

## Procedures for Determining Eligibility and Registering as a First-Time Non-Degree Student

These procedures identify the process to register as first-time non-degree student at American University.

### A. Eligibility Determinations

1. All applicants must submit a First-Time Non-Degree Student Enrollment Form which is available at:

[www.justask.american.edu](http://www.justask.american.edu)

AU Central staff will review the application for completeness of information and documentation prior to forwarding to the academic unit for its review and approval of applicant's eligibility to enroll in a program (e.g., pre-requisites, academic standing, transcripts, other demonstrated proficiency).

2. The academic unit shall make determinations regarding an applicant's eligibility to enroll.
3. Once the academic unit approves an applicant, the AU Central staff will create the student's application for admission to a non-degree program in Colleague.
4. Admitted students will receive confirmation emails advising them of deadlines for registration, add/drop, and payment. Admitted student may register for classes after the University publishes information about class availability for non-degree students in the Academic Calendar (<https://www.american.edu/calendar/?announcements>)

### B. Registration Requirements

1. Once admitted and approved to register, an AU Central staff member will send an email to applicants advising them to create a University email account. Note that attempting to register as a student before creating a University email account prevents the Blackboard account from synchronizing properly).
2. After creating a University email account, the student will be sent, as applicable information about how to complete the Math Placement and/or Language Placement Exam(s).
3. First time non-degree students must register for classes through AU Central.

4. Once having confirmed registration through AU Central, students who want permission to change their class registration must email AU Central for guidance and assistance in adjusting their schedule. All students are subject to the University's tuition refund policy.

**C. Further Information**

1. Advisors and Associate Deans will receive a copy of the Policy (and these Procedures).
2. Questions relating to the Policy (and these Procedures) should be addressed to AU Central.
3. The Policy (and these Procedures) will be posted on the University's Policy and AU Central website.
4. Any changes to the Policy and these Procedures will be made and approved in writing.