

*Welcome to*  
**American University's  
 Kogod School of Business**

**MS PROGRAMS HANDBOOK**

# WELCOME TO THE Kogod School of Business



Business school is not a destination. It's a journey. And this journey will help you uncover a sense of self and a sense of belonging. You see, I am biased, but I think Kogod is a very special place. It's a community that is united by a powerful purpose—using business as a force for meaningful change.

But we cannot do this without you. You are **our** agents of change who can make our purpose come to life. We, in turn, promise to invest in **you** and **your** success.

I am John Delaney, dean of the Kogod School of Business, and I welcome you to the next chapter of your life. Explore your passions, hone your skills, and find your inspiration.

This is where you belong.

*—Dean John Delaney*



#### WHAT IS KOGOD'S PURPOSE?

At Kogod, we believe that business is a force for meaningful change.

#### WHAT IS KOGOD'S MISSION?

Our mission is to equip and empower the Kogod community to use business as a force for meaningful change.

#### HOW DOES KOGOD ACHIEVE ITS MISSION?

We build the path from passion to success.

We provide the knowledge, skills, and experiences to turn aspirations into outcomes.

We are inspired by the pursuit of knowledge.

We believe that seeking, creating, and disseminating knowledge is a lifelong endeavor.

We are diverse and inclusive.

Our differences in cultures, ideas, and beliefs deepen our understanding of the complex global environment.



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# KOGOD SCHOOL OF BUSINESS





# Student Resources

The Kogod School of Business and American University offer a number of on-campus resources to help you both personally and professionally.





# Office of Career Engagement

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📞 202-885-1908

✉ [kogodcareers@american.edu](mailto:kogodcareers@american.edu)

📍 [kogod.american.edu/career](http://kogod.american.edu/career)

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At the Office of Career Engagement, we empower students and alumni to build fulfilling relationships and careers. We provide the guidance, skills, and networking opportunities to turn career aspirations into meaningful outcomes. Students receive an array of career management tools to not only help them explore and refine their individual career goals but also build their professional brand post-Kogod.

We are committed to providing students with the support needed to realize their unique career visions, whether they need help crafting their résumés, transitioning to new jobs, executing job search strategies, preparing for interviews, or negotiating salaries. We also partner and create valuable relationships with employers to connect them with students and alumni who align with their professional needs. We help students, alumni, and employers make informed and intentional decisions.

## OFFICE OF CAREER ENGAGEMENT SERVICES

### Job and internship search support

- Customized job postings database
- Resources for conducting local, national, and international searches
- On and off-campus recruiting
- On-campus and virtual job and internship fairs
- Partnership with all career centers campus-wide

### Professional skill-building

- Résumé and cover letter resources and review
- Behavioral, case, and technical interview preparation
- Mentoring connections
- Mock interview opportunities
- Alumni/student networking opportunities



**RAINA GANDHI**

*Assistant Dean of  
Career Services*

### MAKE AN APPOINTMENT

[american.joinhandshake.com/  
appointments](http://american.joinhandshake.com/appointments)

Monday-Friday

*9 a.m.–5 p.m.*

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# Center for Business Communications

📞 202-885-1920

✉️ [cbc@american.edu](mailto:cbc@american.edu)

📍 [kogod.american.edu/cbc](http://kogod.american.edu/cbc)

Imagine a trusted friend—a great writer, editor, and coach—helping you improve your written and spoken work as you begin your graduate studies at Kogod. That idea comes to life in Kogod’s Center for Business Communications through our face-to-face tutoring delivered by your fellow business students.

In both our peer tutoring and teaching within Kogod’s core curriculum, students learn one-on-one and in groups to communicate persuasively. They also practice providing thoughtful peer-to-peer advice and working collaboratively to analyze and convey business solutions.

Inspired by our students’ pursuit of knowledge, our center provides a space to pilot discovery and innovation. With our coaching, students can grow and refine their business knowledge into clearly communicated ideas that inspire change.

As experts in business writing, public speaking, and team presentations, our peer consultants and experienced staff provide coaching for students to:

- Master the art of writing case studies, executive summaries, emails, and business reports
- Speak with confidence and authority
- Improve PowerPoint slides with dynamic data visualization
- Plan and rehearse both individual and team presentations
- Revise writing to be clear, concise, and to credibly incorporate trusted business sources
- Speak persuasively when delivering elevator pitches and prepping Q&A skills

The Center for Business Communications also publishes our own in-house Kogod Style Guide for Writing, Research & Public Speaking, available at [kogod.biz/kogodstyleguide](http://kogod.biz/kogodstyleguide). While you’ll receive a hard copy at orientation, this digital guide will preview expectations for the quality of your writing and offers helpful guidance for the structure, grammar, wording, and research you’ll need to know as effective business writers.



**CARON  
MARTINEZ**  
*Director of the  
Center for Business  
Communications*

## MAKE AN APPOINTMENT

[kogod.mywconline.com](http://kogod.mywconline.com)

Monday-Friday

*9 a.m.–6 p.m.*



Mary Graydon Center,  
Suite 320

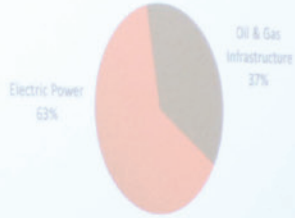


## PWR Business Model & Competitive Edge

Total Backlog  
(\$ in millions)



2016 Consolidated Revenue = \$7.65 Billion\*



# Student Involvement

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📞 202-885-1982

✉️ [andrew@american.edu](mailto:andrew@american.edu)

📍 [kogod.american.edu/involvement](http://kogod.american.edu/involvement)

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At the Kogod School of Business, we believe in extending education beyond the classroom to include experiential learning that will enhance our students' personal and professional development.

Kogod's student involvement programs help build students' paths from passion to success. Program offerings—which include community service days, dean luncheons, and peer-led organizations—expand upon students' ambitions outside of the classroom. Benefits include enhanced intellectual development, leadership ability, communication skills, and professional self-confidence.

## STUDENT INVOLVEMENT PROGRAMS

- Annual case competition
- Making a Difference Is Our Business community service program
- Dish with the Dean series
- Student-run clubs and organizations
- Educational Enhancement Fund



**ANDREW  
TOCZYDLOWSKI**

*Director of Student  
Development and  
Services*

## MAKE AN APPOINTMENT

[ksbinvolvement.youcanbook.me](http://ksbinvolvement.youcanbook.me)



Kogod School of Business,  
Room T1A

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# Global Learning Programs

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📞 202-885-1940

✉ [ksbabroad@american.edu](mailto:ksbabroad@american.edu)

📍 [kogod.american.edu/global](http://kogod.american.edu/global)

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At Kogod, we believe that all business is global and that the best way to prepare to compete in a global marketplace is to experience it firsthand. Kogod's global learning programs offer graduate students the opportunity to participate in global consulting projects.

## PROGRAMS FOR GRADUATE STUDENTS

### Sustainability Management

All sustainability management students will participate in IBUS-744: International Dimensions in Management prior to graduation. This dynamic semester long course includes one week of travel abroad to work on an experiential project and learn about new innovations and best practices in sustainability management from real companies and executives. Recently, student groups have traveled to Denmark and Sweden for this course.

### Elective Short-Term, Faculty-Led Courses

These courses combine on-campus study with travel for one week abroad with a faculty member. Students visit a range of companies and organizations allowing them to build upon their on-campus learning as well as develop their research topic. Students have visited startups, large national and multinational companies, farms, eco lodges, auto manufacturers, banks and financial firms, non-profits, and a range of other businesses.



**JOLIE ROETTER**

*Director of Global Learning Programs*

### MAKE AN APPOINTMENT

[ksbabroad.youcanbook.me](http://ksbabroad.youcanbook.me)



Kogod School of Business,  
Room 107

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# International Student Development

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+1-202-885-1113    [pattillo@american.edu](mailto:pattillo@american.edu)    [kogod.american.edu/internationalstudents](http://kogod.american.edu/internationalstudents)

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Kogod recognizes international students' needs and concerns. We build their paths from passion to success—from academic adjustments to cultural transitions.

Our international student development team provides programs and services designed specifically for international students.

## INTERNATIONAL STUDENT DEVELOPMENT SERVICES


- Helping students improve their academic English language skills, including grammar, pronunciation, and conversational strategies
- Building confidence in group participation and time management skills
- Relationship building with classmates and faculty
- Detailed reviews of US academic and cultural norms
- International student events



**SHARI PATTILLO**  
*Associate Director  
of International  
Student Development*

### MAKE AN APPOINTMENT

[pattillo.youcanbook.me](http://pattillo.youcanbook.me)

 Kogod School of Business,  
Room T1




ALL-AMERICAN  
WEEKEND

ONCE AN EAGLE  
ALWAYS AN  
EAGLE

# Off-Campus Housing Services

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 202-885-3370

 [housing@american.edu](mailto:housing@american.edu)

 [american.edu/ocl/housing](http://american.edu/ocl/housing)

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Because on-campus housing is only guaranteed for first- and second-year undergraduate students who meet all deadlines, many American University students, including graduate and Washington College of Law students, live off campus in the DC area.

A video guide about finding housing and living in Washington, DC, is available from the Office of Off-Campus Housing Services at [american.edu/ocl/housing/off-campus-services.cfm](http://american.edu/ocl/housing/off-campus-services.cfm).

This video provides you with important information to help with your off-campus housing search. Topics covered include where AU students live, how to be a good neighbor, the AU Off-Campus Housing search platform, and a review of useful resources and considerations.

An off-campus housing and roommate search is available for AU students at [american.edu/ocl/housing/use-off-campus-posts.cfm](http://american.edu/ocl/housing/use-off-campus-posts.cfm).

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## HOURS

Monday-Friday

*9 a.m.–5 p.m.*



Anderson Hall,  
First floor

## OFF-CAMPUS HOUSING POSTINGS

[american.edu/ocl/housing/  
use-off-campus-posts.cfm](http://american.edu/ocl/housing/use-off-campus-posts.cfm)

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# Helpful Contacts

## KOGOD GRADUATE PROGRAMS

📍 Kogod School of Business, first floor  
📞 202-885-1900  
✉️ kogodgradprograms@american.edu

### When you should contact Graduate Programs

You have a question about what needs to be completed over the summer, you have questions about your courses, you need information about orientation, you are unsure who to contact on campus, or you have interest in another program.

## FINANCIAL AID

📍 Asbury Building, room 200  
📞 202-885-6500  
✉️ facounselor@american.edu

### When you should contact Financial Aid

You are planning on changing your current enrollment, you want to submit a cost of attendance appeal, or you receive a request from Financial Aid.

## Kogod Graduate Advising

### When you should contact Graduate Advising

You have a question about the courses that are required for your degree, you want to do long-range course planning, you have a problem or concern that affects your classes, you are struggling in a course academically, or you are not sure where to go for help and need to be connected to campus resources.



### RENE THOMAS

*Director of Graduate Studies*

📍 Kogod School of Business, room 111  
📞 202-885-1911  
✉️ ksbgradadvising@american.edu

#### Advisor for students in:

- Analytics
- Sustainability management
- Taxation



### NORA CUMBERBATCH

*Associate Director of Graduate Studies*

📍 Kogod School of Business, room 112  
📞 202-885-1909  
✉️ norac@american.edu

#### Advisor for students in:

- Accounting
- Finance
- Marketing
- Real estate

## Kogod Career Advising



### ERICA GARNER

*Assistant Director, Career and Professional Development*

📍 Kogod School of Business,  
Office of Career Engagement  
📞 202-885-1676  
✉️ egarner@american.edu

### When you should contact Erica

You are working on your career action plan, including job/internship strategy, interview preparation, résumé and cover letter insights, and exploring opportunities.

# Websites To Know

## myAU Portal

*[myau.american.edu](http://myau.american.edu)*

The myAU Portal provides the American University community with an entryway to a variety of information, tools, and resources, such as registration and scheduling, finances, campus services, and software.

To sign in to the myAU Portal, you will need your AU identification (AU ID)—the first part of your student email address before the “@” symbol—and the password you use to log in to your student email account. Visit [myau.american.edu](http://myau.american.edu) and enter your AU ID into the username field, followed by your password. See p. 29 for instructions on creating your AU user name and email account.

If you need help, visit the AU Office of Information Technology (OIT) website at [americanuniversity.service-now.com/sp](http://americanuniversity.service-now.com/sp). If you cannot find what you are looking for, contact the Office of Information Technology help desk at 202-885-2550 or [helpdesk@american.edu](mailto:helpdesk@american.edu).

## Blackboard

*[blackboard.american.edu](http://blackboard.american.edu)*

Blackboard is a web-based course management system used at American University and will house all of the courses you are enrolled in. Most professors use Blackboard in their classes.

Blackboard can be accessed through the myAU Portal by clicking on “Academics” in the left side menu, then on “Blackboard.” You can also access Blackboard directly at [blackboard.american.edu](http://blackboard.american.edu). Enter your username and password, which is the same information as your AU email account.

If you need help with a password, contact the Office of Information Technology help desk at (202) 885-2550 or [helpdesk@american.edu](mailto:helpdesk@american.edu). You can also reset your password through the myAU Portal by clicking on “Technology” in the left side menu, then the “Change/Reset My Password” option.

## Lynda.com

*Access via [myau.american.edu](http://myau.american.edu)*

[Lynda.com](http://Lynda.com) offers online courses and tutorials on a variety of topics. As an American University student, you can access the site for free by going to [myau.american.edu](http://myau.american.edu), clicking on “Technology” in the left side menu, then on “Lynda Web-Based Training.” You will need to complete some of these courses before arriving in the fall.

## Handshake

*[american.joinhandshake.com](http://american.joinhandshake.com)*

Handshake is the Office of Career Engagement's jobs and internships portal. Using Handshake, you can search for opportunities, schedule appointments with the Office of Career Engagement, and access additional resources. You will receive a welcome email and account access at the end of July.

## VMock

[vmock.com/kogod](http://vmock.com/kogod)

VMock is an online résumé preparation tool used by the Office of Career Engagement. To log into VMock, visit [vmock.com/kogod](http://vmock.com/kogod) and register using your @american.edu email address (without “student”). Students are pre-approved to use this system, so contact [kogodcareers@american.edu](mailto:kogodcareers@american.edu) if you have any difficulty accessing your account. See p. 29 for instructions on creating your AU user name and email account.

# Other Useful Links

## Academics

**EAGLE SERVICE** | [myau.american.edu](http://myau.american.edu)

Eagle Service is a web-based self-service solution for students to plan and register for classes, as well as pay and view their student account bill. To access Eagle Service, go to [myau.american.edu](http://myau.american.edu), click on “Academics” in the left side menu, then “Eagle Service.” Two important portals—Student Planning and Student Finance—are housed under the Eagle Service umbrella.

Student Planning is the registration system students use to plan, register, add/drop, and waitlist classes. It combines the degree audit information with the upcoming schedule of classes and allows students to easily plan and register for classes.

Student Finance is where you can view and pay your bill. It provides a detailed accounting of student finances—for current and prior terms—with a breakdown of:

- *Charges*: tuition, housing, meal plan, mandatory fees, and other charges
- *Payments*: payments received are broken down into student, financial aid, sponsor, and deposit payments
- *Refunds*: refunds processed for credit balances

**THE KOGOD SCHOOL OF BUSINESS** | [kogod.american.edu](http://kogod.american.edu)

The Kogod School of Business homepage is the gateway to information about degrees and programs, admissions, career development, and more. There are numerous resources to explore, like the Office of Career Engagement and the Center for Business Communications. Visit the homepage to discover upcoming events and stay updated with Kogod news.

**OFFICE OF THE REGISTRAR** | [american.edu/provost/registrar/](http://american.edu/provost/registrar/)

The Office of the Registrar provides multiple services to the AU community, including information about course registration and add/drop, student forms for special registration cases, and information on ordering an official transcript.

**SCHEDULE OF CLASSES** | [american.edu/provost/registrar/schedule/](http://american.edu/provost/registrar/schedule/)

The schedule of classes page allows you to search the AU catalog of courses by term, subject, day of week, and academic level.

## Campus Life

### CHILD DEVELOPMENT CENTER | [american.edu/hr/cdc/index.cfm](http://american.edu/hr/cdc/index.cfm)

The Child Development Center provides high-quality child care to primary family caregivers within the AU community while they pursue a university education or career. Children aged 2 1/2 to 6 years are eligible. The center is open Monday-Friday from 8 a.m.-6 p.m.

### INTERNATIONAL STUDENT & SCHOLAR SERVICES (ISSS) | [american.edu/oc/iss/](http://american.edu/oc/iss/)

The Office of International Student & Scholar Services (ISSS) supports international students. Incoming students are given access to resources like obtaining immigration documents, a pre-arrival guide, and orientation information. Current students continue to receive support through resources such as access to immigration law advisors, ISSS activities, and pre-graduation training options.

### AU CENTRAL | [american.edu/aucentral/](http://american.edu/aucentral/)

AU Central is a one-stop student service center that provides front line services related to student accounts, registration, and Veterans Service. Find the answers to your questions through the online "Just Ask" feature or contact their team of cross-trained student service counselors via phone or email.

### STUDENT HEALTH CENTER | [american.edu/oc/healthcenter/](http://american.edu/oc/healthcenter/)

The Student Health Center offers services such as medical appointments, medical emergency and after-hours care, and health education programs. Schedule an appointment online through the myAU Portal or via phone.

### STUDENT HEALTH INSURANCE | [american.edu/oc/healthcenter/About-Student-Health-Insurance-Plan.cfm](http://american.edu/oc/healthcenter/About-Student-Health-Insurance-Plan.cfm)

American University requires all full-time students, all students who live in AU housing, and all international students with F-1 and J-1 visas to carry personal health insurance. All students meeting those requirements are enrolled in the AU student health insurance plan but have the option to waive out if covered under a comparable health plan. Visit the website to learn more about AU's health insurance benefits and find out what plan is best for you.

## Transportation

### PARKING AND COMMUTER SERVICES | [american.edu/finance/transportation/parking.cfm](http://american.edu/finance/transportation/parking.cfm)

The Office of Parking and Commuter Services is committed to providing the AU community with sustainable transportation options. Visit the website to learn more about parking enforcement and parking permits for faculty, staff, and students, as well as to access the parking portal to view your permits, citations, and vehicles.

### WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY (WMATA) | [wmata.com](http://wmata.com)

WMATA operates bus and subway services in DC, Maryland, and Virginia. You can plan trips, check on the arrival of trains and buses, and download system maps on [wmata.com](http://wmata.com).

### AMTRAK | [amtrak.com](http://amtrak.com)

Amtrak provides passenger rail service to cities across the United States and Canada. Along with regular service, high-speed trains are available to Baltimore, Philadelphia, New York, New Haven, and Boston. An Amtrak train station is located at Union Station in downtown Washington, DC.



## MARC TRAIN | [mta.maryland.gov/marc-train-and-commuter-bus-tickets](https://mta.maryland.gov/marc-train-and-commuter-bus-tickets)

The Maryland Transit Administration provides the Maryland Area Regional Commuter (MARC) Train as a commuting service between Baltimore and DC at a cheaper price than Amtrak. Visit the website for schedules and ticket information.

## CAPITAL BIKESHARE | [capitalbikeshare.com](https://capitalbikeshare.com)

Capital Bikeshare is metropolitan DC's bikeshare service, with 4,300 bikes and over 500 stations across six jurisdictions: Washington, DC; Arlington, VA; Alexandria, VA; Montgomery County, MD; Prince George's County, MD; and Fairfax County, VA.

## CAR2GO | [car2go.com](https://car2go.com)

Car2Go is a membership-based car sharing service in DC and Northern Virginia. Cars are available to rent by the minute or other defined lengths of time via a mobile app. Learn more at [washingtondc.car2go.com](https://washingtondc.car2go.com).

## FREE2MOVE | [us.free2move.com](https://us.free2move.com)

Free2Move is a membership-based car sharing service in DC. Cars are available to rent by the minute or other defined lengths of time via a mobile app. Learn more at [us.free2move.com](https://us.free2move.com).

## MAVEN | [american.edu/finance/transportation/Maven.cfm](https://american.edu/finance/transportation/Maven.cfm)

Maven is a car sharing service available to American University community members with a free annual membership. Prices are based on what type of car you reserve and the length of your rental period. Cars are available in multiple locations on campus. Visit [american.edu/finance/transportation/Maven.cfm](https://american.edu/finance/transportation/Maven.cfm) for more information.

## ZIPCAR | [zipcar.com](https://zipcar.com)

Zipcar is a membership-based car sharing service. Cars are available at many Metro stops, airports, and other high traffic areas in DC. AU students can get a discount on Zipcar memberships by visiting [zipcar.com/universities/american-university](https://zipcar.com/universities/american-university).





# Before You Arrive

So you can hit the ground running on your first day at Kogod, we've prepared a list of to-do items you should complete before you arrive on campus. These items will help prepare you for classes and settle in to student life.

# Class Registration

Your academic advisor will email you with information about registering for classes.

## **Accounting, Analytics, Sustainability Management, and Taxation Students**

You will work with your advisor to choose classes for the fall semester and then register for the classes yourself.

## **Finance and Real Estate Students**

You will work with your advisor to choose classes for the fall semester and then register for the classes yourself. You will be automatically registered to take the pre-program course FIN-060: Introduction to Finance, which takes place one week before classes start.

## **Marketing Students**

Your advisor will register you for all of your classes.

## How to Register

Student Planning is the registration system students use to plan, register, add/drop, and waitlist classes. It combines the degree audit information with the upcoming schedule of classes and allows students to easily plan and register for classes.

1. Review the "Student Planning" tutorial found at [registrar.american.edu/studentplanning](http://registrar.american.edu/studentplanning) (requires flash).
2. Log into the myAU portal at [myau.american.edu](http://myau.american.edu), click on "Academics" in the left side menu, then click on "Eagle Service - Student Planning" in the sub-menu.
3. Click on "Plan Your Degree & Register for Classes."
4. Add courses to your plan using one of the three following methods:
  - Type the course number into the "Search Courses" field in the upper right. Click the "Add Course to Plan" button to the right of the class name, then select a term.
  - Search courses by department by clicking on the "Course Catalog" tab in the top navigation. Mac users: to access the course catalog, click on "Student Planning" in the navigation at the top of the page, then click on "Course Catalog" in the dropdown. After finding the course you want, click the gray dropdown menu labeled "View Available Sections." Click the "Add to Schedule" button next to the section you want. In the popup window, choose the type of grading, then click the "Add Section" button at the bottom.
  - Click on courses from your "My Progress Report." Mac users: to access My Progress Report, click on "Student Planning" in the navigation at the top of the page, then click on "My Progress Report" in the dropdown. After clicking on a course, click the gray dropdown menu labeled "View Available Sections." Click the "Add to Schedule" button next to the section you want. In the popup window, choose the type of grading, then click the "Add Section" button at the bottom.
5. To register for classes, go back to the "Plan & Schedule" tab. Mac users: to access Plan & Schedule, click on "Student Planning" in the navigation at the top of the page, then click on "Plan & Schedule" in the dropdown. To register all of your classes at once, click the "Register Now" button at the top right side of the window. To register for each class individually, click the "Register Now" button underneath each course on the left side. You should see each course appear in green once you have successfully registered.

Still have questions? Visit [registrar.american.edu/studentplanning](http://registrar.american.edu/studentplanning).

# Pre-Arrival Checklist

## □ Create your user name and email account | [myau.american.edu](https://myau.american.edu) | *Complete immediately*

Every American University student receives a unique username that provides access to AU's various on-line resources. As a new student, you will need to follow these steps to create your username:

1. Open a web browser and go to [myau.american.edu](https://myau.american.edu).
2. Click the "create your account" link.
3. Click the "I am a student" link.
4. Select "create student account."
5. Enter the following personal information when prompted:
  - your seven-digit American University identification number (AU ID), which can be found on any official document from the university
  - your name
  - one of the following:
    - the last four digits of your social security number
    - date of birth in the format of MM/DD/YYYY
    - last four digits of your home telephone number
6. You will be asked to agree to AU's technology policies.
7. Enter your choice of an initial password, which you will be required to change every 365 days.
8. You will also be encouraged to choose a secret question and answer for verification purposes, if you ever forget your password.
9. The system will take a moment to create your user name. At this point, the portal will display your user name and your AU-sponsored Gmail account email address. Please record this information for future reference.
10. Next, you should go to the AU Gmail website at [mail.student.american.edu](https://mail.student.american.edu) to log into your email account to make sure you can access it. The password will be the one you selected for your myAU account.

Your email address will be `username@student.american.edu`. All university correspondence will be sent to your AU email address, so be sure to regularly monitor it or forward it to another account to ensure that you receive important information from your professors, advisor, the registrar, and other university offices. Some websites, like VMock, require that you log in without "student" in your email address, so be sure to closely follow directions when logging into university-provided services.

You can access your email in a variety of ways:

- Through the web at [gmail.com](https://gmail.com). Your username should be in the format `AUID@student.american.edu` when logging in.
- Through a mobile device. Instructions are available at [kogod.biz/emailhelpmobile](https://kogod.biz/emailhelpmobile).
- Using an IMAP client, such as Mac Mail or Outlook. Instructions are available at [kogod.biz/emailhelpimap](https://kogod.biz/emailhelpimap).

## □ Submit a photo for your AU One Card (student ID) | [american.edu/ocl/OneCardDining](https://american.edu/ocl/OneCardDining) | *Complete by July 31*

Your AU One Card is a physical card that provides access to buildings and services on campus. Visit the AU One Card website at [american.edu/ocl/OneCardDining](https://american.edu/ocl/OneCardDining) for photo requirements, submission instructions, and card features.

You will pick up your card when you arrive on campus in Mary Graydon Center, room 123, during the week of August 12-16. When you pick up your card, you must present one of the following forms of photo identification: a valid driver's license, a valid passport, or a valid government-issued photo identification.

Although you can have your picture taken when you arrive on campus, you may need to wait in a long line, as the beginning of the fall semester is a busy time of year for the One Card office. You should anticipate a minimum of 4-5 days to process your photo submission and more than five days during peak operation periods.

☐ **Complete the AU online orientation** | [american.edu/ocl/orientation/onlineorientation.cfm](http://american.edu/ocl/orientation/onlineorientation.cfm) | *Complete by July 31*  
Online orientation for American University is available at [american.edu/ocl/orientation/onlineorientation.cfm](http://american.edu/ocl/orientation/onlineorientation.cfm).

☐ **Check Blackboard for fall courses** | [blackboard.american.edu](http://blackboard.american.edu) | *Begin checking August 1*  
In early August, materials for the courses you're taking in the fall will start to become available on Blackboard under "My Courses" on the right side of the home screen.

☐ **Purchase a laptop (if you don't already own one)** | *Complete by August 16*  
You will need a personal laptop for use in a number of Kogod classes. Additionally, Kogod courses require that students use Office 365 Pro Plus for all quantitative assignments; this software operates **only** in a Microsoft Windows environment. Although Kogod strongly recommends Windows laptops, Apple laptops are acceptable when partitioned and configured to run Windows on the second partition. For more information on Kogod specifications, please visit [kogod.american.edu/research/labs/laptop.cfm](http://kogod.american.edu/research/labs/laptop.cfm).

You may purchase your laptop through the AU Campus Store at [bkstr.com/americanstore](http://bkstr.com/americanstore). American University has negotiated discounts for AU students for personal purchases of computing hardware and software. For more information on AU discounts, go to the myAU Portal, click on "Technology" in the left side menu, and click on the links for "Computers: Affiliated Vendors: Dell" or "Computers: Affiliated Vendors: Apple." In most cases, you will be

# KOGOD SCHOOL OF BUSINESS





# When You Arrive

From parking to orientation to coffee shops, here's what you need to know about getting to campus and kicking off the fall semester.



# Getting to Campus

## 4400 MASSACHUSETTS AVENUE, NW WASHINGTON, DC 20016

The Kogod School of Business is located on the American University campus along the west side of Massachusetts Avenue.

### BY METRO

The closest Metro station is the Tenleytown-AU stop on the red line. From the station, you can take the AU shuttle that is located on the corner of 40th Street NW and Ablemarle Street NW in front of Whole Foods. The AU shuttle runs from the Metro to campus every 15 minutes.

### Rider App

The Rider app tracks AU shuttles in real-time and gives arrival predictions so you'll never miss the shuttle again. Download it at [translocrider.com](https://translocrider.com).

### BY BUS

DC Metro Bus routes M4, N2, N4, and N6 stop at the AU main campus near the Katzen Arts Center and/or Ward Circle. The M4 and N2 also stop at the Tenleytown-AU Metro station.

### BY BIKE

Capital Bikeshare stations are available near the Tenleytown-AU Metro station and campus. To see a map of station locations, visit [capitalbikeshare.com](https://capitalbikeshare.com). Multiple bike racks are available throughout the campus both outside and in parking garages. Bike repair stations are located in the Letts/Anderson dormitory courtyard, the Leonard Hall covered bike parking area, the School of International Service parking garage on the terrace level, and the Spring Valley parking garage on P1.

### BY CAR

#### From Baltimore and points northeast

Follow I-95 South and exit onto I-495 West (Capital Beltway). Exit at River Road and turn right. Follow River Road until it ends at Wisconsin Avenue. Turn right on Wisconsin Avenue and after a few blocks, turn right on Nebraska Avenue. Follow Nebraska Avenue to Ward Circle and make a right onto Massachusetts Avenue. The Katzen Arts Center parking garage will be on your right directly across from the campus entrance.

#### From Dulles International Airport and points west

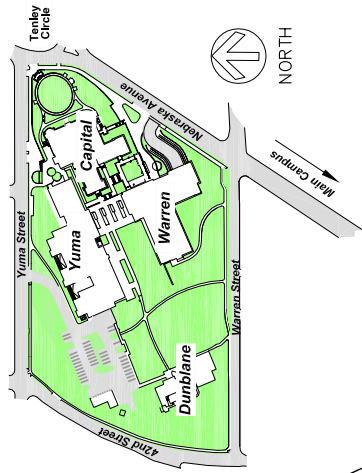
Follow I-495 North (Capital Beltway) across the Potomac River. Exit at River Road and turn right. Follow River Road until it ends at Wisconsin Avenue. Turn right on Wisconsin Avenue, and after a few blocks, turn right on Nebraska Avenue. Follow Nebraska Avenue to Ward Circle and make a right onto Massachusetts Avenue. The Katzen Arts Center parking garage will be on your right directly across from the entrance to campus.

#### From Reagan National Airport and points south

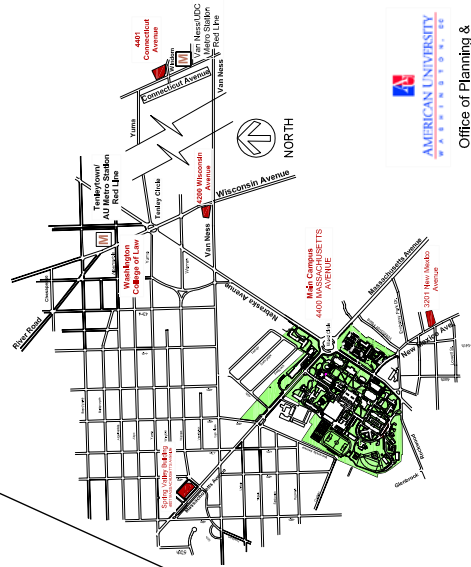
Follow the George Washington Memorial Parkway to I-395 North across the Potomac River. Exit onto 14th Street. Follow 14th Street northbound through the city center and turn left on Massachusetts Avenue NW. Follow Massachusetts Avenue for about five miles to Ward Circle—this is a corner of American University. Continue on Massachusetts Avenue to the Katzen Arts Center parking garage, which will be on your right directly across from campus entrance.

# Campus Map

## Washington College of Law Tenley Campus



## Vicinity Map



AMERICAN UNIVERSITY  
Office of Planning & Project Management  
August 2017

## Main Campus



# Metro Station Map



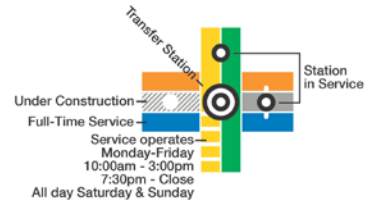
wmata.com  
 Customer Information Service: 202-637-7000  
 TTY Phone: 202-962-2033  
 Metro Transit Police: 202-962-2121

## Legend

- RD** Red Line • Glenmont / Shady Grove
- OR** Orange Line • New Carrollton / Vienna
- BL** Blue Line • Franconia-Springfield / Largo Town Center
- GR** Green Line • Branch Ave / Greenbelt
- YL** Yellow Line • Huntington / Mt Vernon Sq / Fort Totten
- SV** Silver Line • Wiehle-Reston East / Largo Town Center

## Station Features

- Bus to Airport
- Parking
- Hospital
- Airport
- Connecting Rail Systems**



Metro is accessible.



No Smoking



No Eating or Drinking



No Animals (except service animals)



No Audio (without earphones)

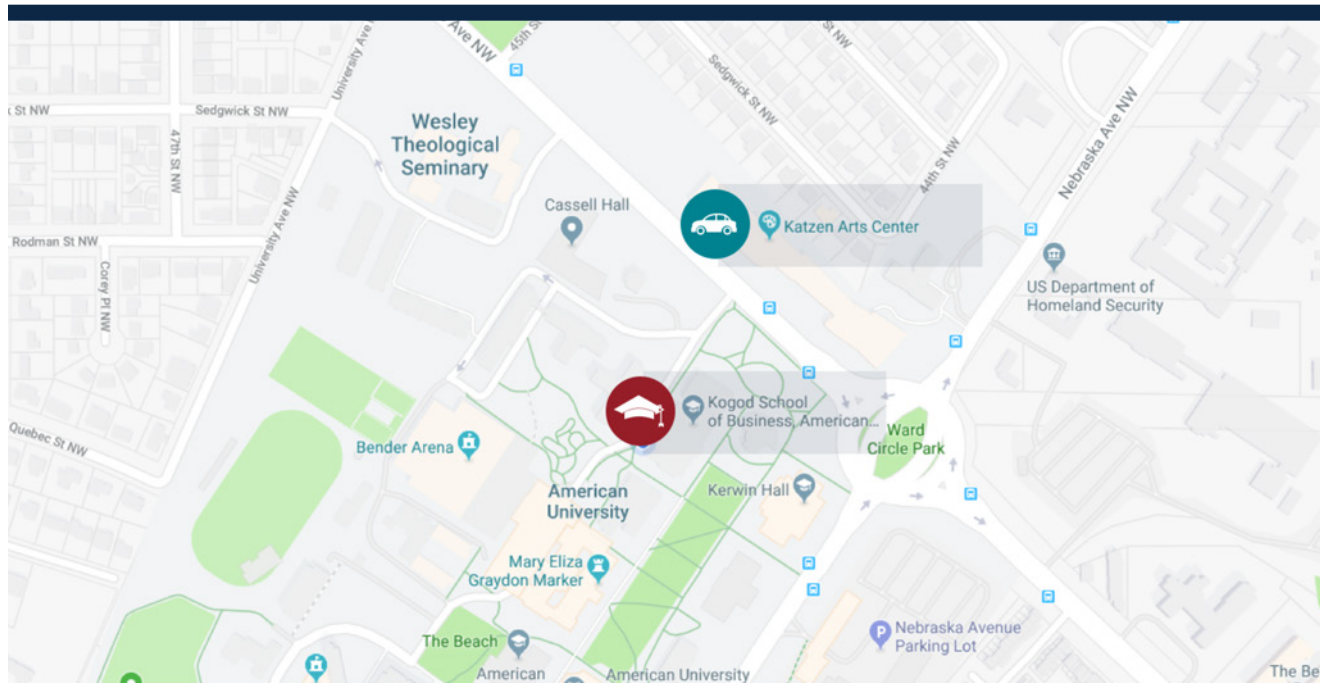


No Littering or Spitting



No Dangerous or Flammable Items

# Parking



There are multiple parking garages available on campus. The garage nearest to Kogod is beneath the Katzen Arts Center, located on the east side of Massachusetts Avenue. In order to use the garage, you must pay per hour or have a permit. Pay-as-you-go machines accept cash and major credit cards and are located in the Katzen Arts Center, Spring Valley Building, and School of International Service garages, as well as the surface parking lot on east campus.

Electric car charging stations are available in the Katzen Arts Center garage on level P1 and the School of International Service garage on level P1. More stations are planned for the east campus and Washington College of Law garages. Students must first register their vehicle with ChargePoint and request access from the Office of Parking and Commuter Services.

Parking in garages is free after 5 p.m.

For more information about parking, visit the Office of Parking and Commuter Services website at [american.edu/finance/transportation/parking.cfm](https://american.edu/finance/transportation/parking.cfm).

# What to Do When You Arrive

When you arrive on campus, you'll have the opportunity to attend several orientation events so you can get to know your classmates, professors, and Kogod staff.

## □ Purchase textbooks | *Deadline varies by course*

Textbook purchases are available online at [bkstr.com/americanstore](http://bkstr.com/americanstore). To search for textbooks:

1. Click on "Books" in the navigation menu.
2. Select "American University" in the "Program" drop down menu.
3. Select "Fall 2019" in the "Term" drop down menu.
4. Select "KSB" in the "Department" drop down menu.
5. Select your course number in the "Course" drop down menu.
6. Select your section number in the "Section" drop down menu.

The official AU campus store is located on the third floor of the Butler Pavilion building. Employees are available on-site to help you if you have any questions about textbooks. Please note that some courses may not have books available yet, and some may have handbooks or other course materials that need to be purchased. If you do not find textbook information via the online bookstore, information will be announced during the first day of class by your professors and/or will be included in the syllabus.

## □ Attend international student orientation by the Office of International Student and Scholar Services | *August 19-20* *For international students only*

The Office of International Student and Scholar Services will send students an invitation for orientation.

## □ Attend your program's orientation | *The week before classes begin* | *Times and dates vary by program* *Attire: Business casual*

Orientation programs will introduce you to the academic experience and help you get to know your classmates. More detailed schedules will be shared in July, but note that, with the exception of finance and real estate, most programs will be a half-day on Friday, August 23 or Saturday, August 24. Contact Andrew Toczydlowski at [andrew@american.edu](mailto:andrew@american.edu) with questions. Finance and real estate students will be automatically enrolled in a week-long course called FIN-060: Introduction to Finance that begins the week before classes start.

## □ Attend the new graduate student and alumni reception | *August 23 at 5:30 p.m.*

Meet students from all of American University's graduate programs and network with faculty, students, and alumni. RSVP by August 20 at [kogod.biz/203Wt2s](http://kogod.biz/203Wt2s).

## □ Classes begin | *August 26*

## □ Attend the Kogod Kickoff | *September 14*

Meet students across all of Kogod's academic programs as well as student leaders of business-focused clubs. RSVP at [kogod.biz/2WLRnL7](http://kogod.biz/2WLRnL7).

# Business Dress Guide

## Business Casual

Business casual is a shirt with a collar and/or a sweater, khakis or dress pants, and nice shoes for women. Women can also sometimes wear a moderate-length dress or skirt (knee-length or longer). For men, business casual is a polo shirt or shirt with a collar and/or sweater, khakis or dress pants, and dress shoes. No tie is required.



## Professional Business

For women, business professional means a business suit or pants suit, or an appropriate dress and jacket. For men, professional dress means a business suit or a blazer, dress pants, and a tie.



# Student Life

## Connecting to Wi-Fi

American University's wireless network is named "eagle-secure" and is available on main campus, east campus, and off-campus AU buildings. You can configure your device for eagle-secure before you connect to it for the first time by using the QuickConnect wireless configuration wizard. For instructions, visit [kogod.biz/quickconnecthelp](http://kogod.biz/quickconnecthelp). You can also configure your device for eagle-secure before you arrive on campus, so you can simply connect when you arrive.

## U·Pass

Full-time graduate students are automatically enrolled in the U·Pass program. U·Pass provides unlimited rides throughout the semester on Metrorail and Metrobus (including express and airport shuttle buses) for trips to school, work, internships, cultural events, and entertainment. The program extends to all full-time undergraduate, graduate, and law students.

Students utilize the U·Pass using a personal SmarTrip card, provided by the WMATA and AU. Cards will be available for pick-up at the beginning of the semester and will be linked to a unique serial number for each student. After an initial distribution of cards on the main campus and Washington College of Law, the Office of Parking and Commuter Services will handle replacement requests and late pick-ups. Lost or stolen cards should be reported online to the Office of Parking and Commuter Services.

For more information about the program, visit [american.edu/finance/transportation/upass.cfm](http://american.edu/finance/transportation/upass.cfm).

## Dining

There are a number of dining establishments on AU's campus.

### FOOD

- American Cafe | *Kerwin Hall*
- Asian Flavors | *Butler Pavilion (the tunnel)*
- Einstein Bros. Bagels | *Mary Graydon Center*
- Elevation Burger | *Mary Graydon Center*
- Freshii | *Mary Graydon Center*
- Global Fresh | *Mary Graydon Center*
- Pi & Fry | *Mary Graydon Center*
- Subway | *Butler Pavilion (the tunnel)*
- Starbucks | *Butler Pavilion (the tunnel)*
- Terrace Dining Room (the campus cafeteria) | *Mary Graydon Center*

### CONVENIENCE

- Eagle's Nest P.O.D. Market | *Butler Pavilion (the tunnel)*
- P.O.D. Mini Market | *Mary Graydon Center*
- East Campus P.O.D. | *East campus*

## TEA AND COFFEE

American Cafe | *Kerwin Hall*

Argo Tea | *Katzen Arts Center*

Bridge Cafe | *Butler Pavilion*

Davenport Coffee | *School of International Service*

Mudbox | *Bender Library*

Starbucks | *Butler Pavilion (the tunnel)*

Additionally, there are many restaurants in Tenleytown, Spring Valley, and Glover Park.

## Emergency Alerts


AU notifies the campus community of emergency and crisis situations using AU Alerts. These messages provide information on what is happening, what to do, and links to available additional information. The AU community is alerted via text and email, the university's home page, Facebook, Twitter, indoor yellow AlertUs emergency beacon boxes, and outdoor speakers located throughout campus. Students are automatically enrolled into AU Alerts.

## Disability Accommodations

To receive disability accommodations for the first time at American University, you must register with the Academic Support and Access Center by submitting documentation and completing the three-step process available at [american.edu/provost/academic-access/documentation-and-eligibility.cfm](https://american.edu/provost/academic-access/documentation-and-eligibility.cfm).

## Connect with Kogod

Each of our social media channels showcases a different aspect of life at Kogod. Follow them all to keep up with events, speakers, photos, career opportunities, and more!

 @kogod

 @kogodbiz

 @kogodbiz

 kogod.biz/linkedin





KOGOD SCHOOL OF BUSINESS

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