



AMERICAN UNIVERSITY
WASHINGTON, DC

Dear Student:

Congratulations on your admission to AU and welcome to the class of 2013! I am looking forward to working with you while you attend the Washington Mentorship Program in the fall 2009.

My responsibility as your academic advisor is to collaborate with you to develop an academic plan that achieves your personal goals while also meeting the university's academic requirements. You will begin working with your degree advisor on main campus in late October. In the meantime, an integral part of the "freshman" process is to learn and understand the university's general education program and begin designing class schedules for your first two semesters at AU.

This letter is to explain how you should be completing the online freshman guide worksheet as a **Washington Mentorship** student. Your classes for the fall 2009 are primarily predetermined and you will receive more detailed registration information about your WMP class schedule in June. For now, please dedicate time to review the general education program's Curricular Areas/Clusters, as well as to select your spring 2009 classes and complete other required information in the online freshman guide worksheet. If you don't want to complete the entire worksheet at once, you can save your work and return to it later.

You can disregard the due date May 21, 2009 listed at the top of the online worksheet. Please submit your worksheets no later than Friday, June 18 at 5:00pm.

To begin completing the Freshman Guide worksheet, login to the my.american.edu portal and go to:
Academics>Personalized Links>Online Freshman Guide

There are six sections of the Freshman Guide worksheet to complete. The Guide gives you detailed instructions about each step. Here is an overview of what to expect:

Section 1 is your personal and emergency contact information.

Section 2 is about your interests. You can also use the additional information box in this section to indicate any other facts about yourself that will help me to advise you more effectively.

Section 3 is where you confirm your intended major. **YOU MUST CHOOSE WASHINGTON MENTORSHIP PROGRAM.** You will have an opportunity to update this major later when you become a degree-seeking student in the spring 2010. In addition, if you have decided to change your intended major from your original admitted program, please wait until you arrive in August to request a change of degree program.

Section 4 is where you let me know about your previous language study and any AP/IB or college credit that you have earned. Please list every IB/AP test and college class you have taken along with the score or grade you earned (if you received a 4 or above, you may be eligible for college credit). If you don't have the score for an exam yet you can leave the score column blank. ****Important**** In order to receive transfer college credit toward an AU degree; you must submit a transcript and syllabus for each transfer course to the proper AU academic

department(s). Please bring this information with you in August and I will direct you on how to apply for transfer credit at that time.

Section 5 is where you indicate which General Education classes you would like to take. You are not bound to the classes that you choose on this worksheet for your spring 2010 course schedule. Instead, the worksheet is designed to give you a chance to list your preferences and teach you how to navigate through the AU general education program requirements. Complete this section to the best of your ability. For a list of classes in each curricular area/cluster, please refer to the second email attachment regarding the General Education program.

Section 6 is where you select your preferred schedule for spring 2010. Your schedule should be a mixture of AU requirements (general education, Math and LIT-101 College Writing), as well as classes that might apply to your major and possible electives. If you want to study a language during your freshman year, you should include a language class in your first semester schedule that you choose in the WMP June advising materials. Your schedule will vary based on the intended major you would like to pursue. You can find sample freshman schedules for each intended major at this link: <http://american.edu/cas/advising/guides-to-freshman-schedules.cfm>

Remember, by entering classes into this form you are only stating your preferences for the spring 2010 semester, and you are not registering for actual classes at this time. You may save your worksheet and work on it periodically, but please remember to click submit on your final document after you finish with the worksheet.

It is very important that you submit your Freshman Guide worksheet online **no later than June 18.** I look forward to meeting you soon!

Sincerely,

Kourtnii Brown
Academic Counselor
Washington Mentorship Program