



# Undergraduate Student Services

415-618-6508 | (Telephone/Zoom appointments only, no in person appointments at this time)

## Your Student Services Advisors will help you:

- Learn about the classes required by your degree and how they'll help you meet your career goals.
- Plan your semester schedule and register for appropriate classes every term.
- Learn how to use online registration tools.
- Learn skills needed for academic success and how to utilize campus & online resources at AAU.

## Advice from your Advisors:

- Check in with your Advisors regularly, multiple times throughout the semester to keep track of your degree progress.
- Register for classes as early as possible!
- Get to know your instructors and Department Directors! Meet with them throughout your career to ask questions & discuss your ideas in detail.
- Check your email regularly for important messages and always reply to emails from your advisor!
- Keep your address, phone number, and email address updated on Student Self-Service.
- Monitor your progress grades, midterm grades, and final grades online.
- Review your class schedule each semester to verify your registration. Confirm any changes to your schedule with your Advisors.

## Your Student Services Advisors will expect you to:

- Make appointments with/contact your Advisors regularly.
- Be courteous and plan ahead (schedule appointments early and cancel or reschedule if necessary).
- Come to appointments prepared with a list of questions or concerns to discuss.
- Use your [degree planner](#) to learn your program requirements and track your degree progress.
- Be aware of university [policies & procedures](#).

## How to contact your Advisors:

Call or email your advisors any time with questions, concerns, and to acquire important information.

Schedule an appointment to reserve 30-minutes for speaking with an Advisor (in Zoom or over the phone).

**Find your assigned Advisor on your student [Portal](#)**

**Important:** Although you are assigned a go-to Advisor, you have a team of Undergraduate Student Services Advisors available to you.

· **My Go-to Advisor:** \_\_\_\_\_ **Phone:** 415-618- \_\_\_\_\_

· **Email:** \_\_\_\_\_ **Appt. Link:** \_\_\_\_\_

### · My Student Services Advising Team:

· **Advisor:** \_\_\_\_\_ **Phone:** 415-618- \_\_\_\_\_

· **Advisor:** \_\_\_\_\_ **Phone:** 415-618- \_\_\_\_\_

· **Advisor:** \_\_\_\_\_ **Phone:** 415-618- \_\_\_\_\_

· **Advisor:** \_\_\_\_\_ **Phone:** 415-618- \_\_\_\_\_

· **Advisor:** \_\_\_\_\_ **Phone:** 415-618- \_\_\_\_\_

*\*Tip: Your Advisors may change throughout your career. Keep this list updated!*

· **Undergraduate Student Services Main Line:** 415-618-6508

· **Office Hours:** 8am – 6pm PST

## SEMESTER CHECKLIST

1 week before classes begin	Re-confirm your class schedule online, and that you have all your course supplies
1st week of the semester	Attend all classes. Work with Advisors with any questions about schedule.
1 month after classes begin	Enroll in classes for next semester
2 weeks after the semester ends	Check your final grades online

## IMPORTANT LINKS

[Self-Service](#) | [LMS](#) | [Academic Calendar](#) | [Class Catalog](#) | [AAU Email Account](#) | [Financial Aid](#) | [Academic Policies](#)

### Class Registration

Registration begins several months before the upcoming term. Always register for classes as early as possible before they become full.

**Spring registration:** September

**Summer registration:** February

**Fall registration:** February

Register [online](#) or with your advisor.

### Schedule Changes

Requests to Add, Drop, Change Courses or Sections MUST be processed through your Advisors or the [Online Portal](#).

**Late penalties apply for all schedule change requests after the 1st week of class**

### Academic Policies

- 1 class = 3 units
- Full-time status for Fall and Spring = 12 or 15 units (4 or 5 classes)
- Students are expected to take 6 units (2 classes) in Summer to graduate on time.
- Students must have a 2.0 GPA to graduate

### Passing Grades

- Core / Major Classes: **C-**
- Liberal Arts Classes: **D-**
- Art Electives: **D-**
- EAP Labs: **C-**
- LA 103/LA 106/LA 107/LA 108: **C-**

### GPA Requirements

Minimum Grade Point Average (GPA) required to maintain Good Standing:

#### BFA/BA/BFA2 Degree students:

Units Earned	0-30 units	31-60 units	61+ units
Minimum GPA	1.7	1.85	2.0

#### AA/AA2 Degree students:

Units Earned	0-15 units	16-30 units	31+ units
Minimum GPA	1.7	1.85	2.0

If a student's cumulative GPA does not meet the minimum requirements, the result is a **probationary semester**.

### Attendance Policies

- Students are expected to attend every class session.
- Always discuss absences with your instructor.
- 3 consecutive absences may result in a final grade of F or being dropped from the class.
- 3 unexcused absences may result in a final grade of F.
- 4 late arrivals may drop the final grade by one letter grade (A to B, B to C...)

### Free Academic Support

[Academy Resource Center](#) (ARC)

· M-F 8:30am-6:00pm

**Online Academic Support**

Oas@academyart.edu

How To Library:

<http://howto.academyart.edu/>

### International Students

Contact the **International Department** for questions/issues about your international student status.

· **Phone number:** 415-274-2208

· **Email:** [intlservices@academyart.edu](mailto:intlservices@academyart.edu)

### Important Phone Numbers

- Campus Housing: 415-618-6335
- Financial Aid: 415-618-6190
- Accounts Receivable: 415- 618-6429
- Veteran Affairs: 415-618-6451
- Campus Safety: 415-618-3911
- Online Help Desk: 415-618-3545



# Graduate Student Services

415-618-6508 | (Telephone/Zoom appointments only, no in person appointments at this time)

## Your Student Services Advisors will help you:

- Learn about the classes required by your degree and how they'll help you meet your career goals.
- Plan your semester schedule and register for appropriate classes every term.
- Learn how to use online registration tools.
- Learn skills needed for academic success and how to utilize campus & online resources at AAU.

## Your Student Services Advisors will expect you to:

- Make appointments with/contact your Advisors regularly.
- Be courteous and plan ahead (schedule appointments early and cancel or reschedule if necessary).
- Come to appointments prepared with a list of questions or concerns to discuss.
- Use your [degree planner](#) to learn your program requirements and track your degree progress.
- Be aware of university [policies & procedures](#).

## Advice from your Advisors:

- Check in with your Advisors regularly, multiple times throughout the semester to keep track of your degree progress.
- Register for classes as early as possible!
- Get to know your instructors and Department Directors! Meet with them throughout your career to ask questions & discuss your ideas in detail.
- Check your email regularly for important messages and always reply to emails from your advisor!
- Keep your address, phone number, and email address updated on Student Self-Service.
- Monitor your progress grades, midterm grades, and final grades online.
- Review your class schedule each semester to verify your registration. Confirm any changes to your schedule with your Advisors.

## How to contact your Advisors:

Call or email your advisors any time with questions, concerns, and to acquire important information.

Schedule an appointment to reserve 30-minutes for speaking with an Advisor (in Zoom or over the phone).

**Find your assigned Advisor on your student [Portal](#)**

**Important:** Although you are assigned a go-to Advisor, you have a team of Graduate Student Services Advisors available to you.

· **My Go-to Advisor:** \_\_\_\_\_ **Phone:** 415-618-\_\_\_\_\_

· **Email:** \_\_\_\_\_ **Appt. Link:** \_\_\_\_\_

### · My Student Services Advising Team:

· **Advisor:** \_\_\_\_\_ **Phone:** 415-618-\_\_\_\_\_

· **Advisor:** \_\_\_\_\_ **Phone:** 415-618-\_\_\_\_\_

· **Advisor:** \_\_\_\_\_ **Phone:** 415-618-\_\_\_\_\_

· **Advisor:** \_\_\_\_\_ **Phone:** 415-618-\_\_\_\_\_

· **Advisor:** \_\_\_\_\_ **Phone:** 415-618-\_\_\_\_\_

*\*Tip: Your Advisors may change throughout your career. Keep this list updated!*

· **Graduate Student Services Main Line:** 415-618-6508

· **Office Hours:** 8am – 6pm PST

## SEMESTER CHECKLIST

1 week before classes begin	Re-confirm your class schedule online, and that you have all your course supplies
1st week of the semester	Attend all classes. Work with Advisors with any questions about schedule.
1 month after classes begin	Enroll in classes for next semester
2 weeks after the semester ends	Check your final grades online

## IMPORTANT LINKS

[Self-Service](#) | [LMS](#) | [Academic Calendar](#) | [Class Catalog](#) | [AAU Email Account](#) | [Financial Aid](#) | [Academic Policies](#)

### Class Registration

Registration begins several months before the upcoming term. Always register for classes as early as possible before they become full.

**Spring registration: September**

**Summer registration: February**

**Fall registration: February**

Register [online](#) or with your advisor.

### Schedule Changes

Requests to Add, Drop, Change Courses or Sections **MUST** be processed through your Advisors or the [Online Portal](#).

**Late penalties apply for all schedule change requests after the 1st week of class**

### Academic Policies

- 1 class = 3 units
- Full-time status for Fall and Spring = 9 or 12 units
- Students are expected to take 6 units (2 classes) in Summer to graduate on time.
- Students must have a 2.0 GPA to graduate

### Passing Grades

- **Graduate students must achieve a "C" or better in all Graduate level coursework**

### GPA Requirements

Minimum Grade Point Average (GPA) required to maintain Good Standing:

**MFA Degree students:**

Units Earned	<b>63</b> units
Minimum GPA	<b>2.0</b>

**MA Degree students:**

Units Earned	<b>36</b> units
Minimum GPA	<b>2.0</b>

If a student's cumulative GPA does not meet the minimum requirements, the result is a **probationary semester**.

### Attendance Policies

- Students are expected to attend every class session.
- Always discuss absences with your instructor.
- 3 consecutive absences may result in a final grade of F or being dropped from the class.
- 3 unexcused absences may result in a final grade of F.
- 4 late arrivals may drop the final grade by one letter grade (A to B, B to C...)

### Free Academic Support

[Academy Resource Center \(ARC\)](#)

· M-F 8:30am-6:00pm

**Online Academic Support**

Oas@academyart.edu

**How to Library:**

<http://howto.academyart.edu/>

### International Students

Contact the **International Department** for questions/issues about your international student status.

· **Phone number:** 415-274-2208

· **Email:** [intlservices@academyart.edu](mailto:intlservices@academyart.edu)

### Important Phone Numbers

- [Campus Housing:](#) 415-618-6335
- [Financial Aid:](#) 415-618-6190
- [Accounts Receivable:](#) 415-618-6429
- [Veteran Affairs:](#) 415-618-6451
- [Campus Safety:](#) 415-618-3911
- [Online Help Desk:](#) 415-618-3545



# ACADEMY of ART UNIVERSITY®

FOUNDED IN SAN FRANCISCO 1929 BY ARTISTS FOR ARTISTS

WHEN	WHAT
YOUR 1ST SEMESTER	> <b>ATTEND ONLINE GRADUATE SCHOOL OVERVIEW/ORIENTATION</b>
DURING EACH SEMESTER	> Review your semester schedule for accuracy and contact Graduate Advisor for any course changes. <a href="http://online.academyart.edu/">http://online.academyart.edu/</a>
	> Regularly review Graduate School semester calendar for registration dates/deadlines, drop/add dead- lines, first and last day of school dates: <a href="http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources">http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources</a>
	> Review Graduate Program Breakdown and course catalog before meeting with Graduate Advisor to plan for next semester registration: <a href="https://catalog.academyart.edu/catalog/.html/?0">https://catalog.academyart.edu/catalog/.html/?0</a>
	> Track and monitor your midterm progress grades on Student Self-Service. Contact your instructor or Academy Resource Center (ARC) if necessary to receive any academic or classroom support during semester: <a href="http://www.academyart.edu/students/my-academy/academy-resource-center">http://www.academyart.edu/students/my-academy/academy-resource-center</a>
	> When final grades are posted, view them on Student Self-Service or your online profile and contact your Graduate Advisor to make any changes to your next semesters schedule if necessary.
BEFORE MIDPOINT REVIEW	> Discuss with Graduate Advisor when you should plan to present your Midpoint Review.
	> Review Midpoint Review general and department specific guidelines on Graduate School website: <a href="http://gradshowcase.academyart.edu/">http://gradshowcase.academyart.edu/</a>
	> Discuss your Final Thesis Project proposal with your Department Director before presenting. Attend Midpoint Review workshops.
	> <b>SIGN-UP ONLINE FOR MIDPOINT REVIEW</b> during the semester you plan to present. <a href="http://gradshowcase.academyart.edu/">http://gradshowcase.academyart.edu/</a>
AFTER MIDPOINT REVIEW APPROVAL	> <b>REVIEW DIRECTED STUDY GUIDELINES.</b> Print out any forms needed for Directed Study approval and meet with Department Director to discuss options/courses for Final Thesis Project. Obtain signatures for Directed Study approval forms from Department Director before meeting with Graduate Advisor to register for classes. <a href="http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources">http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources</a>
	> Participate in Online Directed Study Chat for more information: <a href="http://gradshowcase.academyart.edu/">http://gradshowcase.academyart.edu/</a>
	> Schedule appointment with Graduate Advisor to schedule next semester classes.
BEFORE FINAL REVIEW	> During the semester before you plan to graduate, be aware of Petition to Graduate dates and deadlines. Discuss process with Graduate Advisor and plan for final semester coursework. <a href="http://www.academyart.edu/content/aa/en/students/my-academy/academic-resources/graduation-commencement.html">http://www.academyart.edu/content/aa/en/students/my-academy/academic-resources/graduation-commencement.html</a>
	> <b>SIGN-UP ONLINE FOR FINAL REVIEW.</b> <a href="http://gradshowcase.academyart.edu/">http://gradshowcase.academyart.edu/</a>
	> Meet with Department Director to discuss Final Thesis Project progress.