New Student Orientation

Graduate Program
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Additional handouts-
Virtual Writing Center Bookmark
Student Life Flyer
Welcome to Antioch University Seattle!

Our Mission

At Antioch University, we offer an innovative learning environment that is rigorous and responsive to your needs.

Our mission is helping students realize their potential and succeed in their educational goals.

Utilizing learner-centered education to empower students with the knowledge and skills necessary for the advancement of social, economic, and environmental justice.

Our Vision

Antioch aspires to be a leading university offering learners and communities transformative education in a global context that fosters innovation and inspires social action.

Shana Hormann, Ph.D., MSW
Vice President for Student Affairs and Associate Academic Dean
(206) 268-4714
shormann@antioch.edu
Dear

Welcome to Antioch! **Your Student ID number is:**

Use your 7-digit Student ID number as your **username** to access Antioch University Student Systems. Create an Antioch University Electronic ID (AUeID) **password**, at

https://audirect.antioch.edu

**AU Direct** links to these and other systems:

- Gmail, your Antioch University email account.
- myAntioch, to view your student information, course schedules, register for classes, view your narrative evaluations, pay your tuition, and more…. 
- Prior to this, you can log in as a guest to see the course schedule for the upcoming quarter.
- Sakai, the electronic course workspace, to access syllabi and other resources, post assignments, and more…. 
- Portal, the university site for announcements, information, policies, and more…. 

On-campus wifi – “AU_Student” account, log on with AUeID and password

Questions?
Contact the Antioch University Helpdesk: 866-662-0056 or https://helpdesk.antioch.edu
MyAntioch: Guide to Online Registration

All communication about myAntioch and online registration is through Antioch email and announcements. Be sure to check email regularly.

Detailed instructions, complete with screen-prints, are available on the AUS website at http://www.antiochseattle.edu/registrar/register-for-classes/

Connect to the Internet-

1. Go to the myAntioch website
2. Click on the “Login” link at the top.
3. Use your AUeID user name and password to login.
4. Click on the “Student Menu” link.
5. Click on “Register for Sections”
6. In the “Term” dropdown menu, select the quarter for which you’d like to view classes
7. In the “Academic Level” dropdown menu, select the level of study you’d like to view (e.g. Undergraduate, Graduate, etc.)
8. In the “Subjects” dropdown menu, select the area of study for which you’d like to view classes (e.g. Psychology, Education, Whole Systems Design, etc.)
9. Click on “Submit” at the bottom. A list of courses for that quarter, area of study, and academic level will be listed.

*If you run into registration problems contact the Registrar’s Office at 206-268-4772. If you have technical problems contact the Antioch Help Desk, 24/7 phone support @ 866-662-0056

Visitors may browse course offerings in myAntioch by simply clicking on Guest Login. No log in is required.

Once the course options are displayed on the screen, select any and all the courses that interest you by clicking the Select Section(s) boxes on the left side of the screen. When you are done, click Submit at the bottom of the screen. This will not register you but take you to the Register and Drop Sections screen—think of it as your shopping cart of potential course choices.
1) **To register for a course**, click on the drop-down **Action** box to the left of the course information.
2) Select **Register**; to remove a course from your preferred list, select **Remove from List**.
3) When you are finished, click **Submit** at the bottom of the page.

**If your registration fails** to process, for example if you have not fulfilled prerequisites, or because you have a student account hold on your record, a message will appear on the screen to tell you on what to do or what office to contact. You may not register in a course until all course or university requirements are met.

To **check prerequisites or course eligibility limitations**, click on the course name. That will take you to the Section Information Screen on which you can read the course description, determine prerequisites and enrollment limitations.

**If your registration is successful** you will be taken to the Registration Results screen. That screen displays all courses in which you are registered.

**NOTE**: Registrations from **previous** terms that have no grade designation (e.g., Leave of Absence, Enrollment Maintenance, ungraded courses) may be reflected on the list.

1) Finally, return to the Student Menu.
2) Under Academic Profile, select **My Class Schedule** to print your schedule as confirmation of successful registration and keep it for your records.
3) If all of your classes are reflected, **you are done**.

It is the student’s responsibility to ensure advising has taken place prior to registering for classes. Advising is required although an advisor’s signature to register for classes is not.

If you need assistance with registration, please email **registrar.aus@antioch.edu** or call 206-268-4772 from 9 to 5, Monday through Friday.
Antioch University Seattle has partnered with Follett Higher Education Group, which is a family-owned book provider that has operated with integrity and respect for more than 139 years. They are committed to customer service, community outreach, and collaboration with each school they interact with. Through them, we’ve been able to establish our online AUS Bookstore.

1. Log into www.antiochseattle.bkstr.com and click “Find Your Textbooks”

2. Select your courses using your class schedule

3. Pick from New or Used (or Rental Books where available) and Check-Out!

**Standard Shipping is FREE!**

Books will be sent to your home or whatever address you specify via FedEx. Orders placed on business days are shipped within 24 hours and generally arrive in 4-6 business days. Expedited shipping is available for an extra charge. If you need help, have questions or don’t have Internet access, call 800-621-4088 to speak with a Bookstore representative.

**Textbook Buyback**

In addition to 24/7 Textbook Buyback service available through the online store, a Follett representative will conduct an on-campus buyback near the end of each quarter.

**Bookstore Accounts**

Students whose financial aid is greater than tuition costs may activate a bookstore account to charge the cost of textbooks at the online AUS Bookstore. For more information, please contact the Student Accounts Office at studentaccounts.aus@antioch.edu or 206-268-4009.
**Returns Policy**

Textbooks may be returned within 14 days of receipt or 14 days from the start of classes, whichever is later. Items shipped within 10 days of the end of classes are non-refundable. No authorization is required, but textbooks must be in the original condition. For each title, fill in the quantity being sent back in the “Ret Qty” column. Ship returns along with a copy of the packing list. Returns will be credited to your account within 30 days of receipt. New textbooks must be received in new condition, so please pack your books securely. Software or CD refunds are accepted only if unopened, unless defective. New items received with markings or damage will be credited at the used price. Follett Virtual Bookstores is not responsible for items lost or damaged in transit. It is suggested that a traceable method of shipping be used such as UPS or insured Parcel Post. Any insurance is the responsibility of the sender.
Financial Aid
financialaid.aus@antioch.edu
206-268-4010 Phone
206-268-4242 Fax

The Financial Aid Office is located in the Enrollment Services area. We are open Monday through Friday 9am to 5pm each day. Please feel free to stop by, call, or email during office hours and the Staff will be there to help you. If necessary, you can make an in-person or phone appointment by sending an email request to the address listed above.

**Communicating with you**

Our communications to you are usually electronic, through your Antioch Gmail account. Check your AUS email weekly for important updates and announcements. Any requests to change your financial aid must be done in writing via paper request or sent from your Antioch Gmail account.

**Applying for Financial Aid**

Applying for financial aid is a fairly simple process: Complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) using your tax information and listing Antioch’s school code **E00555**. Your FAFSA information will then be electronically sent to Antioch. We will process your FAFSA and send you a letter outlining what you qualify for and explaining the steps required for you to accept any offered aid.

**Scholarships**

In addition to the Antioch scholarships available to new students, there are many outside scholarship opportunities. We have a scholarship database on our website located in the Costs and Financial Aid section that includes these outside scholarships. Another great resource is [www.thewashboard.org](http://www.thewashboard.org), which is a Washington State run website. It is commercial-free, and updated on a regular basis.

**Loan Deferments**

Antioch University Seattle Registrar reports attendance to the National ClearingHouse on the 15th of the first month of the quarter. If you need to defer your previous student loans, please be aware that your lender will be able to access this information after you begin at least half-time attendance. If you need something in writing before that point, please contact the Registrar’s Office (also located in the Enrollment Services Office).

**Financial Aid Award Letters**

Financial Aid award letters are available for your review via My Antioch. To access your award letter 1) login to My Antioch, 2) Click on “Student Menu” 3) Under Financial Aid, click on "Financial Aid Award Letter" 4) On the next screen, click on the drop down box and then "Award Letter" for the current academic year.
**TYPES OF AID YOU MAY QUALIFY FOR:**

**DIRECT LOAN:** Loans that are part of the Direct Student loan program, which helps students pay part of their educational expenses by borrowing directly from the government. Terms of the loan are covered in greater detail in the required Federal Loan Entrance Counseling and Master Promissory Note. Loan repayment begins six months after you graduate, withdraw, or drop below half-time status.

**DIRECT SUBSIDIZED FEDERAL LOAN:** *Available only to undergraduate students.* If you have Unmet Need, a portion of your Direct Loan may be offered as a Subsidized Direct Loan. The federal government pays the interest on subsidized loans while you are enrolled at least half-time and during deferment periods.

**DIRECT UNSUBSIDIZED FEDERAL LOAN:** You are not required to have Unmet Need to borrow an unsubsidized loan, but you are responsible for interest that accrues on this loan type.

**GRANTS:** Federal and Washington State grants are awarded only to *undergraduate* students based on need and income. Grants are considered “gift” aid – they do not need to be repaid. Grants are tied to enrollment status (the number of credits a student is taking per quarter).

**FEDERAL PERKINS LOAN:** A low interest loan awarded to students based on exceptional financial need and availability of funds. Repayment begins nine months after you graduate, leave school, or drop below half-time enrollment. Contact the Financial Aid Office for more information about this loan type if you think you may qualify.

**FEDERAL WORK-STUDY:** If Federal Work-Study is listed on your award letter, you are eligible to seek a position on campus at $12 per hour. Positions vary from five to twenty hours per week. These funds do not have to be repaid; you can elect to receive a bi-weekly paycheck, or to use the funds to pay down a balance on your student account. If you are awarded work-study, the Financial Aid Office will contact you with list of open positions. If you are interested in Federal Work-Study, but you do not see it listed on your award letter, contact the Financial Aid Office to discuss your eligibility. Antioch has limited work-study funding, so interested students may be waitlisted.

**STATE WORK-STUDY:** For Washington State residents who are eligible for Federal Work Study, you can gain valuable work experience in off-campus positions. Hourly wages vary depending on the position and employer. Contact the Financial Aid Office for more information.

**ALTERNATIVE LOAN:** If you feel you need additional financial assistance, you may qualify for an alternative loan. Students may borrow up to the cost of attendance less any financial aid received. Interest rates, fees, and approval of this loan are determined by your credit history. Please contact the Financial Aid Office for more information about alternative loan options.

**Graduate PLUS Loan:** *Available only to graduate students.* If you feel you need additional financial assistance, you may qualify for the Direct Graduate PLUS loan. Students may borrow up to the cost of attendance less any financial aid received. Approval of this loan is determined by your credit history. If you have poor credit history, applying with a co-borrower is an option. Contact the Financial Aid Office for more information about this loan.
Frequently Asked Questions

Q: I applied for aid and signed my award letter. What happens next?

A: Before each quarter, you will register for classes (your program will provide you the details on that process). The charges for tuition & fees will post to your Student Account (which you can view on my.antioch.edu). By the first week of the quarter, we disburse approved aid for students who are registered. The funds are credited to your student account and pay down any outstanding tuition & fees. Please note that you do not need to make an out of pocket payment if your financial aid will fully cover your bill. This is often a small point of confusion, as we publish the first of the month as our tuition deadline, but do not always disburse loan funds by that point. As long as your expected financial aid exceeds your costs, Student Accounts will not assess a late payment fee.

Q: What happens if I have more financial aid coming in than I owe?

A: Financial aid in excess of tuition & fees is returned to the student in a refund check to assist the student with their education expenses (books, supplies, transportation, etc.). The Student Accounts Office outlines exact refund check pickup dates & times before the start of each quarter; new students will receive details during orientation and via email after online registration. Typically, during the first week of the quarter, Direct Loans and the Federal SEOG (grant) are credited to the student’s account, and the Pell and Washington State Need Grants are credited during week three.

On my.antioch.edu, you can sign up to receive the refunds via Direct Deposit. This is encouraged, because our paper checks are mailed from our central campus in Yellow Springs, Ohio, which means a 4-6 day delay in getting the funds. If ever you receive more in refund then you need, you can return some or all of the funds to our Student Accounts Office and we will reverse that part of the loan (as if you didn’t borrow it in the first place).

Q: How many credits do I need to take to be eligible for financial aid?

A: BA Students must take at least six credits in order to remain financial-aid eligible. Credits for BA students registered as prior learning credits are counted at a four-to-one ratio in terms of financial aid eligibility. For example, 16 registered prior learning credits count as four credits towards financial aid eligibility. For more information about the prior learning credit program, please contact the BA Completion department or speak with your advisor.

A: MA Students must take at least three credits a quarter to remain financial-aid eligible.

If you have any further questions, please drop by or contact us at 206-268-4010 or financialaid.aus@antioch.edu
The Student Accounts Office is responsible for

- Communicating accurate registration charges to you
- Crediting financial aid and tuition payments to your account
- Calculating and distributing your financial aid and other refunds
- Issuing yearly IRS tuition statement 1098-T
- Answering your questions about the AUS Student Financial Policies and services offered

Additional Services – Services are free unless noted otherwise!

- Bookstore Accounts: Charge the cost of your textbooks to your financial aid. Complete a Bookstore Account Agreement online or on campus.
- Direct Deposit: When you want your refunds fastest, have them deposited directly to your bank account. Enroll online in myAntioch under Non-Payroll Direct Deposit.
- Third-party billing services: When your employer or an agency (like VA, DVR, DSB, tribal, etc.) wants to pay your tuition, we’ll send the bill to them.
- Bike room keys: Ride your bike and have a dry, off-street place to park. Requires a deposit that will be refunded when you return the key.
- Tuition Payment Plans: Pay quarterly tuition over three months. Service charge applies.
- Art studio: Get creative! Membership fee applies. For details, ask at the art studio.
- Emergency Loans (once a year) for when something unexpected disrupts your cash flow. Application available on the web and on campus.
- Parking permits: Park on the roof weekdays after 6 p.m. & all day on weekends. Additional options are available when you have disabled parking privileges. Permit fee applies.

Online Student Accounts Services in myAntioch

Not only do you register online in myAntioch, you can make tuition payments, review your account activity and financial aid award letter, check your current registration, sign up for direct deposit, watch for account holds, verify your address and more. myAntioch is available 24/7, so you can check on things when it’s convenient for you.

Access to myAntioch is through the web at my.antioch.edu or through “login links” at www.antiochseattle.edu. After logging in, click on Student Menu. These Student Accounts services are listed under Financial Profile:

- Student Account Summary to see your current student account balance and review your account history.
- Pay on My Account to make a payment to your account (not for payment plans-see below).
- View My Payment Plan Schedule to review payment details of an established payment plan.
- Non-Payroll Direct Deposit to enroll for direct deposit of your financial aid refunds.
- Pay on My Payment Plan to make a payment on an established payment plan.

For more information or assistance with any of these services, stop by or contact Student Accounts at (206) 268-4009 or studentaccounts.aus@antioch.edu. We’re open from 9 a.m. to 5 p.m., Monday through Friday.
Student Financial Policies 2014-15
Tuition Payment Information

Student Financial Policies inform students of their financial responsibilities while enrolled at Antioch University Seattle (AUS). Enrollment at AUS assumes a student’s agreement with the terms of these and all other university policies. Student Financial Policies are administered by the Student Accounts Office (Student Accounts) and are in effect summer 2014 through spring 2015. AUS reserves the right to amend its policies at any time without prior notice. For more information, stop by or contact Student Accounts at studentaccounts.aus@antioch.edu or 206-268-4009.

Billing of Tuition Upon registration, estimated tuition and fees are charged to a student’s account and may be viewed in myAntioch under Student Account Summary. All charges on a student’s account are subject to verification and may be adjusted according to published tuition and fee rates. After verifying charges, Student Accounts sends a Tuition Payment Notice to the student’s AUS email account. Paper registration/billing statements are available upon request.

Paying Tuition Students must complete one of the following payment options by the tuition payment deadline to avoid a late payment fee or possible cancellation of registration due to non-payment of tuition. Failure to attend classes or provide written notification of withdrawal to the Registrar’s Office does not relieve a student from tuition payment.

1) **Check or bank card:** AUS accepts checks (e-checks online in myAntioch) and money orders drawn on a U.S. bank and in U.S. funds, and American Express, Discover, MasterCard and VISA cards. AUS charges no convenience fee for any type of payment.

2) **Financial aid:** Have evidence of a completed (certified) financial aid package with AUS. Tuition not covered by aid also must be paid in full or with an arranged payment plan (see option 4). Financial aid packages are arranged through the Financial Aid Office.

3) **Third-party authorizations:** Submit an employer, tribal, or government agency tuition payment authorization to Student Accounts. Students with VA benefits must submit a DD-214 and Certificate of Eligibility to the Registrar. Tuition not covered by a tuition payment authorization also must be paid in full or with an arranged payment plan (see option 4).

4) **Tuition Payment Plan.** Arrange an interest-free Tuition Payment Plan to pay tuition over three months (see payment schedule below). The cost is $35 per term. The plan is available only to matriculated students registered for credit. Contact Student Accounts for more information or to arrange a plan.

How to Pay Tuition Students are encouraged to make bank card and e-check payments online in myAntioch. In person or by mail, make payments at Student Accounts, Antioch University Seattle, 2326 Sixth Avenue, Seattle, WA 98121. Bank card payments may be called in during business hours at 206-268-4009. After hours, payments may be placed in the night drop in the door at Enrollment Services, room 125.

Tuition Payment Deadline Tuition payment deadlines are noted in the table below. Payments may be made on the next business day without penalty if a payment deadline falls on a weekend or holiday. Student Accounts may make provisions for a payment grace period each term. Payment deadline and payment grace period dates are included in the Tuition Payment Notice emailed to students after verification of tuition charges.

<table>
<thead>
<tr>
<th></th>
<th>Summer</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
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<td>July 1</td>
<td>Oct 1</td>
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<td>Apr 1</td>
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<td>Payment Plan</td>
<td>July 1</td>
<td>Oct 1</td>
<td>Jan 1</td>
<td>Apr 1</td>
</tr>
<tr>
<td>Payment Schedule</td>
<td>Aug 1</td>
<td>Nov 1</td>
<td>Feb 1</td>
<td>May 1</td>
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<td></td>
<td>Sept 1</td>
<td>Dec 1</td>
<td>Mar 1</td>
<td>June 1</td>
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Late Payment Fee A $60 late payment fee will be assessed monthly when a student does not pay tuition or make valid payment arrangements with Student Accounts by the published payment deadline. The fee also is assessed when a payment plan installment is late or the minimum agreed payment amount is not paid.

For 2014-15, the late payment fee will be waived when tuition is paid by the 9th calendar day (second Tuesday) of the term.

In addition, the late payment fee will be waived until the first day of the month following the start of a term, on accounts with a remaining balance due that is less than $500 at the beginning of the term.

Accounts with unpaid balances are subject to registration cancellation, fiscal holds and/or collection actions (see below).

Late Registration Fees A $75 late registration fee will be assessed when a student attempts to initiate registration during the published late registration period. To be cleared for registration, the student first must contact Student Accounts to pay the late registration fee.

A $75 late registration change fee will be assessed when a registered student is permitted to add a course after the published add period or to increase credits on an existing registered course after the published credit adjustment period.

A $150 late registration fee may be assessed when a student is permitted to initiate registration after the close of the late registration period.
Registration Cancellation/Reinstatement AUS may cancel a student’s registration in response to a student’s failure to pay tuition or make qualified payment arrangements. Cancelled courses will be marked “LD-Late Drop.” The student may reinstate registration within seven days of cancellation by submitting a completed Registration Reinstatement Form along with payment in full for tuition and $200 reinstatement fee. Reinstatement is for all courses previously registered (no partial registration permitted unless a course has filled). The student will be required to pay tuition in full prior to registering in future terms (see Fiscal Holds below).

Fiscal Holds are used to restrict student access to university services. AUS may withhold assessments, official transcripts and diploma, or withhold the right of registration for a future term or course, until all previous outstanding debts to the university have been paid. Students may view all active holds in myAntioch under My Holds under the Registration menu.

A Student Accounts Hold is applied when a student’s account is in a past due status or when a library, parking, or any other fine assessed by the university is reported to Student Accounts. It is removed when the account is paid in full.

A Student Accounts Clearance Hold is applied to all students who do not initiate registration by the end of the open registration period. The hold is cleared when the student satisfies late registration requirements (see Late Registration Fees above).

A Student Accounts Discretionary Hold is applied for any reason documented and interpreted as necessary to protect the interests of the student or AUS (e.g. when a student exhibits a history of late payments, had registration cancelled for non-payment or was previously in collections). This is a permanent hold that requires the student to satisfy payment arrangements with Student Accounts prior to registration each term.

Returned Check Fee Each check or e-check returned unpaid to AUS is subject to a $30 returned check fee. A late payment fee also may be assessed or registration cancelled if the payment was for tuition and is returned after the payment deadline.

Collections Accounts that are 120 days past due are closed and referred to an outside collections agency for collection and reporting to national credit bureaus. All costs, fees and expenses (including, but not limited to, collection agency fees, reasonable attorney fees, court costs and other out-of-pocket expenses) incurred by AUS in attempting to collect the debt will be added to the student’s account balance.

Financial Aid Refunds Funding received in excess of a student’s account balance is typically refunded to the student on the first Friday of each term. Refunds are dependent upon several factors, including timely valid registration, timely completion and certification of a financial aid package, and the types and amounts of aid received. Students with a Pell or Washington State Need Grant may not receive a refund until those grants arrive (usually the third week of the term). All grants require a student to maintain certain eligibility requirements.

When possible, a refund is returned to a bank card used to pay tuition, up to the amount originally charged. A credit balance less than five dollars is transferred to the next term unless the student graduates or is no longer enrolled. A credit balance less than one dollar is not refunded.

Direct Deposit or check? For fastest access to refunds, students are encouraged to enroll in direct deposit in myAntioch under menu item Non-Payroll Direct Deposit. Refund checks for students without direct deposit are mailed from Ohio. AUS can not honor requests for advances or early disbursement of refunds.

Tuition Credit for Dropped Courses is prorated and credited to a student’s account for courses dropped within the first 40 calendar days of the term (see Tuition Credit Schedule). The credit is calculated from the date the student submits a completed Drop Form to the Registrar’s Office.

Fees are not refunded after the 100% tuition credit period.

For some courses of three or more credits that begin after the first week of the term, the 100% tuition credit deadline is extended to one business day following the first session of class. This exception does not apply to weekend, independent study, prior learning, contracted, and other classes in which the student is expected to engage from the beginning of the term.

Tuition Refunds for eligible students are generally reimbursed within 14 days of receipt of the Drop Form. The refund is returned to the student or original payer of the tuition. If tuition was paid by bank card, the refund will be returned to the bank card used, when possible, up to the amount originally charged.

Tuition refunds for students receiving financial aid are subject to the terms of the student’s financial aid. The Financial Aid Office will determine a student’s eligibility for a tuition refund, which may include a return of financial aid funds to the student’s lender. A student is responsible for reimbursing the university when the amount of aid returned exceeds the tuition credit.

Appeals of Tuition & Fees A student may appeal a tuition or fee charge for a course(s) dropped for circumstances beyond the student’s control by submitting a completed Tuition & Fees Appeal Form along with supporting documentation in accordance with the form. Filing an appeal does not exempt a student from payment of amounts previously owed or prevent the assessment of late payment fees when applicable. The Tuition & Fees Appeal Form is available on the web and on campus.

For more information, stop by or contact the Student Accounts Office at studentaccounts.aus@antioch.edu or 206-268-4009.

<table>
<thead>
<tr>
<th>Tuition Credit Schedule</th>
<th>Summer 2014</th>
<th>Fall 2014</th>
<th>Winter 2015</th>
<th>Spring 2015</th>
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<tbody>
<tr>
<td>Deadline for 100% credit</td>
<td>July 15</td>
<td>Oct 14</td>
<td>Jan 13</td>
<td>Apr 14</td>
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<tr>
<td>Deadline for 80% credit</td>
<td>July 22</td>
<td>Oct 21</td>
<td>Jan 20</td>
<td>Apr 21</td>
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<tr>
<td>Deadline for 70% credit</td>
<td>July 29</td>
<td>Oct 28</td>
<td>Jan 27</td>
<td>Apr 28</td>
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<tr>
<td>Deadline for 60% credit</td>
<td>Aug 5</td>
<td>Nov 4</td>
<td>Feb 3</td>
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<tr>
<td>Deadline for 50% credit</td>
<td>Aug 12</td>
<td>Nov 11</td>
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<td>Deadline for 40% credit</td>
<td>Aug 15</td>
<td>Nov 14</td>
<td>Feb 13</td>
<td>May 15</td>
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</table>
REGISTRAR’S OFFICE

The Registrar’s Office staff is responsible for maintaining student academic records, while ensuring the accuracy and completeness of those records. We are also responsible for administering and enforcing policies and procedures.

- Please be attentive to deadlines and familiarize yourself with AUS policies and procedures.
  - http://www.antiochseattle.edu/registrar/critical-dates-policies-procedures/
  - http://www.antiochseattle.edu/registrar/aus-catalog/
  - http://www.antiochseattle.edu/registrar/

- We communicate through Antioch email. You are required to check your email at least once a week, and we recommend that you check it more frequently during online registration. For validation purposes all AUS official email correspondence should be via Antioch Gmail.

- AUS does not operate on a letter grade system. Consistent with our educational philosophy we rely on a system of narrative evaluations for assessment of student learning. You can access these through myAntioch.

- It is important that you make satisfactory progress toward your degree—in terms of both academic progress and financial aid eligibility. Please check the Satisfactory Academic Progress section in the Catalog, available online: http://www.antiochseattle.edu/registrar/aus-catalog/

- Your student record is accessible through myAntioch – Academic Profile menu https://my.antioch.edu/
  - Credit Reports (cumulative academic credit history link)
  - Narrative Assessments (academic credit by term link)

- http://www.antiochseattle.edu/registrar/register-for-classes/ has detailed information regarding our online registration services.

We are located in Enrollment Services, Room 125. Stop by, or contact us any time if you have any questions - 206-268-4772.
Free Peer Writing Assistance

Learning

Teaching and

The Center for

Teaching and Learning

The Academic Support Lab

Free one-on-one peer assistance in:
• Writing
• Math
• English Language Learning
• West B and West E Prep.
• Scholarship applications
• Resume writing
• Study skills
• Time management skills

What AUS students say about peer-assisted sessions

“With little time, my tutor kept me focused and gave me solid feedback I can use to stay on track.”

“She was understanding of my culture and my language.”

Tips for your session

Bring your laptop.
Bring a draft or your laptop.
Bring any notes or outlines.
Faculty comments
Texts and class notes
Assignments
Syllabus

Schedule an appointment before you are overwhelmed by an assignment.

Arrive on time. Set your own goals for the session.

Come with ideas or questions.

Bring all necessary course materials:
• Syllabus
• Assignments
• Texts and class notes
• Faculty comments

Bring any notes or outlines.

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The Academic Support Lab

Call for Appointment: 206.268.4416

Monday – Friday

Or Email: asl.aus@antioch.edu

206.268.4416
Room 204
asl.aus@antioch.edu

The Academic Support Lab

All peer tutors are graduate students from AUS programs

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Such as:

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Set assignments. Arrive on time. Set your own goals before an appointment.

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What we do:

1. We help students find a process or a plan that suits them.
2. We ask questions, listen, and help strategize.
3. We create a positive culture of learning.
4. We are ready to help with scholarships, resumes, study skills, and standardized tests.
5. We recognize that the struggle to translate thoughts and feelings into words is universal.

At the Academic Support Lab

Your Spot.

so that someone else can have

Please call as soon as possible.

We work with students to:

- Help students identify patterns in their writing.
- Encourage students to seek out their instructors for clarification about assignments.
- Encourage students to verbalize their intended meanings.
- Encourage students to take charge of the session.
- Help students set goals for the session.
- We help students find a process or a plan.

Cancellations:

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What we don't do:

1. We do not tell, fix, judge, or shame.
2. We do not function as an editing service.
3. Although we assist with research-related skills, we do not conduct research.
4. We do not function as an editing service.
5. We do not function as an editing service.

Workshops offered at the ASDL

Some of the weekly half-hour workshops:

- Resumes
- Citations/Paraphrasing
- APA Basics
- Cover Letters
- Punctuation Pits
- Psychological Assessment
- Time Management

Contact Information:

Anne Maxham, Ph.D.
Director
Center for Teaching and Learning
amaxham@antioch.edu
ASL Office
Room 204
206.268.4416
asl.aus@antioch.edu

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AUS Disability Support Services

• Ensures access and reasonable accommodation for students who have a disability or health condition.

• Builds a campus environment that supports students with physical, mental, sensory, learning or chronic health conditions or disabilities.

• Supports effective compliance with the Americans with Disabilities Act and related disability nondiscrimination laws

Reasonable Accommodation

• Determined interactively on a case by case basis based on individual functional limitations

• Is implemented through a DSS-issued Letter of Accommodation signed by the student and her/his faculty every quarter

• Examples include course materials in accessible format (Braille, audio, large print), extended time for tests or assignments, use of ergonomic chair, use of assistive technology, arrangement of ASL interpreters or captioners.

Contacting DSS

Call (206)-268-4151

Email
Director of Disability Support Services
dss.aus@antioch.edu

Drop by 106E behind the Front Desk
Antioch University Seattle Office of Diversity Services

Antioch University Seattle is a supportive community, full of people doing extraordinary things for one another and for society. We celebrate this work in a variety of ways, from community action and partnerships, to formal awards, to small, informal expressions of gratitude and individualized support.

In 2014, Antioch University Seattle reaffirmed its commitment to diversity and inclusion through the establishment of its new Office of Diversity Services.

Under the direction of award-winning community activist and inclusion advocate Ron Harris-White, M.P.A., M.A., National Urban Fellow, the office provides leadership and strategic direction to the Antioch students, administration and faculty.

AUS is committed to building an inclusive and sustainable community. The Office of Diversity Services offers:

• Student Life Overviews/ Consultation
• Leadership in Diversity Training
• Student Advising / Mentorship
• Community Outreach Technical Support
• Speakers Bureau
• Affinity Group Support
• Strategic Advise

The Office of Diversity Services promotes educational and cultural enrichment programming and activities for all of its students, while at the same time, increasing cross-cultural understanding for the total University community. The Office researches best practices in diversity initiatives and uses those findings to inform university decisions.

The Office develops innovative programs and communications strategies to promote inclusion, diversity, and assesses the outcomes of those initiatives with a particular focus on their impact as related to recruitment and retention.

The Office of Diversity Services also coordinates cultural awareness programs and assists in the implementation of diversity and inclusion initiatives for the campus community. We provide outreach to local and regional leaders, individuals and groups within diverse cultures.

The Office of Diversity Services promotes equity to the AUS community. The Office of Diversity Services administers activities, programs and workshops to promote institutional awareness of and commitment to faculty diversity goals.

For more information contact Ron Harris-White at rharriswhite@antioch.edu or phone: (206) 268-4436

Ron Harris-White 3/10/2014
Front Desk

Here are a few things we would like to make sure you know:

Building Hours:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon-Thu</td>
<td>8:00a-10:30p</td>
</tr>
<tr>
<td>Fri</td>
<td>8:00a-9:30p</td>
</tr>
<tr>
<td>Sat/Sun</td>
<td>8:00a-6:30p</td>
</tr>
</tbody>
</table>

*All Activities should end a half an hour before the building closes to give lobby attendants time to do a final building security check. All persons must leave the building at that time. (The gate to the roof closes a half hour before the building closes and opens a half hour before the building opens.)*

*Students are not allowed in the building outside of the campus posted hours.*

School Closure Information:

If you are concerned that the school may be closed for inclement weather, natural disaster, etc. please call 206-268-4555 for current information on the school’s status.

Emergency Procedures:

Call 911 from your cell phone. Call 9911 on AUS phones

There are fire exit maps in every classroom and first aid kits are in every department. Please ask your academic center office manager for the location of your department’s first aid kit. A First Aid kit is also kept at the Front Desk.

Adjunct faculty mailboxes are located behind the front desk on the first floor. Some academic centers also maintain separate adjunct faculty mailboxes. Please check with your center’s office manager.

Parking:

Parking at Antioch is by permit only, with the exception of visitor parking. Rooftop parking is available for students who purchase a quarterly parking permit. This permit is good for M-F, 6pm-closing, as well as Sat/Sun, 8am-closing. Quarterly Parking Permits can be purchased in the Student Accounts Office. Cars parked on the roof without valid passes will be ticketed, and may be towed. Unauthorized vehicles parking in reserved or handicapped parking spaces may be towed without warning.

The complete parking policy is posted on the roof entrances, or you may request a copy from facilities. Any parking questions should be directed to Michael Johnson, Director of Facilities and Parking Supervisor, at: (206) 268-4034.

Bicycles:

Bicycles are not allowed in the building. There is a bike rack by the main entrance and a bike room on the roof. Keys to the bike room can be checked out from the Student Accounts Office for a $25 deposit.
Restricted Items: Antioch does not allow open flame, any animal other than registered service animals, unsupervised children or weapons on campus. Please respect these rules.

Copiers:
Copiers are available in the Library and the Computer Lab. Prints are free at this time, but we ask that you respect the environment and use as little as possible. Less paper used = less trees to cut down.

Room & Equipment Use:
Rooms and equipment are available for classes, degree committee meetings, practice sessions and other academic related activities. Please plan ahead, as these resources are limited. Equipment is for on-campus use only and cannot be kept overnight. Some exceptions do apply.
A minimum of 24 hours advance notice is required for room or equipment reservations so please get your reservations in as soon as possible.
The Room Reservation email is checked three times a day at 8:00 am 12:00 pm and 3:00 pm Monday - Friday. Please allow 24 business hours for us to get back to you.

There are several ways to reserve a room or equipment (TV/VCR, DVD player, CD/tape player, digital recorder, overhead projector, easel, LCD Projector, flip camera);
* Forms are available at the front desk, or
* Email (In Gmail create a new message and send it to: rm_res.aus@antioch.edu.
Please include your name, your program, name of the activity, date, beginning and ending time of the activity, how many people will be involved, any equipment needs and your contact information.

Reader Board:
All your classes and/or meetings will be listed on the reader board. There is one by the Front Desk when you first walk in the building and one on the 2nd floor at the top of the stairs. Please consult it to find out what room your class is being held in.

Lost and Found:
Lost and Found resides at the Front Desk. Lost items are kept for one quarter. At the end of the quarter, left over items will be discarded and/or given away.

Student I.D. Cards
If you are a new student, I.D. cards come in the 2nd or 3rd week of your first quarter. If you're an existing student, a new I.D. arrives with the new academic year during the summer quarter. Please pick them up at the Front Desk.

Vending Machine Refunds:
If a vending machine eats your money, please go to the Front Desk and ask to fill out a form to record it. About once every couple weeks our vendors come in to check on this and give us money for refunds – please give us a week or two to get back to you. We will write you an email when your refund is ready to be picked up.

Facility Issues:
If there’s a spill or the bathrooms are out of toilet paper, please don’t hesitate to come to the Front Desk to let us know. We will call facilities and let them know.

If you have any questions, please contact your department or the Front Desk at 206-268-4000.
Databases may look different but most will allow you to limit searches to full text or peer reviewed sources only. These options are often found under headings such as “advanced search” or “limits” on the main page of each database.

Don’t forget that even if you don’t find the full-text on one of our databases, you can always request a copy of the article through the InterLibrary Loan form online.

Exporting bibliographic citations directly into your RefWorks account is simple once you know where the command is located in each database. Finding it, on the other hand, can be tricky.

Don’t hesitate to ask library staff for help in searching or exporting citations. We also give regular trainings, on the use of databases and RefWorks. Call, stop in, or visit on-line for more information.
Remote Access to databases for AUS students: www.antiochseattle.edu/lib

1. Start at the AUS Library homepage and click on Research.
2. Click the Proquest button from the AUS Library homepage.
3. For academic searches, select the "ProQuest databases".
   - User name: Antiochsea
   - Password: h0racemann
   - Note: Zero, not the letter "O"

4. To search for journal articles look under the "Explore OhioLINK Database" on the main page and select "By Subject or Field" then choose your database.

For more resources visit the AUS Library website at: www.antiochseattle.edu/lib

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   - User name: Antiochsea
   - Password: h0racemann
   - Note: Zero, not the letter "O"

For managing your bibliography, select the "RefWorks" under "Manage Your Bibliographies." Enter Group Code: RWAntiochUYS.

Log in to an existing account or, if you have not yet created one, Sign up for an Individual Account on RefWorks. There is a tutorial within the program itself. Just click on the "Tutorial" link at the top of the RefWorks sign-in page.

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3. Log in with your Antioch ID# and password. (Same as you use for Antioch Gmail or Sakai.)

2. Click on OhioLINK. That takes you to the OhioLINK login page. Enter your Antioch ID# and password. (Same as you use for Antioch Gmail or Sakai.)

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3. For academic searches, select the "ProQuest databases".
   - User name: Antiochsea
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   - Note: Zero, not the letter "O"

For more resources visit the AUS Library website at: www.antiochseattle.edu/lib
Pick Your Payment Option

Convenience is the key to our payment options:

• Quarterly Students:
  • SFU vouchers are also an option for
    account numbers.
  • PayPal offers the added convenience
    of paying with a password instead of
    a credit card.
  • We accept Visa, MasterCard, Discover.

New Books:
Pretty much hot off the press.

Used Books:
Rental is built-in to the industry’s cost-savings
innovations in the eBook market.

Ebook:
Our cross-platform reader:
expires after a number of days.

eRentals: Limited license ebook that
shares your course (downloading saves
less than viewing digital content on
device). When the term is over:
returns back.

Ebookstore: www.mbsdirect.net (Watch
here’s how to order.

Order Your Books

Customize Your Library

Here’s How to Order:

1. Order online through your school’s
   24/7 customer service. MBS Direct delivers
   materials, money-saving programs and
   you receive an item delivery of the correct
   book.

2. Select the payment option that fits your
   needs.

3. Your order is shipped within 24 hours.
   Download is available.

www.mbsdirect.net
View your course lists and order at

Order with Confidence
**Textbook Orders**

Start at the AUS Web page, hover your mouse over the red box labeled “Student and Campus Resources”, then click “more resources” to get to the e-bookstore link. The direct link to MBS Direct is http://bookstore.mbsdirect.net/antiochseattle.htm.

Go to the AUS Online Bookstore, and click “Find Your Textbooks.”

Select your textbooks by course, using your class schedule.

Choose from new, used, or rental books when available, then go to check out!

If you have questions or concerns about the ordering process or any other product and service MBS Direct offers, their customer service team is ready to answer questions, 24 hours per day, 7 days per week. Just call 1-800-325-3252 or email VB@mbsbooks.com.

**Textbook Buyback**

You may elect to sell your textbooks back to MBS Direct at the end of the quarter. Information on textbook buyback can be found on MBS Direct’s webpage. You will have to pay for shipping.

**Bookstore Accounts**

If you used financial aid vouchers to purchase your textbooks previously, you will still be able to take advantage of this option.

The Bookstore Account Agreement may be found on the AUS web page or see Student Accounts.

**Returns Policy**

Course materials must be returned within two weeks after class start date or within 21 days of date shipped, whichever is later. New course material must be returned in new, unopened condition in order to receive a full refund. All components of a packaged item must come back together, unopened, and in the original shrink wrap to receive credit. Credit will be issued in the same manner the payment was originally made. Allow two weeks for processing time.