SPRING 2016 ADD/DROP REGISTRATION FAQs

- Spring Add/Drop
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SPRING ADD/DROP

- The first day of spring classes is **Monday, January 11**.
- The last day to initially register for spring 2016 without a late registration fee is **Friday, January 8**.
- The University will be closed and classes will not meet on Martin Luther King, Jr. Day, **Monday, January 18**.
- The Add/Drop period runs through **Monday, January 25**. During this time, you can make changes to your course schedule, including adding or dropping courses with a 100% refund. The Academic Calendar, including the University’s refund schedule, can be found at: [http://www.american.edu/provost/registrar/academic-calendar.cfm](http://www.american.edu/provost/registrar/academic-calendar.cfm)
- As of spring 2016 registration, students will make all registration changes via Student Planning. **STUDENTS ARE STRONGLY ENCOURAGED TO REFER TO THE SIS STUDENT PLANNING REGISTRATION INSTRUCTIONS** for any questions regarding Student Planning.
- **AFTER JANUARY 25, DROPPING COURSES WILL INCUR A FINANCIAL PENALTY AND A GRADE OF ‘W’**. Skills institutes can be added or dropped up until the day before they meet, but after January 25, skills institute registration changes must be made through the Graduate Advising Office. For more info: [http://www.american.edu/sis/skillsinstitutes/](http://www.american.edu/sis/skillsinstitutes/)
- Graduate students must take all courses counting to fulfill degree requirements for the letter grade option (A-F), unless the course is only offered P/F (e.g. thesis research, no-credit internships and skills institutes).
- Students must be registered at least half-time (5 credits for spring) in order to be eligible for federal Financial Aid. For financial aid questions, please contact AU Central ([aucentral@american.edu](mailto:aucentral@american.edu); 202-885-8000).

EXPRESS ADVISING

- The Graduate Advising office will be holding Express Advising **Monday, January 4 - Thursday, January 28** so that advisors are able to meet with as many students as possible during this busy registration period.
- Unlike Appointments, **EXPRESS ADVISING MEETINGS ARE 15 MINUTES IN LENGTH AND SHOULD BE USED FOR IMMEDIATE QUESTIONS RELATED TO SPRING REGISTRATION**. Express Advising meetings are booked online and in-advance, and can occur in-person or via phone. 30 minute Appointments for long term degree planning will resume Monday, February 1.
- **STUDENTS CAN SCHEDULE AN EXPRESS ADVISING MEETING AT:** [https://sisgraduateadvising-expressadvising.youcanbook.me/](https://sisgraduateadvising-expressadvising.youcanbook.me/) (starting Tuesday, December 22)
- In order to maximize your Express Advising meeting, you should bring an updated copy of your program worksheet and a list of prepared questions. Program worksheets can be downloaded on the Graduate Advising website: [http://www.american.edu/sis/gradadvising/worksheets.cfm](http://www.american.edu/sis/gradadvising/worksheets.cfm)
Please keep in mind that while you are always welcome to email questions to your advisor, there may be a delay in receiving an email response during the registration period due to the high volume. Your advisor will respond to all inquiries as soon as possible in the order received. We thank you in advance for your patience!

APPROVED METHODS COURSES

- Lists of approved methods courses by program are available on the SIS Graduate Advising website: http://www.american.edu/sis/gradadvising/second-methods.cfm

WAITLISTS

- Students may add themselves to the waitlist for any course that is Closed or Waitlisted (with the exception of skills institutes, which do not have waitlists). Closed indicates that a course is full but that there are no students currently on the waitlist.

- Students may only be waitlisted for 3 courses total, and may not be on the waitlist for multiple sections of the same course (does not include Topics course numbers, e.g. SIS-619). Skills institutes are not available to waitlist.

- If you are on the waitlist for one section of a course (e.g. SIS 600) and you register for another section of the same course, you will be automatically removed from the waitlist for the original section.

- The waitlist runs once daily. When a spot in a course becomes available, the first student on the waitlist is emailed (via his/her AU email address) and then has 24 hours to register for the course. If you do not register for the course within the 24 hour window, you are removed from the waitlist. If you still wish to take the course, you may add yourself back onto the waitlist but you will be at the bottom of the list. For this reason, we encourage you to be extremely diligent with regard to monitoring your waitlist position. It is the students' responsibility to track their waitlist status. You can also check your waitlist position through your myAU.american.edu account. Please keep in mind that neither advisors nor faculty can adjust the order of the waitlist.

- If you have technical difficulties with your registration from the waitlist, please contact us or AUCentral (202-885-8000) immediately. Technical difficulties do not include missing your registration window.

- The waitlist will run through the last day of the add/drop period, but not after.

- Students may view their waitlist status via their myAU portal under My Waitlisted Sections. Students can remove themselves from a waitlist via Student Planning.

SRP, THESIS, INDEPENDENT STUDY REGISTRATION

- SRPs, theses and independent studies must be registered via paper forms. Thesis/SRP/independent study registration instructions and forms are available on the Graduate Advising website: http://www.american.edu/sis/gradadvising/independent-study.cfm. Please make sure to include any required attachments with your registration paperwork (for a thesis, submit a full thesis proposal; for an SRP or independent study, submit a one to two page description of the project).

- The last day to register an SRP, thesis or independent study project for the spring 2016 semester is Monday, January 25. Students 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. Incomplete paperwork will not be processed.

MA PROFESSIONAL EXPERIENCE REQUIREMENT

- SIS graduate students are required to demonstrate that they have professional experience relevant to their degree program prior to graduation. Students may fulfill this requirement by either demonstrating that they have prior/current professional experience or previous internship experience, or by completing an internship during their MA program. For more information: http://www.american.edu/sis/gradadvising/professional.cfm

- STUDENTS FULFILLING THE PROFESSIONAL EXPERIENCE REQUIREMENT BASED ON AN INTERNSHIP COMPLETED DURING THEIR MA PROGRAM MUST REGISTER THE INTERNSHIP FOR EITHER ACADEMIC CREDIT OR NO-CREDIT FOR THE SEMESTER IN WHICH THE INTERNSHIP IS COMPLETED.

- Students have the option to register internships completed during their MA program either for academic credit (regular tuition applies) or for no-credit (no tuition cost). In order to register an internship for academic credit or no-credit, students must fill out the internship registration forms available on the Graduate Advising website: http://www.american.edu/sis/gradadvising/internships.cfm.
• Students fulfilling the Professional Experience requirement based on prior/current professional experience or internships completed prior to enrollment must submit to their advisor the Professional Experience Certification form available on the Graduate Advising website: http://www.american.edu/sis/gradadvising/professional.cfm

INTERNSHIP (academic credit or no-credit) REGISTRATION

• Internships (for academic credit or no-credit) are registered via paper forms. Registration forms and instructions are available on the Graduate Advising website: http://www.american.edu/sis/gradadvising/internships.cfm. Please make sure to include any required attachments when submitting your registration paperwork.

• All students registering internships for academic credit must register for an internship course (SIS-691). The internship course will provide students the opportunity to reflect on their internship experience, plan their career goals, and improve networking techniques. To register, students should fill out the internship registration forms at the link above and return them to SIS Grad Advising. Questions about registration should be directed to the Graduate Advising office. Questions about the course should be directed to the relevant instructor (listed on the Schedule of Classes).

• The last day to register an internship (for academic credit or no-credit) for the spring 2016 semester is Monday, January 25. Students 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. Incomplete paperwork will not be processed.

• INTERNSHIPS BEING USED TO FULFILL THE MA PROFESSIONAL DEVELOPMENT REQUIREMENT MUST BE REGISTERED (EITHER FOR ACADEMIC CREDIT OR NO-CREDIT) FOR THE SEMESTER IN WHICH THE INTERNSHIP IS COMPLETED.

• We encourage you to work with the AU Career Center while exploring your internship opportunities, as they have many resources available to graduate students.

TOOL OF RESEARCH/LANGUAGE REQUIREMENT

• For ways in which to fulfill the MA Tool of Research/Language requirement, please visit the Graduate Advising website: http://www.american.edu/sis/gradadvising/language.cfm

• If you are planning to take the Tool of Research (TOR) Exam to fulfill the MA language requirement, please visit the Center for Language Exploration, Acquisition and Research (CLEAR) website for exam dates: http://www.american.edu/cas/clear/tor.cfm

Thank you for your patience during Express Advising!