

THE AMERICAN
UNIVERSITY 50
of **PARIS YEARS**

ACADEMIC ADVISING MANUAL

Academic year 2017-2018

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1. UNDERSTANDING GENERAL EDUCATION

1.1. VALUE AND PURPOSE

General Education (GE) constitutes the backbone of a student's degree. Students acquire a solid foundation in mathematics, languages, the social sciences, and the humanities. Students are encouraged to translate intellectual endeavor into civic responsibility, and to apply the lessons of history to today's demands—and to those of the future. We aim to foster a sense of belonging to the world—and prepare our students to take on the challenges of the twenty-first century.

1.2. GENERAL EDUCATION REQUIREMENTS

The General Education program includes five main components:

- 1 - FirstBridge
- 2 - Speaking the World
- 3 - Comparing Worlds
- 4 - Mapping the World
- 5 - Modeling the World

FIRSTBRIDGE

FirstBridge is an interdisciplinary program composed of 8 credits to be taken in the first semester. These courses may overlap with the Comparing Worlds and Mapping the World requirements or even with major/minor requirements. This program is intended for entering freshmen students only.

SPEAKING THE WORLD

➤ **EN 1010 College Writing + EN 2020 Writing and Criticism:**

- The English stream consists of: EN 0085, 0095, 1000, 1010 & 2020. Students are required to complete English up through EN 2020 Writing and Criticism.
- Students are required to take an English placement exam during Orientation. A student then registers into the corresponding level (of placement) his/her first semester and continue the EN stream until satisfactory completion of EN 2020.
- It is possible to place above EN 2020. If a student places out of (or above) the English requirement, the corresponding number of credits would be made up by taking additional elective credit.
- Typically, this means that students will complete at least EN 1010 and EN 2020. Students entering with a lower placement will have additional courses to take (counting toward elective credits).
- Registration into English is **mandatory**. Not only are these courses required by the General Education program, but the skills learned in these courses play an essential role in the successful completion of other courses. Remember, English is the language of instruction and students have a meaningful amount of reading and writing in courses.
- Transfer students who have taken equivalent college composition coursework at an accredited Anglophone institution may receive English equivalency. Any related questions should be addressed to Nicole Sugar nsugar@aup.edu (Transfer Credit Analyst).

✓ **Minimum grade for all EN courses:** C. Grades of C- or below must be repeated.

➤ **FR 1100 French and Culture I + FR 1200 French and Culture II:**

- Students are required to take a French placement exam online before they arrive for Orientation (only holders of the French Bac are exempt from taking the French Exam).
 - A student then registers into the corresponding level (of placement) in his/her first semester and can choose to continue the French stream upon successful completion of FR 1200 (2 courses maximum).
 - Students may opt to delay registration into the required levels of French, however, this is **not recommended** as this minimum level of French proficiency will assist them with their daily lives.
- ✓ **Minimum grade for FR 1100 and FR 1200:** C. Grades of C- or below must be repeated.

COMPARING WORLDS AND MAPPING THE WORLD

➤ **Comparing Worlds** (Humanities course coded GE 100 or GE 115) + **Mapping the World** (Social Science course coded GE 110 or GE 115). Students are required to take:

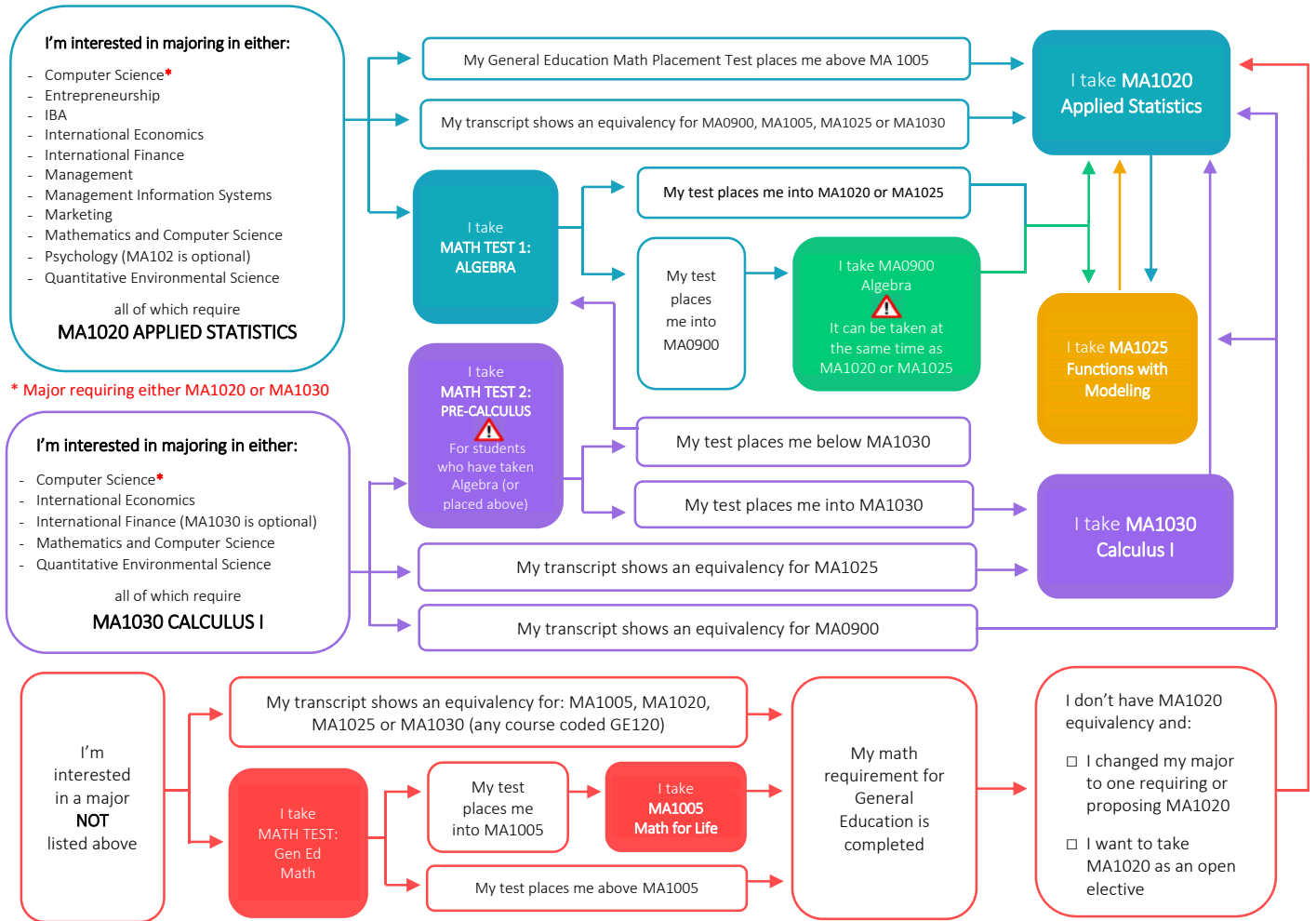
- one course in the GE 100 or GE 115 category
 - one course in the GE 110 or GE 115 category
 - one course in either category (GE 100 or GE 110 or GE 115)
- These MAY overlap with courses in FirstBridge and/or the minor(s) but they MAY NOT overlap with courses in the major. **Exception for double majors:** Courses fulfilling the requirements of a major can also be used to satisfy the Comparing Worlds or Mapping the World requirements.
 - These MUST be in at least two different disciplines and those disciplines must be different from the Major discipline. **Exception for double majors & interdisciplinary majors:** students pursuing a double major or an interdisciplinary major* are allowed to fulfil the Comparing Worlds or Mapping the World requirements with courses coded GE100, GE110 and/or GE115 taken in any of the disciplines of their major(s). *Interdisciplinary majors: 1) Politics, Philosophy, and Economics 2) History, Law, and Society 3) Gender, Sexuality, and Society 4) Environmental Studies 5) Middle East Pluralities 6) Math and Computer Science
- ✓ **Minimum grades for GE 100, GE 110 & GE 115 courses:** D-. However, if the course is an overlap with a minor, the passing grade is C-.

MODELING THE WORLD

➤ **Mathematics course**

- Students fulfil this requirement by either transferring a course equivalent to GE120, placing above MA1005 on the Gen Ed math placement exam taken during Orientation, or by taking MA 1005 GE120 (or any other course coded GE120).
 - If students are considering majoring/minoring in disciplines such as IBA and/or Economics (among others), they must demonstrate a level of competency in mathematics higher than that required for the General Education program.
 - Students may take the Algebra & Pre-Calculus placement exams to determine if they can go straight into MA1020 Applied Statistics and/or MA1030 Calculus or if they need to take their prerequisites (see chart on the next page).
 - Any GE120 math course MAY count toward a major requirement while fulfilling the Gen Ed requirement, so students planning to pursue a major with a math course requirement are advised not to take MA1005 GE120, but rather to take the math course which counts toward their major.
 - MA1025 GE120 Functions with Modeling and MA1020 GE120 Applied Statistics may be taken as co-requisite of MA 0900 Intermediate Algebra (2 credits).
- ✓ **Minimum grades for math courses:** D-; however, to fulfil a major or minor requirement is C-

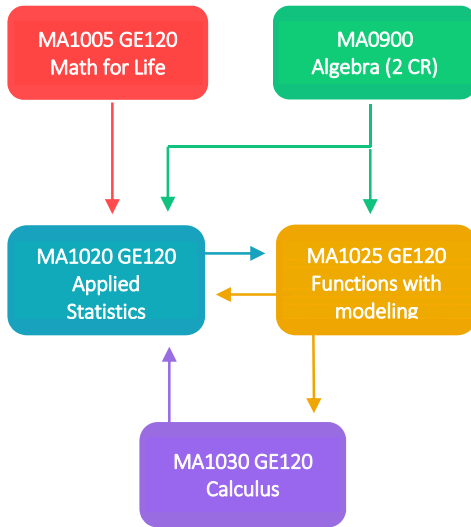
WHICH MATH TEST AND WHICH MATH CLASS DO I NEED?



READING OLD AND NEW PLACEMENT RESULTS

Placement Test Name	Placement test results since Fall 2015	Placement test results before Fall 2015	Placement result satisfies Math General Education?	Class student can register in:
SAT/ACT scores (also applies to transferred in math courses)	ELEC-MA-20	-	No	MA 1020 GE120 Statistics
	ELEC-MA-25	-	No	MA 1020 GE120 Statistics I MA 1025 GE120 Functions with Modeling
	ELEC-MA-30	-	No	MA 1030 Calculus I
Math General Education Test	MA TEST PLACEM. INTO MA 1005 GE120	MA PLACEMENT INTO MA 1005	No	MA 1005 GE120 Math for Life
	MA TEST PLACEM. ABOVE MA 1005 GE120	MA PLACEMENT ABOVE MA 1005	Yes	MA 1020 GE120 Statistics
PLACEMENT TEST I – Algebra	MA TEST PLACEM. INTO MA 0900	MA PLACEMENT INTO MA 1001	No	MA0900 Intermediate Algebra by itself or as a co-requisite to: MA1020 GE120 or MA 1025 GE120
	MA TEST PLACEM. INTO MA 1020 GE120 OR MA 1025 GE120	MA PLACEMENT ABOVE MA 1001	No	MA 1020 GE120 Statistics I MA 1025 GE120 Functions with Modeling
PLACEMENT TEST II – Pre-calculus	MA TEST PLACEM. INTO MA 1030 GE120 OR ANY GE120 COURSE	MA PLACEMENT ABOVE MA 1002	No	MA 1020 GE120 Statistics I MA 1025 GE120 Functions with Modeling MA 1030 Calculus I

Math course sequence



Which Math placement exam to take?

TEST MATH GENERAL EDUCATION:

The test determines if students have to take a math class or not in order to fulfill our General Education requirement.


TEST 1 ALGEBRA:

For students interested in taking higher levels of math. The test determines whether students can go straight into MA1020 or MA1025 or if they need to take their prerequisites first.

TEST 2 PRE-CALCULUS:

For students who have taken algebra already (or placed above) and wish to see if they can go straight into MA1030 or if they need to take its prerequisite first.


Math placement test **SIGN-UP WEB FORM** available here:
my.aup.edu/webform/math-placement-tests-sign-up

 Each Math placement test can only be taken once.

When can these Math courses be registered?


MA1005 GE120
Math for Life

I took the placement test MA General Education and obtained the result *into MA1005*

 Students can enroll straight into MA1005. No pre-requisites needed.

MA0900
Algebra
(2 credits)

I took the placement test 1 Algebra and obtained the result *into MA0900*

 Students can enroll straight into MA0900 (can be taken at the same time as MA1020 or MA1025)

MA1020 GE120
Applied
Statistics

Any of the following appears on my transcript:

- MA1005, MA0900, MA1025 or MA1030, either taken at AUP or transferred in
- Placement test General Education result: *Above MA1005*
- Placement test 1 Algebra result: *Into MA1020 or MA1025*
- ELEC-MA-20 or ELEC-MA-25 equivalence

MA1025 GE120
Functions with
modeling

Any of the following appears on my transcript:

- MA0900 or MA1020, either taken at AUP or transferred in
- Placement test 1 Algebra result: *Into MA1025*
- ELEC-MA-25 equivalence

MA1030 GE120
Calculus

Any of the following appears on my transcript:

- MA1025, either taken at AUP or transferred in
- Placement test 2 Pre-Calculus: *into MA1030*
- ELEC-MA-30 equivalence



Any math course coded GE120 may count towards both a major/minor and a General Education requirement.

➤ **Science course with lab** (lab not required for students transferring in Science credit):

- All students are required to take one course of laboratory science.
- The lab is a co-requisite that may only be waived IF the student has successfully completed a prior laboratory science course.
- MA 1005 or above is the prerequisite for all science courses at AUP.
- All science transfer credit (from advanced standing awards and university coursework) satisfies the AUP science requirement.
- Any GE130 science course MAY count toward a major requirement while fulfilling the Gen Ed requirement.

✓ **Minimum grades for science courses:** D-. However, to fulfil a major or minor requirement is C-.

2. UNDERSTANDING ACADEMIC POLICIES

2.1. PASSING GRADES

REQUIREMENT	PASSING GRADE
EN 1010, EN 2020	C
FR 1100, FR 1200	C
Comparing Worlds & Mapping the World courses	D-
Science	D-
Math	D-
Major/Minor requirements	C-
Major/Minor electives	C-
Open electives	D-

Credit/No Credit: Students may designate one course per semester to be graded ‘Credit/No Credit’ (‘CR/NC’). Any course can be taken ‘CR/NC,’ however, it is not recommended for courses in the major. The granting of ‘credit’ means the student has completed the requirements of the course with a performance better or equal to the grade of C. Credits earned as such will count toward graduation requirements but will not be computed in the grade point average (GPA). The granting of ‘no credit’ means a student received a grade of C- or lower and the course will not count toward graduation.

Web form online under Academic Forms: <https://my.aup.edu/webform/credit-no-credit>

2.2. MAJOR AND MINOR REQUIREMENTS

Students are awarded the BA or BS degree based on requirements in effect at the time of matriculation. However, the student may choose to follow any new requirements implemented during his/her time at AUP. We always advise the degree requirement program that is the most beneficial to the student (unless otherwise specified by the student).

All current degree requirements:

- AUP’s public website
(<https://www.aup.edu/academics/undergraduate/majors-minors>)
- PDF version and undergraduate degree worksheets
(<https://www.aup.edu/academics/academic-career-resources/advising-center/degree-requirements>).

Previous years’ programs (Institutional archives):

<https://my.aup.edu/about/strategic-planning/assessment-learning-institutional-research/institutional-archives>

2.3. OVERLAP POLICIES

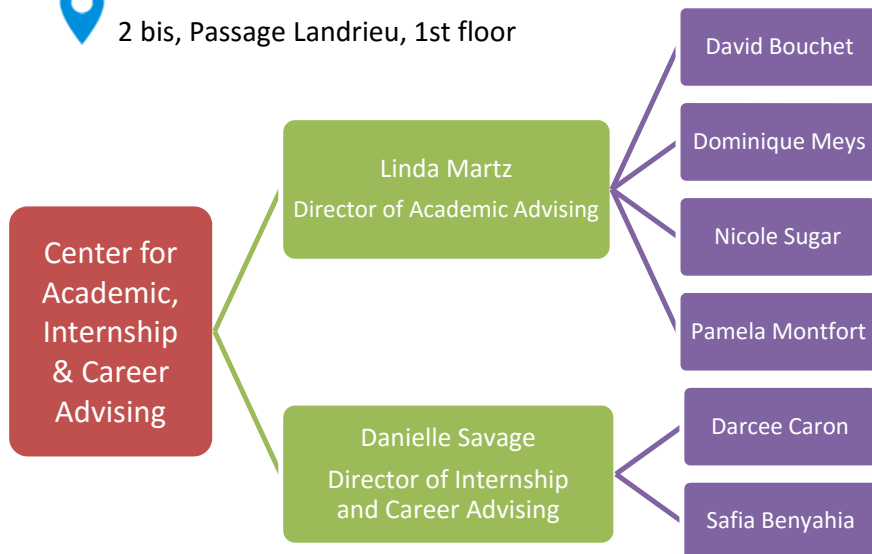
- **Major/Major:** A maximum of **5 courses** can overlap between each major.
- **Major/Minor and Minor/Minor:** A maximum of **2 courses** can overlap between a major and a minor. In other words, to complete a minor, at least **3 courses** should count solely toward that minor and NOT apply toward any major or another minor.
- **Comparing Worlds & Mapping the World/FirstBridge/Major/Minor** (Courses taken to satisfy GE100/GE110/GE 115):
 - MAY overlap with FirstBridge courses and/or the Minor(s) but they MAY NOT overlap with courses in the Major.
 - **Exception for double majors:** Courses fulfilling the requirements of a major can also be used to satisfy the Comparing Worlds or Mapping the World requirements.
 - MUST be in at least two different disciplines and those disciplines must be different from the Major discipline.
 - **Exception for double majors & interdisciplinary majors:** students doing a double major or an interdisciplinary major* are allowed to fulfil the Comparing Worlds or Mapping the World requirements with GE coded courses taken in any of the disciplines of their major(s).
*Interdisciplinary majors: 1) Politics, Philosophy and Economics 2) History, Law, and Society 3) Gender, Sexuality, and Society 4) Environmental Studies 5) Middle East Pluralities 6) Math and Computer Science.
- **Modeling the World/FirstBridge/Major/Minor:** Courses taken to satisfy the General Education math (GE120) and science (GE130) requirements MAY overlap with FirstBridge, Major and Minor courses.

3. ADVISING

3.1. CENTER FOR ACADEMIC, INTERNSHIP AND CAREER ADVISING



2 bis, Passage Landrieu, 1st floor



The Advising Center coordinates undergraduate academic advising assignments, provides open advising assistance if needed, and serves as a resource for transfer credits and study abroad information.

advising@aup.edu

The Internship & the Career Development Office work together to assist students with career planning, job/internship searches, internship paperwork, resume/cover letter writing, and graduate school applications.

internship@aup.edu, careers@aup.edu

3.2. ADVISORS

All full-time and part-time degree-seeking students are assigned to an academic advisor. Freshmen are advised by their FirstBridge advisor during their first year at AUP. During the second year of study, all students are reassigned to an academic advisor in their field of study. Students who have not yet declared a major are assigned to an advisor in the Advising Center.

Academic advisors develop working relationships with students to establish educational, personal and career goals as well as the strategies required to achieve them. Ultimately, the program aims to instill students with a sense of responsibility to themselves, personal organization, and maturity – assets that will facilitate success at AUP and beyond.

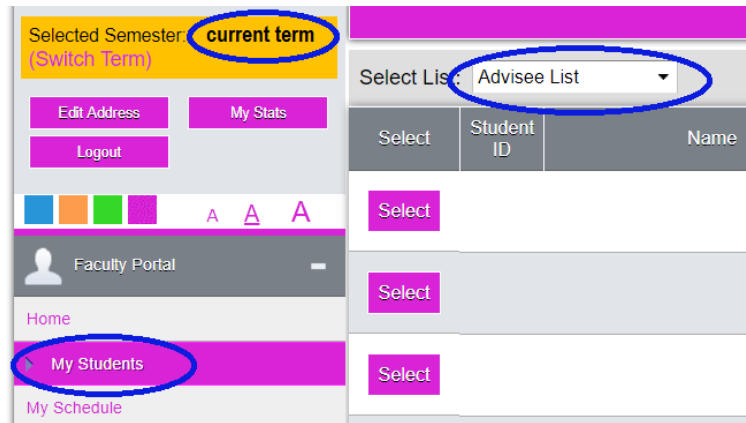
3.3. ADVISEES

IDENTIFYING ADVISEES

You can see your semester advisee list by logging in to <https://faculty.aup.edu/>.

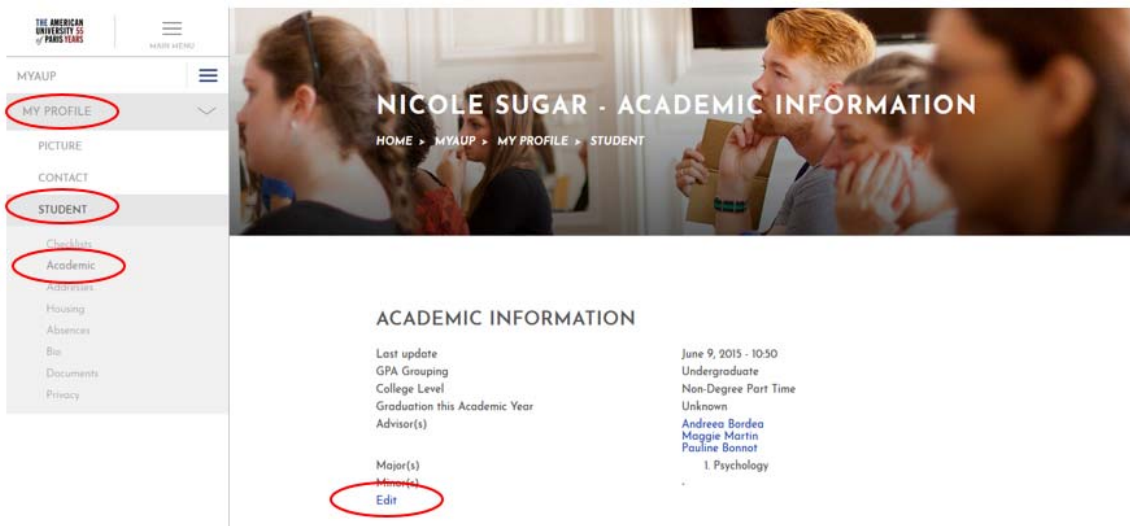
Select “My Students” on the left menu. Make sure that “Advisee List” is selected in the drop-down menu.

Please contact the Advising Center (advising@aup.edu) if you notice any discrepancies.



MAJOR & MINOR INFORMATION

This is visible on the student’s unofficial online transcript. Students can declare a major/minor by logging in to www.aup.edu: My AUP→ My Profile→ Student→ Academic tab to edit the major/minor information.

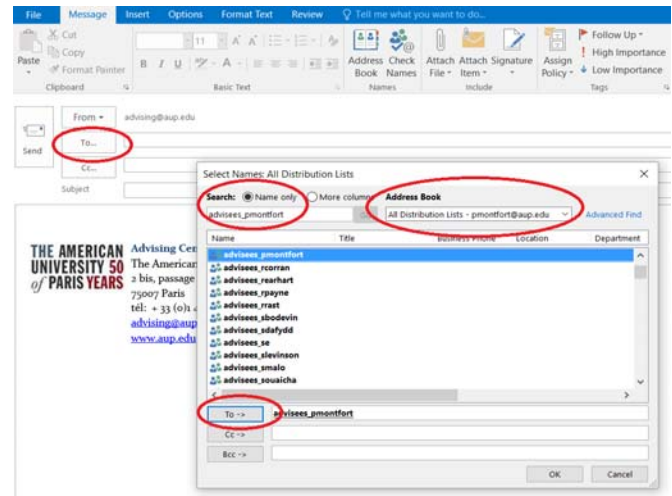


- Students have until the end of their sophomore year to declare their major.
- Please identify your advisees with 64 credits or more whose majors are still listed as “Undecided”; these students should declare their majors online and may need to be reassigned.

CONTACTING ADVISEES

You can use Outlook to contact your group of advisees. Open Outlook:

- New email then “To” button
- “Address book”: “All distribution lists”
- “Search”: advisees_(your NetID)
- Click on “To” to attach



3.4. VERIFYING ACADEMIC PROGRESS (DEGREE CHECK)

Completing a degree check will allow you to:

- Identify outstanding General Education requirements
- Identify outstanding major and minor requirements
- Verify final credit hour count
- Plan for future courses/summer/internships

3.4.1. IDENTIFYING REMAINING COURSES

Compare student transcript with degree requirements:

1. Identify major(s)/minor(s)
2. Identify placement results
3. Go line by line through transcript, identifying courses that apply toward major(s)/minor(s) requirements and General Education requirements.

Rules to keep in mind:

- A course with GE 100, 110, or 115 classifications may not overlap with major coursework
- Overlaps allowed: 5 courses between majors, 2 courses between a major/minor or minor/minor
- 50% of upper-level courses (3000-4000 level) for major **MUST** be completed at AUP
- Only **8 transferred credits** may count toward a minor (except Fine Arts, only 4 credits)
- 64 transfer credits maximum
- Last 16 credits must be completed on campus
- Keep an eye out for prerequisites such as EN 0095-EN1000

3.4.2. CREDIT CALCULATION

➤ **The overall credit calculation:** General Education + Major/Minor + Open electives = 128 total required credits. The number of credits for the above categories will vary per student due to differences in:

- Language and math placement results
- Number of credits required for any given major/minor
- Number of transfer credits

➤ **Doing the math:**

To calculate the # of credits the student will have earned once work in progress & outstanding work is completed:



To calculate **open electives**:



Reminder:
Keep an eye on non-failed courses that **MUST** be repeated, students will not get credit twice.

This will allow you to map out the remaining work. Make sure to consider prerequisites, course offering and open electives.

➤ **Tools:** All tools are available on the Advising Center's page:

<https://www.aup.edu/academics/academic-career-resources/advising-center>

- Undergraduate degree requirement sheets and undergraduate programs degree worksheets
- Junior Degree Check web form
- Degree Application for graduation (Senior Degree Check) web form
- Academic Handbook

➤ **Notes:**

- Students should double check their degree check work with an advisor
- Keep records of your advisees' degree checks.

3.5. ADVISING FOR COURSE REGISTRATION

1.5.1. REGISTRATION WINDOWS BY COLLEGE LEVEL

Every semester the Registrar's Office publishes the registration window dates by college level. To determine student's corresponding window, they should include the credits in progress.

Seniors (96+ cr), Juniors (64-95 cr), Sophomores (32-63 cr), Freshmen (0-31 cr)

1.5.2. ADVISING PERIOD

About two weeks before registration opens, students should meet with their advisors in order to discuss their course selection for the following semester and other subjects related to academic planning (summer, internships, study abroad, graduation deferment, etc.).

STEP 1- Contacting your advisees

Send an email to your advisees to let them know your office hours and location.

STEP 2- Making appointments

Meet each of your advisees before their specific registration window opens. Ask them to come prepared by:

- Looking up the course offering for next semester
- Identifying prerequisites
- Listing courses, reading descriptions and checking a preliminary schedule for time conflicts

STEP 3- Verifying academic progress

Complete a Degree Check for your advisees, keeping an eye on their GPA. Juniors and Seniors need to submit an official electronic degree check according to their college standing:

- For Juniors: Submit a Junior Degree Check web form
- For Seniors: Submit a Degree Application for graduation web form (Senior Degree Check)

STEP 4- Planning courses for the upcoming semester

This will allow students to:

- Identify offering and course descriptions
- Verify that prerequisites are met
- Check for scheduling conflicts
- Plan alternate courses
 - **Tools:**
 - Course offering online:
<https://my.aup.edu/academics/course-catalog>
 - Course Schedule Worksheet:
<https://www.aup.edu/academics/academic-career-resources/advising-center>
 - **Note:** A full-time schedule is 12 credits minimum

STEP 5- Unblocking advisees

After you have advised a student, unblock him/her for registration. Your advisee will then be ready to register for courses as soon as his/her registration window opens.

Go to <https://faculty.aup.edu/> :

- ‘Faculty Portal’
- Choose term
- ‘Stop registration’ on the left menu
- Look for your advisee → uncheck the left box → click save

The screenshot shows the Faculty Portal interface. At the top, it says 'Selected Semester (Switch Term) current term'. Below this is a sidebar with navigation options: Edit Address, My Stats, Logout, Faculty Portal, Home, My Students, My Schedule, My Student Absences, My Absences & Course Cancellations, My Advising Tools, Registration (circled), Course Offering, Course Master, Degree Information, Stop Registration (circled), Grade Change Request, Academic, Class Roster, Course Management, and My Courses. The main area shows a table with columns: Stop Registration, Student Name, Student ID, and Student Type. A checkbox in the 'Stop Registration' column is checked and circled. At the bottom right, there is a 'Save' button circled.

Stop Registration	Student Name	Student ID	Student Type
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
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Total Students: 24

Save

3.6. ADVISING FOR STUDY ABROAD

3.6.1. STUDYING ABROAD WITH A PARTNER SCHOOL

AUP maintains special partnerships with top-tier universities around the world that allow students to spend a semester as a full-time student at another institution while earning credit toward their AUP degree. To learn more about our current partnerships, visit our Study Abroad webpage: <https://www.aup.edu/academics/study-abroad>

- **Procedure:** To study abroad through a partner school, AUP requires students to complete an application process. Refer students to the Advising Center at advising@aup.edu. We meet with students planning on studying abroad to:
 - Provide them with information and guidance throughout the process:
 - Eligibility criteria
 - AUP’s nomination process and deadlines
 - Partner Schools’ application process and deadlines
 - Academic policies for students studying abroad
 - Help them get started on the **external course pre-approval form**. This form allows them to:
 - Verify that the course selection abroad fits logically with their AUP degree plan as determined by a degree check with the advisor
 - Identify remaining outstanding requirements (major/minor/GE/open electives)
 - Seek AUP equivalencies in advance for courses that they plan to take abroad
 - Assign the student to the Advising Center for advising during their time abroad

3.6.2. STUDYING ABROAD WITH A NON-PARTNER SCHOOL

➤ **FYI:**

- No AUP eligibility criteria, deadlines or nomination process
 - Students apply directly to the school they wish to attend
 - Completion of **external course approval** paperwork is mandatory. This form allows students to:
 - Verify that the course selection abroad fits logically with their AUP degree plan as determined by a degree check with the advisor
 - Identify remaining outstanding requirements (major/minor/GE/open electives)
 - Seek AUP equivalencies in advance for courses that they plan to take abroad
- **Procedure:** Students should contact the university they wish to attend to ask about their course offering and application requirements, procedures, and deadlines.
- The Advising Center can provide students with information on:
 - Completion of the external course pre-approval form
 - Academic policies for students studying abroad with non-partner schools
 - The assigned academic advisor assists the student with the completion of the external course pre-approval form (Page 2- full degree check)
 - The assigned academic advisor remains assigned to the student during their time abroad.

3.7. OTHER ADVISING MATTERS

3.7.1. SUMMER COURSES

➤ **Why take summer courses?**

- Many courses fulfill General Education requirements
- They can serve as prerequisites for degree requirements
- New topical courses that are not regularly offered for elective credits
- One session of 6-week summer courses and two consecutive 3-week summer courses, in June and July.

The maximum number of credits allowed is 11. If students wish to take more than 11 credits, they need to submit a permission to overload and have a 3.0 GPA.

3.7.2. INTERNSHIPS & GRADUATION DEFERMENT

What is a Final Internship Semester and why is it a great opportunity?

- Available to all degree-seeking students who are in their last semester of study and who wish to defer their graduation to extend their student status to register an internship.
- Once they have graduated, students can no longer take a final internship semester.
- Students must submit their final internship semester request by a set deadline for their request to be considered by the Internship Office but do not need to have found the internship before requesting a final internship semester (graduation deferment).
- The final internship is registered for 0-credits.
- Students must pay the current 0-credit internship registration fee, and may need to pay to extend their health insurance coverage.
- A final full-time internship is the perfect spring board into a career.
- Can also be relevant for an internship abroad if the internship employer requires either proof of enrolment, or AUP's signature on the internship contract.
- Students who take a Final Internship Semester in the Spring or Summer can walk in May.

➤ **Why thinking about it early is the best strategy:**

There are visa requirements, budget concerns and academic policies to consider:

- The internship must be aligned with the student's course of study.
- For visa holders, the internship registration will allow the student to renew or extend the visa.
- Not eligible for US federal loans or loan repayment deferral, living expenses to budget, etc.

Support:

Career Development: Danielle Savage(634), Safia Benyahia(657)/ careers@aup.edu

Internships: Darcee Caron (625)/ internship@aup.edu

4. FERPA

For more information, go to the Registrar's Office page:

<https://www.aup.edu/academics/academic-career-resources/registrars-office/privacy-policy>

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

FERPA stands for Family Educational Rights and Privacy Act (sometimes called the Buckley Amendment). Passed by Congress in 1974, the Act (as amended) grants four specific rights to the adult student.

The purpose of this law is to protect the rights of students and to ensure the privacy and accuracy of educational records. The act applies to all institutions that are recipients of federal aid administered by the U.S. Department of Education. FERPA law requires institutions to notify students of their rights under FERPA.

FACULTY AND ADVISORS MUST ABIDE BY THE FERPA POLICIES

Advisors will encounter confidential student information in the course of their work with advisees and have the responsibility to protect educational records in their possession (transcripts, personal information). Please be careful when printing transcripts to not forget them on the printer.

- Advisors cannot speak with a parent about the academic performance of their student without the student's permission (student is either present and agrees or has signed a **FERPA release form** available in the Registrar's Office).
- Advisors should not openly discuss a student's academic profile or personal situation with colleagues who do not have legitimate educational interest to receive this information.
- Faculty has no legitimate interest in reviewing a student's (not advisee's) previous courses or grades, despite their wish to advise the student and write recommendation letters. They should obtain this information directly from the student. Faculty and Advisors have the right to write recommendation letters as long as they don't include grade or GPA information. They can do so once the student gives their written consent to include this information.
- Faculty can never publish or post grades by student name or ID number. Faculty websites should never contain personally identifiable information pertaining to students.
- Course rosters circulated in class should not include an ID number next to a name.

5. RESOURCES AND TOOLS

- **Advising Center:** <https://www.aup.edu/academics/academic-career-resources/advising-center>

 - **Academic handbook** (academic policies, rules, etc.)
<https://www.aup.edu/sites/default/files/download/Academics/academic-resources/Academic%20Handbook%20Jan%202018.pdf>
 - **Major and Minor degree requirements:**
 - All current degree requirements:
 - AUP’s public website:
<https://www.aup.edu/academics/undergraduate/majors-minors>
 - PDF version
<https://www.aup.edu/academics/academic-career-resources/advising-center/degree-requirements>.
 - Undergraduate degree worksheets
<https://www.aup.edu/academics/academic-career-resources/advising-center/degree-requirements>.
 - Previous years’ programs (Institutional archives):
<https://my.aup.edu/about/strategic-planning/assessment-learning-institutional-research/institutional-archives>
 - **Course Catalog:**
 - Online: <https://my.aup.edu/academics/course-catalog>
 - Portal: <https://faculty.aup.edu>
 - **Scheduling Information** (General Education offering, cross-listed courses)
<https://www.aup.edu/academics/academic-career-resources/registrar-office/scheduling-information>
 - **Junior Degree Check**
<https://my.aup.edu/webform/junior-degree-check-babs>
 - **Degree Application for Graduation**
<https://my.aup.edu/webform/senior-degree-check>
 - **Study abroad**
<https://www.aup.edu/academics/study-abroad>
 - **Forms:**
 - Public Academic forms : <https://www.aup.edu/academics/academic-career-resources/registrar-office/academic-forms>
 - Protected Academic Forms:
 - Prerequisite Override Petition form : <http://fd10.formdesk.com/aup/PermissionToEnroll>
 - Credit Overload Petition: <https://my.aup.edu/academics/offices-resources/registrar/registration/course-overload-petition>
 - Enroll in Full Course Petition: <http://fd10.formdesk.com/aup/PermissionToOverEnroll>
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- **Internship Office:** <https://www.aup.edu/academics/academic-career-resources/internship-office>
 - Plan & find your internship: <https://www.aup.edu/academics/academic-career-resources/internship-office/plan-find-your-internship>
 - Register an internship: <https://www.aup.edu/academics/academic-career-resources/internship-office/register-your-internship>
 - Internship Assignments: <https://www.aup.edu/academics/academic-career-resources/internship-office/after-your-internship>
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- **Career development Office:** <https://www.aup.edu/academics/academic-career-resources/career-development-office>
 - Services and resources : <https://www.aup.edu/academics/academic-career-resources/career-development-office/resources-services>
 - Job/internship database: <https://www.aup.edu/academics/academic-career-resources/career-development-office/job-internship-database>
 - Mentoring program: <https://www.aup.edu/academics/academic-career-resources/career-development-office/career-mentoring-program>
 - Employer network: <https://www.aup.edu/academics/academic-career-resources/career-development-office/employer-network>
 - Global Talent Brochure: <https://www.aup.edu/academics/academic-career-resources/career-development-office/global-talent-brochure>