional preparatory workshop:  
**SIS Pre-Networking Reception Workshop**  
**Wednesday, January 27, 6-6:45pm, SIS Founders Room**  
Students and alumni attending the SIS Student-Alumni Networking Reception who are interested in refining their networking skills and receiving professional advice on how to effectively interact with alumni and employers are invited to this interactive pre-reception workshop. Register via [AU CareerWeb](http://www.american.edu/sis/gradadvising/News-and-Announcements.cfm).

**FOR SIS EVENTS: [http://www.american.edu/sis/events](http://www.american.edu/sis/events)**

**TO ACCESS SIS GRADUATE ADVISING WEEKLY BULLETINS ON THE WEB:**  
[http://www.american.edu/sis/gradadvising/News-and-Announcements.cfm](http://www.american.edu/sis/gradadvising/News-and-Announcements.cfm)

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**American University**  
**School of International Service**  
**Graduate Advising**  
**Phone - 202-885-1690**  
**Fax - 202-885-1441**  
**sisgradadvising@american.edu**

**To schedule an appointment,** please call the Graduate Advising Office at (202)
885-1690.

**For advising resources, and Express Advising schedules (as applicable),**
please visit the Graduate Advising website at: [www.american.edu/sis/gradadvising](http://www.american.edu/sis/gradadvising).

**For up to date advising information,** please visit our News and Announcements page at: [http://www.american.edu/sis/gradadvising/News-and-Announcements.cfm](http://www.american.edu/sis/gradadvising/News-and-Announcements.cfm).