

Important Policies and Procedures

Registration

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 registration card 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; the registration forms, however, may be submitted at any time during the non-priority registration period specified on page 3.

Other-Program Registration

Matriculated students in one degree program may take a course for credit in another program. Since 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 nonpriority 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.*

During 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 or 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 permanently incomplete. Note: Taking a leave 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 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 permanently incomplete.

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 EMF fee (\$500) authorizes advising time, degree committee meetings, prior learning, advising, work on In Progress (IP) courses and any other faculty consultation. EMF status also counts 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 in progress a minimum of 67% of their total attempted credits. Courses dropped after the ninth calendar day of any term are included in the percentage completion calculation. In addition, undergraduate students are limited to a cumulative total of 12 unfinished credits of study at AUS. Graduate students are limited to a cumulative total of 8 unfinished credits. Unfinished credits are those recorded as IP or IPX.

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; and
- Change the number of credits 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 at the end of the quarter nor 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 after the second week. No new learning activities may be added to any previous quarter.

No change from EMF or LOA 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 9th calendar day of a term.

No course may be dropped without record after the ninth calendar day of a term. Courses dropped after the 9th calendar day are recorded as late drop (LD); courses dropped after the end of the 6th week of a term are recorded as permanently incomplete (IN). Unfinished or abandoned courses after the sixth week of a quarter will be assigned permanent incompletes (IN).

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. 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

If coursework is not completed by the end of the quarter for which it was registered the student may negotiate with the evaluator for additional time for completion, up to two additional quarters. Such a contract is granted solely at the discretion of the evaluator/instructor. If approved, the instructor will assign an In Progress (IP), with a deadline date specified, through the AIM assessment system. 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. If the work is not complete by the final deadline set by the instructor and an assessment has not been submitted, a permanent incomplete will be assigned, not subject to change. To earn credit for a course marked permanently incomplete, the student must reenroll in and repay for the course. Note that enrollment maintenance quarters count as in-progress quarters. Leave of absence quarters do not count as in-progress quarters. IP contracts are not available to non-matriculated students. Upon withdrawal from AUS, outstanding IP's are converted to IN (permanent incomplete).

Students must complete all course and degree requirements prior to the end of a term to be eligible to graduate that term.

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 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 six-credit quarters
- four nine-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. Thus, at least 60 of the 180 credits required for graduation must be upper-division, either transferred or earned at Antioch.

AUS Bookstore

The bookstore is on the first floor in the northwest corner of the AUS campus building. It stocks textbooks, school supplies, snacks, T-shirts, sweatshirts and other items. Check for hours posted on the door and bulletin boards. Please call 206-268-4012 to contact the bookstore for more information. The fax number is 206-256-6241 and the e-mail address is bookstore@antiochseattle.edu.

Store hours during winter quarter are:

Week 1 (Jan. 2 - 7)

10 a.m. to 7 p.m. Tuesday – Friday

10 a.m. to 1:30 p.m. Saturday

Weeks 2–10 (Jan. 7 – March 11)

10 a.m. to 7 p.m. Monday – Thursday

10 a.m. to 5 p.m. Friday

Weeks 11–13 (March 12 – April 1)

10 a.m. to 5 p.m. Monday – Thursday

10 a.m. to 4 p.m. Friday

The bookstore is closed on staff holidays listed under Key Dates on page 1 of this course schedule.

If you are unable to shop during posted hours, you may call to arrange for an after-hours pick-up at the university's front desk or arrange for UPS delivery of textbooks to your home or office. You also can browse your textbooks online at www.antiochseattle.edu by clicking on "Student Services," "Bookstore", and then selecting "Required Textbook."

During the first two weeks of the quarter, students are asked to purchase only those books required for their classes. That way, everyone has an opportunity to obtain the books they need for their studies.

Academic/student versions of software are available at the student discount rate by special order. Antioch student ID is required for pick-up.

The bookstore also oversees the operation of the payment activation unit on the student copiers. Problems and malfunctions concerning these units should be reported to the bookstore manager promptly.

Finding textbooks for classes is a simple matter if you know the following:

1. Course number, including section
2. Complete course name
3. Name of instructor

Bookstore Return Policy

The original register receipt must accompany all merchandise. Credit card transactions also must be accompanied by charge machine draft.

Text Books and Course Materials

1. Must be in new condition. No marks, tears, bent pages, scuffed covers, creased spines, damaged or missing shrink-wrap. Bookstore staff reserves the right to judge acceptable condition.
2. Must be returned within two weeks of the first day of the current quarter as published in the quarterly class schedule. Special cases: (1) For courses that begin prior to the published first day, returns must take place within the first two weeks of the first day of class; (2) Psychology summer intensive/weekend course materials may not be returned if classes have begun.
3. Course packet readers must meet all above conditions and be accompanied by a class drop confirmation from the Registrar's Office.

Supplies and General Merchandise

1. These must be in saleable or original condition and returned within two weeks of purchase.
2. Clothing must be unworn with original tags.
3. Bookstore staff gladly will replace defective merchandise.
4. Discounted and sale items are non-refundable.

Miscellaneous

At times, the bookstore may not have sufficient funds in the register to process your refund immediately. Please speak with the manager to arrange refund by check.

Please do not ask the clerks to make an exception for you. As much as they may like and respect you, they must follow guidelines that ensure each situation is handled fairly and that promote the continued financial viability of the bookstore.

Textbook Buyback for Upcoming Quarters

These recycling events are scheduled for:

10 a.m. to 6:30 p.m., Dec. 5-8

10 a.m. to 4:30 p.m., Dec. 9

10 a.m. to 6:30 p.m., March 6-9

10 a.m. to 4:30 p.m., March 10

Book Vouchers

Students whose financial aid is greater than tuition and whose registration appears online in the Student Accounts Office may be eligible for a book voucher to purchase textbooks from the AUS bookstore. Book vouchers are available from Dec. 5–23. For more information or to determine eligibility, contact the Student Accounts Office at 206-268-4009.

Library Services

Phone: 206-268-4120

Hours: Mon. – Thurs., 10 a.m. to 9 p.m.;

Fri. – Sun., 10 a.m. to 6 p.m.

E-mail: library@antiochseattle.edu

The AUS library, which is located on the first floor near the atrium, houses a collection of books, journals, master's theses, and videos which specifically support the university's curriculum and commitment to teaching to a diversity of learning styles.

Extensive electronic services are also available. AUS has licenses to hundreds of academic databases with thousands of full-text journal articles and e-books. All library staff are trained to help with access to these digital media services.

The computers, scanners, printer and copy machine are available whenever the library is open. The computer classroom (room 105) is used for computer trainings, classes and library computer overflow. The library also has an individual video viewing machine.

To augment the on-campus print collection, Antioch students are eligible for a University of Washington library card or a card to any one other major public research university. The AUS library covers the cost of the card.

Student Basics

Mailboxes, Student ID Cards, FirstClass, Etc.

Mailboxes for students are available the first day of classes each quarter.

Antioch identification cards for new students will be placed in mailboxes as soon as they are created. Students may have them laminated at the front desk.

Communication Protocol

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

To comply with student records confidentiality and security requirements, official email communication with Antioch University Seattle, including email 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 email.

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

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 student's name, address(es), email address(es), telephone number(s), 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 checking the appropriate box on their registration cards each term.

Free Career Planning Services!

Antioch University Seattle and the Centerpoint Institute are excited to present the following career services that will give you the individual attention you deserve — at no cost to you! Students, this is your opportunity to take charge of your career path before you reach graduation. Alumni, this is your chance to renew your passion and strengthen your vision.

Individual Career Counseling

Ongoing private, customized sessions with a career counselor are available, in person at Antioch. Career counseling via the telephone and e-mail are also available.

All-Day Workshops

Spend a day with skilled career counselors who will help you manifest your career goals. Workshops cover topics such as finding your passion, creating and manifesting your vision, understanding the career process and brushing up on job search and negotiation skills.

To register for career counseling or workshops, please call 206-268-4026 and leave a confidential message with our career counselor. You also can e-mail her directly at career_services@antiochseattle.edu.

Parking

Parking at AUS is very limited and, except for visitor parking, is available by permit 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 after 6 p.m. 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 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. AUS cannot provide rooftop parking to students before 6 p.m. 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

1. 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 Disabled Parking)
2. 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.
3. Except for reserved parking, all parking is on a space-available basis.
4. Vehicles without valid permits or in any other way out of compliance with this policy will be ticketed and may be towed.
5. Vehicles not in marked spaces, blocking access or parked in handicapped or reserved parking spaces without a valid permit will be towed without warning.
6. Tickets cost \$25 and may be paid in the Student Accounts Office. The staff requires five business days to update ticket payment records.
7. Vehicles with two unpaid tickets will be towed upon receipt of the third ticket.
8. Towed vehicles may be recovered from Lincoln Towing. Call 206-364-2000 for more information.
9. Refund checks for daily parking permits are issued 14 days after the Student Accounts Office receives the request.
10. Antioch University Seattle reserves the right to change its parking policy at any time. Please direct questions about this policy to Mike Johnson, director of facilities.

Student Life Office

The Student Life Office provides assistance in representing student voices; encouraging 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; sponsoring student activities and seasonal events to help students feel more connected to the campus and serving 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 and we invite you to drop by the Student Life Office (Room 217), contact us by phone at 206-268-4025 or email us at studentlife@antiochseattle.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. We encourage your involvement.

Open Cross-Program Enrollment

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

BAC434H: Facilitating Democratic Participation

BAC303T: Visual Thinking with a Camera

BAC305T: Writing Poetry: Imagination, Craft, Audience

BAC321R: Border Crossings: A Multi-Cultural Journey Through Films

BAC322L: Introduction to Drawing

BAC325A: The Making of a Literary Journal

BAC326C: Contemporary Black Women Writers

BAC400C: Abnormal Psychology

BAC413O: Depth Psychology: History of the Unconscious

BAC416F: Dreams and the Earth

BAC317F: Revolution and Constitution Making

BAC333U: Nonviolence, Social Movements and Democracy: Toward a Humane Future

BAC422F: The Body in Context

BAC302F: Real World Math: The Human Foundations in Mathematics

BAC313N: Controversies in Biology: The Biotech Revolution

EDU515B: Issues of Critical Literacy

EDU558C: Social Justice & the Artistic Imagination

PSY492: Lifespan Development

PSY490: Theories of Personality