
Important Policies and Procedures

Registration

Students need to inform Antioch of their enrollment intentions *every* quarter, by enrolling for one or more courses or Leave of Absence (LOA) or Enrollment Maintenance status (EMF).

Degree Student Registration

For spring 2007 registration, students in the Baccalaureate Completion program, the Center for Creative Change, the Center for Programs in Education and the Doctor of Psychology program in the Center for Programs in Psychology will continue to meet with their advisers, complete the written registration card in full, acquire their advisers' approval signature and submit the card to the Registrar's Office. See page 3 for the registration schedule.

Faculty, staff and students in the Master's degree programs in the Center for Programs in Psychology will assist the university in an introductory implementation of on-line registration, using the my.Antioch system. Additional registration materials will be made available to them; they will begin registration February 26, 2007.

Visiting Student Registration

Non-matriculated or visiting students are those who wish to enroll in courses for academic credit but who are not pursuing a degree at Antioch University Seattle (AUS). Visiting student registration for one or more courses is permitted on a space-available basis only and course prerequisites, if any, must have been met before registration is permitted.

Visiting students are ineligible for financial aid and credits earned as a visiting student are not automatically applicable to a degree, if subsequently admitted to a degree program. A visiting student's registration requires program approval; that approval is conveyed to the Registrar's Office via a Visiting Student Registration Form signed by the appropriate program personnel. (Some programs, such as psychology, have additional approval forms and documents required.) Tuition is payable in full at the Student Accounts Office prior to submitting a registration card.

Visiting student registration requests are processed after degree-seeking students have registered. Payment is due at the time of registration.

Other-Program Registration

Matriculated students in one degree program may take a course for credit in another program. Because all programs provide priority to students

in their own programs, other-program course enrollment is permitted if space is available only at the end of the non-priority registration period. In some cases, prerequisites must be met and/or specific instructor approval is required. Be aware that some courses are not open to the enrollment of other-program students. If a student has registered earlier, he or she may request the other-program course using an add/drop form.

Late Registration

Students who do not register during priority or non-priority registration may register during the late registration period in the first week of the quarter. A late registration fee will be charged, once non-priority registration has ended. Tuition and the late registration fee need to be paid, or evidence of approved financial aid must be presented to student accounts, before submitting the registration card to the Registrar's Office. Registration cards not cleared by the Student Accounts Office will not be processed.

Open Cross-Program Enrollment

Courses eligible for Cross-Program Enrollment are designated throughout this course schedule with the symbol above. They are open to any student in any degree program for all of the registration periods. Courses not marked with this symbol are not available for other program enrollment until the end of the non-priority registration period.

Audit Registration

Registration to audit a class is available only during the first week of the quarter on a space available basis, with program approval. (Some programs, such as psychology, have specific approval forms and documents required.) There is no late fee when registering to audit a class; all audits must have program approval.

Immediately prior to the first week of classes, anyone who wishes to audit a course should check with the Registrar's Office to see if space is available. If so, the student must acquire program permission and submit the necessary paperwork to the Registrar's Office.

Current Students registered at least half-time can audit up to two classes with no additional fee, although lab or course fees may apply.

Visiting Students must pay the audit fee at the Student Accounts Office.

Antioch Graduates, current Adjunct Faculty and Degree Committee Members are not subject to an audit fee, although lab or course fees may apply.

Leave of Absence (LOA)

To be on leave, a student must submit an approved leave-of-absence registration card to the Registrar's Office **by the end of the first**

week of the quarter of absence. Both the student and the adviser must sign the form. This form must be filed for each quarter the student intends to be on leave up to a maximum of four consecutive quarters.

If an LOA registration card is not submitted and the student is absent without notification, the student will be withdrawn and will not be able to resume enrollment without applying for and being approved for readmission. Upon withdrawal, any courses that have not been completed will be marked No Credit (NC). An NC is permanent and not subject to change.

Note: Taking one or more leaves of absence may cause financial aid loans to go into repayment. Contact the Financial Aid Office for further information.

Students are limited to four consecutive LOA quarters. Unless the student registers for credit or, if appropriate, enrollment maintenance (EMF) for the next consecutive term, he or she will be withdrawn and any courses that have not been completed will be marked No Credit (NC). An NC is permanent and not subject to change. **Students with In Progress (IP) courses must enroll for Enrollment Maintenance status (EMF) or for one or more courses, rather than take a Leave of Absence to complete the course or courses for which they have negotiated In Progress approval.**

Enrollment Maintenance (EMF)

To register for Enrollment Maintenance (EMF), a student must submit an approved EMF registration card to the Registrar's Office by the end of the first week of the quarter. This status signifies not-for-credit enrollment. The enrollment maintenance fee (\$500) authorizes advising time, degree committee meetings, prior learning, advising, work on In Progress (IP) courses and any other faculty consultation. A maximum of two consecutive EMF registrations will be permitted. EMF status does count toward enrollment terms required to graduate. Financial aid is not available to EMF students, although half-time loan deferments are reported. The fee for enrollment maintenance is non-refundable and is payable in full at the time of registration.

Registration Cancellation/Withdrawal from Antioch

By registering for classes, students are legally obligated to pay all tuition and fees applied to their student accounts. Failure to attend classes does not constitute withdrawal from the university or exemption from payment. Once registered for a term, to cancel registration or withdraw from the university, the student must submit a completed add/drop form to the Registrar's Office. The tuition refund schedule listed in the tuition section governs whether a student will owe a balance or is entitled to a refund of tuition paid.

Enrollment

Academic Progress

Satisfactory academic progress is determined by the number of credits completed relative to registered credits, as well as timely progression through the degree process. Students must have completed or have actively in progress a minimum of 75 percent of their total attempted credits. Courses dropped after the ninth calendar day of any term are included in the percentage completion calculation. In addition, to be in good standing, both undergraduate and graduate students are limited to a cumulative total of 8 unfinished credits of study at Antioch. Unfinished credits are those recorded as IP (In Progress) or IPX (expired In Progress). For the full academic and financial aid Satisfactory Academic Policy, refer to the 2006-2007 Antioch University Seattle Catalog.

Adding or Dropping Learning Activities

You must file an add/drop form in the Registrar's Office for ALL registration changes. Your faculty adviser must sign add/drop forms before submission to the Registrar's Office.

An add/drop form needs to be filed to:

- Drop a course from the current quarter
- Add a course to the current quarter (including moving from a waiting list into a class)
- Drop an in-progress (IP) course from a previous quarter
- Change the number of credits for variable credit courses from those on the original course registration card

If the change will cause you to owe money to Antioch, you must pay the additional estimated amount due to the Student Accounts Office before submitting the add/drop form to the Registrar's Office.

If adding or dropping a course or credits changes your enrollment status (total credit load), you must complete the "change of status" section of the form. Eligibility for any scheduled tuition refund is dependent upon completing this form. (Check the Tuition Refund Schedule section of this publication.) Note that changing your enrollment status may require adjustment of your financial aid. Please contact the Financial Aid Office with any questions.

The number of credits cannot be reduced by the instructor or student as a means of reflecting incomplete or inadequate quality of coursework. Credits already earned cannot be changed. Credits are not negotiable either at the end of the quarter or at the end of the degree program.

Once registered for credit, you may add new learning activities to your current program of study only during the first two weeks of the quarter.

No new learning activities may be added after the end of the second week of a quarter nor can audits be changed to credits or credits be changed to audits after the second week. No new learning activities may be added to any previous quarter. *No change from LOA to EMF or from LOA or EMF to credit status is allowed after the end of the late registration week.*

No change from credit status to EMF or LOA is allowed after the ninth calendar day of a term. No course may be dropped without record after the ninth calendar day of a term. Courses dropped after the ninth calendar day are recorded as late drop (LD); courses dropped after the end of the sixth week of a term are recorded as permanently incomplete (IN). Unfinished or abandoned courses after the sixth week of a quarter will be assigned No Credit (NC). An NC is permanent and not subject to change.

Changes in Credits for Learning Activities

You may increase or decrease the number of credits for variable-credit courses only within the first six weeks of the quarter. Credits for fixed-credit courses may not be altered.

Class Wait-List and Attendance Policy

If you have a registered place in a class, you must either attend the first class or notify the instructor of your expected absence to reserve your place. Otherwise, a "wait-list" student may take the space. Only registered students and wait-list students are authorized to attend the first class. During registration, the registrar will accept up to three wait-list students for each class. If you are on a wait list and wish to be officially enrolled in the class, you must attend the first class, inquire with the registrar if space is available, and, if so, complete an add/drop form.

NOTE: Psychology Master's degree students: Waitlists are not maintained for MAP courses. Continue to check my.Antioch for available seats.

The registrar, rather than the instructor, manages reserved spaces in classes. Students are expected to attend all scheduled classes. Credits may be denied for failure to attend classes.

In-Progress Policy

The university expects that a student will complete all course work by the end of the quarter. In exceptional circumstances, a student may request an exception and negotiate with the instructor for an In Progress (IP). An In Progress may be granted solely at the discretion of the instructor. Classroom courses may be allowed up to one additional quarter. Other courses may be allowed up to two additional quarters.*

If the work is not finished by the deadline the instructor has set, the instructor can approve another deadline up to the maximum time permitted for the course. If the work is not complete

by the final deadline set by the instructor and an assessment has not been submitted, a No Credit (NC) will be assigned, not subject to change. To earn credit for a course marked No Credit or permanently incomplete, the student must reenroll in and repay for the course. Note that enrollment maintenance and Leave of Absence quarters count as in-progress quarters.

IP contracts are not available to nonmatriculated/visiting students.

Upon withdrawal from Antioch, outstanding IP's are converted to NC (No Credit). An NC is permanent and not subject to change.

Students must complete all course and degree requirements prior to or on the last day of classes of a term to be eligible to graduate that term.

*Classroom courses include: methods courses, lecture, lab and seminar; other courses include inquiry, independent study, field study, internship, thesis.

Enrollment Status

Student enrollment status refers to the number of credits for which a student is enrolled for any given quarter. A student may be:

Status	Graduate	Undergraduate
Full Time	8–12	12–15
Half Time	4–7	6–11
Part Time	1–3	1–5

This status is the basis for determining eligibility for financial aid (according to federal guidelines) and loan deferment. A student enrolled for at least *4 total credits of graduate psychology internship and case consultation* is considered to be full-time for academic purposes.

Residency Requirement for the B.A. in Liberal Studies Program

Candidates must fulfill two residency requirements:

1. A minimum of 36 credits must be earned at Antioch Seattle; no more than 12 credits per quarter may be applied toward the residency requirement.
2. Candidates must be enrolled for a minimum of four calendar quarters.

There are a number of ways this residency requirement can be met, such as:

- three 12-credit quarters, one EMF
- two 12-credit quarters, two 6-credit quarters
- four 9-credit quarters

Residency credits are those Antioch credits earned in degree program classes. Prior learning credits do not apply to residency requirements, nor do Antioch continuing education credits.

Upper- or Lower-Division Credits for the B.A. Program

The maximum number of lower-division quarter credits (e.g., 100- and 200-level classes) allowed

for transfer to Antioch Seattle from other colleges or universities is 120. A minimum of 60 of the 180 credits required for graduation must be upper-division, either transferred or earned at Antioch.

AUS Bookstore

The bookstore is located on the first floor in the northwest corner of the Antioch Seattle campus building. It stocks textbooks, school supplies, snacks, clothing, key chains and other gift items.

Contact Information

You can email us at antiochseattle@bkstr.com or 1002txt@fhcg.com or phone us at 206-268-4012. Orders can be shipped to you via UPS or held for pick-up at the store or at the university's front desk.

Visit our website www.antiochseattle.bkstr.com to shop online for textbooks and academically-priced software. (See below section for information on software ordering.)

Bookstore Spring Quarter Hours

March 26 – April 7

10 a.m. to 7 p.m. Monday – Friday
10 a.m. to 1 p.m. Saturday
Closed Sunday

April 8 – June 9

10 a.m. to 7 p.m. Monday – Thursday
10 a.m. to 5 p.m. Friday
Closed weekends

June 10 – June 23

10 a.m. to 5 p.m. Monday – Thursday
10 a.m. to 4 p.m. Friday
Closed weekends

Bookstore Holiday Closures

May 28, Memorial Day

Textbook Buyback

June 4 – June 8

10 a.m. to 7 p.m. Monday – Thursday
10 a.m. to 5 p.m. Friday

Returns Policy

The customer's satisfaction is our #1 priority! We gladly accept returns of merchandise.

Terms and Conditions

- Original receipt required for refund
- Shrink-wrap must be unbroken
- Books must be in same condition as purchased

Textbooks and Course Packs

Non-textbook items may be refunded or exchanged within 30 days of the sale with the original receipt, providing the merchandise is in resalable condition. Discounted and sale items are non-refundable.

Textbooks may be refunded with receipt within seven (7) calendar days from the start of classes or within two (2) days of purchase thereafter.

Course Packs are not eligible for return or refund.

Textbooks purchased during the last week of classes or during exams may be sold back under the book buy policy.

Students on active military duty and students residing in international countries, Alaska, Hawaii, Puerto Rico and Virgin Islands may return textbooks within 10 days from the first day of class for full refund.

Dropped or Canceled Classes

Textbooks purchased for dropped or canceled classes may be returned for refund within 30 days of scheduled class start date with receipt and drop slip, if applicable.

Software

Orders

Academically-priced software is available through our website. Purchases require academic verification – dated student ID card, dated current registration card, letter from school on AUS letterhead, etc. All orders are shipped directly to your home or office.

Software Returns

Call Customer Service at 800-874-9001 to arrange for an RMA (Return Merchandise Authorization) number and receive shipping instructions. Returns of software are not transacted at the bookstore.

Bookstore Accounts

Students completing a Bookstore Account Activation Agreement may charge the cost of textbooks and required supplies purchased at the AUS bookstore to their student accounts. Complete the agreement just once. Your bookstore account will be activated automatically every quarter that you qualify. Bookstore accounts may be used before the term begins; some undergrads and students with agency vouchers may charge through the second week of the term. More information and the activation form are available at www.antiochseattle.edu/currentstudents/studentaccounts, the Antioch Bookstore or the Student Accounts Office.

Library Services

Hours: Mon. – Thurs., 8 a.m. to 10 p.m.
Fri., 8 a.m. to 7 p.m.
Sat. – Sun., 8 a.m. to 6:30 p.m.

Phone: 206-268-4120

E-mail: library@antiochseattle.edu

The AUS library follows a credo of “hand-crafted searching in the digital age.”

The library is home to a suite of some of the finest and most expansive electronic resources available. Staff are onsite seven days a week, on a schedule designed to accommodate the working student. The library team is trained and ready to guide the student through everything from basic computing to advanced academic searching. Help can also be quickly obtained by phone and e-mail. Library computers are equipped with the latest software tools to sustain a busy workload, as well as managing research records, statistical data and graphic design.

In addition to study in the library, students can research at home, or, for example, at the Internet café of their choice. The AUS Library maintains a computer lab next door.

Through our memberships in some of the major national resource organizations (such as OhioLINK and the Washington Statewide Database Licensing Project), the AUS Library offers online connections to extensive journal collections in all academic fields. Additionally, about 1,500 educational films, quality digital images and thousands of quality electronic books are at any student’s fingertips. Quick Tips and online pathfinders to community resources are found under “Library” on the AUS website.

Our up-to-date magazine, journal and book collection is geared to meet diverse student needs, and to encourage both coursework and browsing in one’s field of interest.

The library also hosts print, video tape and DVD to support the University’s curriculum and its commitment to a diversity of learning styles. The collection is accessible through the online catalog on the library’s web page at www.antiochseattle.edu/library. The AUS Library also offers document delivery and interlibrary loan services, course reserves and computer access for faculty and students.

Located on the first floor of the AUS campus, near the atrium, the library sponsors frequent drop-in classes in computer, research and presentation skills.

Beyond an environment to nurture discovery and scholarship, the library hosts regular cultural happenings – speakers, events and art openings.

library@antiochseattle.edu

206-268-4120

Student Basics

Mailboxes, Student ID Cards, FirstClass, Etc.

Centralized mailboxes for students are being phased out. As of the Spring 2006 quarter, students in the Center for Creative Change were not assigned centralized mailboxes. New arrangements for students in other programs will be implemented by the end of the Spring 2007 quarter. Through the spring term, however, mailboxes still will be made available the first day of class to students in the B.A., Psychology and on-campus Education programs.

Antioch identification cards for *new* students will be available at the front desk as soon as they are created: after signing the card, it may be laminated there.

Communication Protocol

FirstClass (FC) accounts and e-mail addresses are assigned to all Antioch University Seattle students. Students are required to check their FC e-mail at least weekly and are responsible for being aware of information disseminated through FirstClass e-mail, Official Announcements and programmatic folders and bulletin boards.

To comply with student records confidentiality and security requirements, official e-mail communication with Antioch University Seattle, including e-mail between students and instructors, should originate from and be conducted within the FirstClass system.

Students are required to report and maintain a current address with the University. Address changes should be reported to the Registrar’s Office by letter or use of the address change form or may be sent through FirstClass e-mail.

Registration cards and other university forms are located in the hallway outside the Enrollment Services Office as well as on the Antioch University Seattle website: http://www.antiochseattle.edu/currentstudents/registrar_forms.html

Student program handbooks are available through your degree program and will be distributed at orientation. Policy manuals are available for reference from your adviser or the Registrar’s Office. The AUS Student Handbook is available on First Class, under “Handbooks and Policies.” The AUS Catalog and Schedules of Classes are available at <http://www.antiochseattle.edu/currentstudents/classes.html>

Directory Information

In accord with the Family Educational Rights and Privacy Act of 1974, as Amended, Antioch University Seattle ensures students access to their official academic records and prohibits the release of personally identifiable information, other than directory information, from these records without the student’s permission except as specified by law.

Antioch University Seattle has defined directory information to include a student’s name, address, e-mail address, telephone number, major course of study and concentration, dates of attendance and degrees or certificates earned. Currently enrolled students who wish to withhold directory information may do so by completing and submitting the “Request to Prevent Disclosure of Directory Information” form available from http://www.antiochseattle.edu/currentstudents/registrar_forms.html or from the Registrar’s Office.

Please be aware that if a student withholds directory information, the university cannot release *any* information, including verification of attendance or degree(s) earned without the student’s explicit written request.

Learning and Teaching Cooperative

The Learning and Teaching Cooperative is dedicated to offering students and faculty assistance with their academic work and development in areas such as writing, math, ESL/ELL tutoring, scholarship applications. One-on-one and group tutoring sessions are available for one hour or more, scheduled or drop-in. Tutoring sessions typically are offered Monday to Friday from 11 a.m. to 7 p.m., and Saturday and Sunday 12 p.m. to 6 p.m. The LT Coop website is www.antiochseattle.edu/lcoop

Parking

Parking at AUS is very limited and, except for visitor parking, is available to current permit holders only. Reserved permit holders are assigned specific spaces; all other permits offer space-available parking only. Please refer to the labels on parking spaces and/or the color-coded parking lot diagram for locations of the various types of parking spaces. Vehicles not parked in a correct space for the type of permit they display will be ticketed and may be towed. AUS **does not** provide parking for special events or workshops. There is metered parking along the streets, as well as in pay lots in the surrounding areas. On-street parking is free on Sunday and after 6 p.m. for the rest of the week. Parking regulations are enforced rigorously.

Disabled Parking

There are four disabled parking spaces located near the elevator entrance on the roof. These spaces are available to only those AUS community members displaying both a valid AUS parking permit and a valid Washington State Disabled Placard, and to visitors (See Visitor Parking) with a valid Washington State Disabled Placard. The time frames and limitations associated with each permit apply when using these spaces. Rooftop parking, with the exception of the reserved spaces, is on a space available basis only. Unauthorized vehicles parked in these spaces will be ticketed and towed without warning.

Student Quarterly Weekend/Evening Parking

Permits for student quarterly weekend/evening parking are available for purchase to all AUS students. They are valid for spaces marked "AUS Quarterly Permit Only" and may be used after 6 p.m. Monday through Friday and all day on weekends. The student quarterly permit is not valid before 6 p.m. on weekdays.

Visitor Parking

Four spaces have been designated for visitor parking. Visitors are persons on university business who are guests, including prospective students, degree committee members, guest speakers, interpreters, translators, job applicants and members of the Board of Trustees and Board of Visitors. Visitors must sign into the visitor log located at the Front Office with legible and complete information. Students, paid consultants, employees and adjunct faculty are not visitors and may not use visitor parking. Visitor parking is limited to two hours.

Other Parking Information

- All vehicles parked in the Antioch lot must have a valid paid AUS permit, with the exception of those in visitor parking and those visitors lawfully utilizing ADA parking. (see both Visitor and Disabled Parking)
- Employee daily permits and student quarterly weekend/evening permits are available for purchase from the Student Accounts Office. See the director of facilities for all other permits.
- Except for reserved parking, all parking is on a space-available basis.
- Vehicles without valid permits or in any other way out of compliance with this policy will be ticketed and may be towed.
- Vehicles not in marked spaces, blocking access or parked in handicapped or reserved parking spaces without a valid permit will be towed without warning.
- Fines can be paid in the Student Accounts Office. The staff requires five business days to update ticket payment records.
- Vehicles with two unpaid tickets will be towed upon receipt of the third ticket.
- Towed vehicles may be recovered from Lincoln Towing. Call 206-364-2000 for more information.
- Refund checks for daily parking permits are issued 14 days after the Student Accounts Office receives the request.
- Antioch University Seattle reserves the right to change its parking policy at any time. Please direct questions about this policy to the director of facilities at 206-268-4034.

Open Cross-Program Enrollment

These courses are available for cross-program enrollment for the entire registration period. Check course description for any prerequisites, fees for materials and/or required instructor's permission. All other courses are closed to cross-program enrollment until the dates on the enrollment schedule under Other Program Registration.

AUS401/AUS601: Digital Storytelling

BAC322L: Introduction to Drawing

BAC337A: Intermediate Drawing

BAC482B: Advanced Drawing

BAC320D: Acting Fundamentals

BAC325A: The Making of a Literary Journal

BAC334U: Classical Tai Chi Chuan (Tai Chi)

BAC441H: Postcolonial Literature of Protest

BAC330N: Case Studies in Leadership

BAC405K: Theory and Practice of Coaching

BAC414: Theories of Personality

BAC300K: World History 1500 CE to Present: Foundations in the Liberal Arts II

BAC313M: Field-Based Environmental Analysis

BAC333M: Social Science Research

BAC333W: Gender, Violence and Social Change

BAC 397A: Freedom Project Community Service

BAC327G: Service Learning: Women's Education Project

EDU506B: Methods of Environmental Education

PSY494A: Abnormal Psychology

PSY492: Lifespan Development

AUS Faculty at Large

Christina Dawson
Daniel Masler

Bryan Tomasovich
Robert Wang

Tell Your Story... through a campus-wide Digital Storytelling class!

Imagine the power of story giving voice to personal transformation, bringing life to a community through its members' stories, capturing an organizations' values and vision, documenting a social change movement, conveying the spirit of an artists' cooperative or an innovative elementary classroom, relating domestic violence survivors' stories of hope and healing. Imagine digital storytelling as a springboard to express, empower and enhance your work in the world.

AUS601/AUS401: Digital Storytelling

Saturdays, 9 a.m. – 5 p.m., April 7, 28, May 19.

Plus 2 computer lab sessions TBD; Limit: 30
Convened by Sue Woehrlin & Elizabeth Burke

The ancient art of storytelling brought to new life in the digital age. Stories give voice to individual and collective memories, identities, dreams and yearnings for change. User-friendly technology allows anyone to combine images with the elements of storytelling to combine script, storyboard and soundtrack into a digital story. Participants will each craft a 3 – 5 minute story with photos, artifacts, video/audio clips, music and narration. A unique collaboration of students, faculty and staff learning in community through story.

Graduate students register for AUS601 (3 credits); Undergraduate students register for AUS401 (4 credits). Faculty and staff contact Sue Woehrlin to express interest.

Student Life Office

The Student Life Office provides assistance in representing student voices. The office encourages student participation in the university's governance structure, which includes serving as a student representative on the Planning and Budget and the Student Service Councils. The office also sponsors student activities and seasonal events to help students feel more connected to the campus and serves as an effective link for and between students within the entire AUS community. Services and activities of the Student Life Office include:

- Quarterly student receptions/social offerings

- Maintaining the Student Life bulletin boards
- Student advocacy
- Student feedback for event planning
- Resource for student information & referral
- Annual Arts and Crafts Fair

Your feedback is welcomed. You are invited to drop by the Student Life Office (Room 217), contact the office by phone at 206-268-4025 or e-mail studentlife@antiochseattleu.edu to share your ideas/suggestions on the type of activities you would like to see offered on campus, as well as provide feedback on ways to improve services to students. Your involvement is encouraged.