SPRING 2017 ADD/DROP REGISTRATION FAQs

- Graduate Advising Staffing Transitions
- Spring Add/Drop (Tues, 1/17 – Tues, 1/31)
- Express Advising (Mon, 1/9 – Thurs, 2/2)
- Approved Methods Courses
- Economics Placement Exam
- Stops
- Pre-requisites
- Waitlists
- SRP, Thesis, Independent Study Registration
- MA Professional Experience Requirement
- Internship (Academic Credit or No-Credit) Registration
- Tool of Research/Language Requirement

GRAD ADVISING STAFFING TRANSITIONS

- The Graduate Advising office has had another advisor leave this fall and, unfortunately, will be understaffed again during the Spring Add/Drop period.

- interim advising assignments (for CRS and USFP/USFS students) can be found at: http://www.american.edu/sis/gradadvising/.

- Due to the high volume time of year and increased student loads per advisor, graduate advisors may not be able to respond to inquiries or meet with students as quickly as usual. We encourage students to access self-service resources, including the Graduate Advising website and these Registration FAQs, as much as possible.

- We sincerely appreciate your understanding and patience with our office during this time!

SPRING ADD/DROP REGISTRATION AND STUDENT PLANNING

- The first day of spring classes is Tuesday, January 17.

- The last day to initially register for spring 2017 without a late registration fee is Friday, January 13.

- The University will be closed and classes will not meet on Martin Luther King, Jr. Day Monday, January 16 and Inauguration Day Friday, January 20.

- The Add/Drop period runs through Tuesday, January 31. 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

- AFTER JANUARY 31, 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 31, skills institute registration changes must be made through the Graduate Advising Office. For more info: 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; 202-885-8000).

- Students with questions about how to register for courses are strongly encouraged to refer to the SPRING 2017 SIS STUDENT PLANNING REGISTRATION INSTRUCTIONS for step-by-step instructions on the SIS recommended process for students to
search, plan and register for courses using the Student Planning system. This includes using Advising Worksheets and the Schedule of Classes to select classes instead of the “My Progress” or Degree Audit function, which may not accurately reflect students’ fulfilled and remaining requirements due to the structure of the curriculum of many graduate degrees in SIS.

**EXPRESS ADVISING**

- The Graduate Advising office will be holding Express Advising Monday, January 9 – Thursday, February 2 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 6.

- **AS OF TUESDAY, JANUARY 3, WE WILL OPEN ONLINE BOOKING SO STUDENTS CAN SCHEDULE AN EXPRESS ADVISING MEETING TO OCCUR MONDAY, JANUARY 9-THURSDAY, FEBRUARY 2 AT:** [https://sisgraduateadvising-expressadvising.youcanbook.me/](https://sisgraduateadvising-expressadvising.youcanbook.me/).

- In order to maximize your Express Advising meeting, students should bring an updated copy of their 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](http://www.american.edu/sis/gradadvising/second-methods.cfm)

**ECONOMICS PLACEMENT EXAM**

- Students wishing to waive the pre-requisite of ECON-603 to register for SIS-616 International Economics or SIS-635 Intro to Economic Development are recommended to take the SIS Economics Placement Exam. **Note:** Students admitted to SIS for spring 2017 forward must pass the Economics Placement Exam in order to waive ECON-603 for these courses. Some MA programs may allow students admitted prior to spring 2017 to waive ECON-603 based on other criteria, so students should check with their academic advisor if they have any questions about whether they should take the exam.

- For more information about the Economics Placement Exam: [http://www.american.edu/sis/gradadvising/econplacementexam.cfm](http://www.american.edu/sis/gradadvising/econplacementexam.cfm)

- The next Economics Placement exam period will be held **February 9-11.** To sign-up: [https://docs.google.com/forms/d/1wJo8wiyE_FiseZhsLEudwhZLviF3TmbeBnqdbE1x5DQ/viewform](https://docs.google.com/forms/d/1wJo8wiyE_FiseZhsLEudwhZLviF3TmbeBnqdbE1x5DQ/viewform)

**PREREQUISITES**

- If you are planning to register for a course that has a prerequisite, please contact your academic advisor regarding the process for requesting a waiver.

- Students are encouraged to contact their advisor about the waiver of prerequisites, as applicable, **in advance** of the semester in question.

**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 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](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 2017 semester is Tuesday, January 31. Students are required to submit their completed registration materials (including any necessary approvals and attachments) to the Graduate Advising office by Friday, January 27 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](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](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](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](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 2017 semester is Tuesday, January 31. Students are required to submit their completed registration materials (including any necessary approvals and attachments) to the Graduate Advising office by Friday, January 27 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!