

Dear Students,

Welcome back and I hope you are ready for the start of the fall semester. Below are answers to some common issues and important reminders. We've tried to put everything together to cut back on multiple emails so please keep this as a reference.

TLDR:

- EagleService has your official schedule and waitlist info
- **September 16th** Deadline to Opt Out of [Eagle Access Book](#) Program (See FAQ below)
- **August 31st** Last Day to Add or Drop a class
- [AGN & Final Exam Portal](#) Info
- And more!

CHECK YOUR SCHEDULE

Log on to EagleService to check your schedule to ensure you are registered properly. The notation under the course name should have a green check and "Registered". If you are on a waitlist, you can see your rank on the list. Waitlist emails are sent out every morning M-F and will continue until August 31st so please check your AU email for notifications.

COURSE MATERIALS IN CANVAS

Faculty are busy posting syllabi and publishing Canvas courses this week. All course materials are housed in [Canvas](#). If you confirm you are registered for a course on EagleService and do not have access to the Canvas course, please email canvas@american.edu with your name, AU ID, and the course so they can update your access. If you have recently changed your schedule, Canvas may take a day to update.

BOOKS AND MATERIALS FEE ([EAGLE ACCESS PROGRAM](#))

All students are now automatically charged a "Books and Materials Fee" based on their enrollment status (full-time/part-time) and class level. This is a **voluntary** program, and each student can opt-out each semester based on their personal preference. The deadline for opting out is September 16th, 2026.

A few answers to frequently asked questions:

1. WCL has negotiated a pricing change for this program. Upper-level students will be charged a lower rate than 1L students. You can see the new pricing structure [here](#). Note that the updated price may not be visible on your bill until after the first day of classes.
2. Each student received an email with a personalized link (from noreply@follett.com) to activate your Follett bookstore account. Once you log in, you can view your courses with materials and the format of the materials (digital or hard copy), decide if the program is the right fit for you and either remain enrolled or opt-out. See the attached guide.
3. Materials obtained through Eagle Access have a pre-determined format (hard copy or digital) that can't be changed. The format is listed on the opt-out page (see instructions in personalized email). If you would like a different format, you will need to opt-out and purchase the books on your own.
4. If you have already picked up any hard copy textbooks and would like to opt-out at this point, you will need to return them to the bookstore and your refund will be processed.

5. Refunds are processed every Thursday night so please check your bill to ensure the charge is removed.
6. If you opt-out and receive a note that says you must return course materials, that only applies if you have picked up your hard copy textbooks already. If you never picked up your books or received them digitally, no further action is needed on your part.

Monday, August 31st @ 11:59 pm

End of the Add/Drop period. Make sure you finalize your schedule by this date. Withdrawals (W on transcript, no refund) will be allowed from September 1st-October 30th. See the [Complete Drop & Withdrawal Schedule](#) for more info.

FRIDAY SEPTEMBER 18th @ 5:00 pm

Last day to add:

- [Independent study](#) & [Independent Competition](#)- be sure to get your faculty signature!
- Externship field credits - contact externship@wcl.american.edu with questions.
- Journal, Moot Court, Mock Trial, and ADR credits – you must register through EagleService until August 31st. After August 31st, you must submit [the Request for Registration Action form](#) to registrationservices@wcl.american.edu

EXAM SCHEDULE

The in-person exam schedule is available on the [WCL Exams Webpage](#). Rather than your fully personalized schedule, at this time the schedule you see represents a general schedule for rough planning purposes.

- Access the [AGN & Exam Portal](#) to find your anonymous grading number (AGN) you will use this term. Follow the three steps described in Part I of [this guide](#).
- Later this term, the AGN & Exam Portal will be updated to show your personalized schedule with rooms, exam duration, and details pertaining to accommodations and deferrals.
- [Our website](#) provides additional information and answers frequently asked questions.
- If you notice a potential conflict, [read our grounds for requesting exam deferrals](#), and create for yourself a reminder to complete the deferral form when it opens.

EXPERIENTIAL SKILLS

Experiential skills are only marked as complete if you have completed all 6 credits and received a grade. Skills are put on after the end of each semester. Skills completion for summer will be posted once all summer grades are finalized.

UPPER-LEVEL WRITING REQUIREMENT

If you are fulfilling this requirement this semester, please do the following:

- Speak to your professor now. Make sure they know you are completing the requirement with their paper.

- Remember to submit the [Upper Level Writing Requirement form](#) to your professor when you hand in your paper.
- The requirement will be manually marked complete on your record when we have received both the GRADE and the FORM.

GRADUATION

If you plan to graduate in December 2026, submit your graduation application by October 1st on [Eagle Service](#)! Be sure to submit a diploma mailing address that will be valid for at least 6 weeks after graduation and write your name EXACTLY as you want it printed on the diploma. Applying to graduate will trigger the degree audit process from our office and make sure you are on track for graduation. Those that apply to graduate in December will be eligible to attend the December ceremony or the May ceremony.

CERTIFICATIONS

Need a form signed? Need a loan deferred? Follow our [process online](#) to request letters and certifications. You may also obtain a certification of enrollment 24/7 by accessing the National Student Clearinghouse (NSC) [via the MyAU portal](#).

OFFICE OF THE REGISTRAR SPRING HOURS

The [Office of the WCL Registrar](#) is available to answer questions Monday – Friday 9:00 am – 5:00 pm and after hours by appointment. You can always reach us at registrationservices@wcl.american.edu or 202-274-4080.

Best wishes for a wonderful fall semester,