



Checklist for a Successful First Semester

Before Your First Week of Class...

Congratulations on your decision to attend Academy of Art University! Please carefully look over your checklist, which will help you prepare for your first semester.

Please complete the following:

- **Log into your Learning Management System (LMS) student portal to complete your Required Documents**
 - At any point after completing an Application to Academy of Art University, there are **Required Documents** that must be completed before the start of your semester.
 - Go to <https://discussion.academyart.edu/application/documents>, then sign in with your username and password (previously emailed to you upon acceptance, same as the Student Self Service username and password) and you will be taken directly to the LMS Applicant Portal.
 - The Required Documents include:
 - Download Course Catalog & Policies
 - Sign School Performance Fact Sheet
 - Online Readiness Survey+
 - Sign Enrollment Agreement
 - Submit Transcripts
 - +Only viewable/available to complete if you have indicated you will be taking at least one (1) online class*
 - A video that demonstrates the process of completing your Required Documents is available on the following link: <https://live4.academyart.edu/p5rq2mcgqxt/>
 - Please note the following:
 - In order to sign the Enrollment Agreement on the LMS, you will have to (1) Download Course Catalog & Policies, (2) Sign School Performance Fact Sheet and (3) complete the Online Readiness Survey (if you indicated you will be taking at least one Online class).
 - To complete any **Financial Aid** items, you may click on the **Student Self Service** link in your LMS student portal, found under the **Other Tools** section of your **Student** tile. Or for direct access, go to <https://sss.academyart.edu/psp/AAUP1PP/STUDENT/ENTP/h/?tab=DEFAULT> then sign in with your username and password.
- **Submit your Transcripts:** Transcripts and/or diplomas must be received by the start of the student's first semester at Academy of Art University. See the below for a summary, or view the [Catalog Addendum 1: Academic and Student Policies](#) (pages 9-16) for complete transcript details.
 - Transcripts may be mailed, or electronically transmitted, to Academy of Art University.
 - Send transcripts to:
Office of the Registrar
79 New Montgomery Street, 435
San Francisco, California 94105



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- Students sending an electronic transcript should have it directed to the following email address: transcripts@academyart.edu
- Academy of Art University is also a member of the National Student Clearinghouse Electronic Transcript Exchange Registry and can accept transcripts directly from other member organizations.

○ **Undergraduate Students:**

Academy of Art University accepts the following as proof of high school graduation:

- Official or unofficial completed high school transcript or GED
- Copy of complete High School Diploma with graduation date (for first degree undergraduate and personal enrichment students)
- Official or unofficial completed Bachelor's degree transcript
- Signed Home School Program Certification form and transcripts
- California High School Proficiency Exam (CHSPE) Letter

○ **Graduate Students:**

Transcripts must be issued by the attended institution and show completion of an undergraduate degree. Academy of Art University accepts electronic submission of official transcripts. Additional documentation may be required for students applying to the School of Architecture.

For Transfer of Credits: A maximum of six credits from graduate studies from another institution may be transferred for credit toward the degree. AAU will determine the eligibility of previous coursework. New graduate students are asked to take care of all Transfer of Credit/Waiver requests within their first semester. Please discuss with your Admissions Representative.

If you have taken a significant number of Art History and Philosophy courses during your undergraduate studies, our Graduate Liberal Arts (GLA) course requirements may be waived based on a review of course descriptions and transcripts. Any waived GLA class will be replaced by another GLA class. Please see Graduate Liberal Arts guidelines here: <http://www.academyart.edu/content/aau/en/students/my-academy/academic-resources/liberal-arts.html>

• **Optional:**

- To apply for On Campus Housing, please apply online at: <http://www.academyart.edu/students/housing>.
- Student information is protected by federal law. If you would like to authorize the university to share your information with parents or other designated individuals, please log into your [Student Self Service](#) page and select **Release My Student Info** under the Personal Information section. Click **Edit** to add/update any information. To submit the information, please select **I Agree**.
- The New Student Orientation takes place the week before school starts. An invitation will be sent to you when the details are finalized and the schedule will be updated online [HERE](#).

• **Pick Up Your ArtU Student ID**

- **Onsite Students:** Check www.academyart.edu/new-students for dates and times to pick up your student ID card.
- **Online Students:** Get student ID card through the Learning Management System (LMS). Login [HERE](#) using the same username and password as your Student Self Service account. Under "Other Tools" select "Student ID."



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- **Download the ArtU Campus APP**
 - [Apple IOS](#)
 - [Android](#)
- **Check supply lists for your classes using the [Online Academy of Art University Course Catalog](#).**
 - **Art Supplies**
 - Utrecht Art Supply Stores
 - 149 New Montgomery Street – (415) 777.6920
 - 1930 Van Ness Avenue – (415) 409.1359
 - 979 Market Street – (415) 348-8600
 - Blick Art Supplies: [Online Store](#)
 - **Textbooks**
 - Alexander Book Company
50 Second Street
San Francisco, CA 94105
Phone: 415.495.2992
Web: www.alexanderbook.com
 - Order and sell textbooks at Academy of Art University's Virtual Bookstore:
<http://www.ecampus.com/AOA/course-list.asp>
 - Check out required course material from the [Academy of Art University Library](#).
- **Learn How to Use Campus Shuttles & Public Transportation**
 - In the LMS student portal, the Campus Shuttle Service link may be found under the Student Life tile.
 - *Online:* <http://www.academyart.edu/resources/campus-shuttle-service-schedule.html>
 - *In the Academy of Art University App* (see above section, 'Download the ArtU Campus APP')
 - *On Campus:* See the ArtU Courtesy Campus Shuttle kiosk in each academic building
 - Learn how to use public transportation options, [BART](#) and [MUNI](#). To find the quickest route, enter your location & destination into a [Google Trip Planner](#) and apply the 'transit' filter.
- **Familiarize Yourself with Academic Resources**
 - [Library - Academy of Art University](#)
 - [Academy Resource Center - \(ARC\)](#)
 - [Department Workshops](#)
 - [The Mac Lab](#)
 - [Guest Speaker Videos](#)
 - [Music Library - Resources for Assignments & Projects](#)
 - [Industry on Campus & Career Development](#)
- **Find Your Classroom Locations & Visit Them**
 - Access your weekly class schedule from your "[Student Self Service](#)" account. Log in and write down the times, locations, and classroom numbers for each of your courses.
 - Practice taking transportation to class locations so you're prepared for your first week.



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- **Select a Refund Preference!**
 - Look out for a green envelope from BankMobile in the mail! Enclosed will be a unique personal code that you will need to take to www.refundselection.com to let the school know how you would like to receive any money you might be due in the future.
 - If you did not receive it, contact Financial Aid (financialaid@academyart.edu or 415-618-6190) or Accounts Receivable (AR@academyart.edu or 415-618-6429) and we'll have a code sent to you via email.
 - Refund Options (URL for the hyperlink: <http://www.academyart.edu/finances/refund-options>)
- **Manage Your Finances**
 - Receiving [Financial Aid](#)? You must contact ArtU Accounts Receivable at 1-800-544-2787 or 1-415-274-2200 (from outside the USA) to confirm your award will cover tuition and fees.
 - If you need to, establish local bank accounts, open a *free* checking and/or savings account.
 - Set a strict budget. Be cautious with your spending habits. Use apps like Mint.com to help you track and manage your funds.
 - Get educated on the financial realities surrounding student loans, credit cards, and the importance of maintaining a positive credit score.
- **Prepare to move in**
 - Complete the checklist for [Preparing to Arrive](#) in campus housing
 - For those living in campus housing, get the facts on guest stays, mailing procedures, student behavioral policies and more. Read up on [Student Conduct Procedures](#).
- **Stock up**
 - Purchase room supplies like sheets and toiletries. Remember, buy only what you need. Not sure what to get? Try referencing this shopping list for inspiration: [Off to College Checklist](#).
- **Get Social**
 - Introduce yourself to three new people each day.
 - Go to an event! Check out the [Campus Life Event Feed](#) or attend an [ARTU Athletics](#) game!
 - Connect with Academy of Art University on [social media](#). Also, on the New Students webpage is a list of ["100 Things to Do in San Francisco."](#) Go on an adventure! Invite other Academy of Art University students to explore San Francisco with you.
- **Develop a Healthy Fitness Routine**
 - Visit the Academy of Art University fitness center and swimming pool at 620 Sutter Street.
 - Sign up for [Free Fitness Classes](#).



- **Plan Meals Ahead**

- For those of you with a meal plan, get to know your dining halls, menus, and events at [ArtU Dining Services](#).
- Purchase healthy snacks for those days when you'll be too busy to make it to the dining hall. Grocery stores in downtown San Francisco include:
 - Whole Foods Market - 399 4th Street [Instacart](#)
 - Safeway - 145 Jackson Street & [Online Home Delivery](#)
 - Trader Joes - 555 9th Street
 - Target – 789 Mission Street

- **Take Responsibility for Your Success**

- Avoid costly mistakes and miscommunications by thoroughly reading through all [Student & Academic Policies](#) at Academy of Art University.
- Take advantage of the resources available on campus. Familiarize yourself with the Student Handbook on the [New Students](#) webpage.

Hey! There's an app for that...

Check out these useful **free** apps that make student life easier.

- **Drop Box:** Many instructors use this app as a way for students to turn in homework. Save your photos, documents, and videos to Dropbox and access them from any computer, iPhone, iPad or the Dropbox website.
- **Yelp!** Search and find businesses near you, browse reviews to see what's good, look up addresses and phone numbers for businesses and then map them on your smartphone.
- **Google Drive:** Cloud storage that lets you edit documents, spreadsheets, and presentations.
- **Evernote:** Capture text, images, and ideas that you can access later.
- **Photoshop Express:** Edit images on your phone.
- **Pinterest:** Get inspired!
- **Chegg:** Sell, rent, and return textbooks! This service may be able to save you a ton of money on the cost of textbooks. There are also options to search for internships or ask for study advice.
- **Lyft:** Establish an account with this friendly, car-share cab service and get a ride across town whenever you need one. When you confirm your ride request, you'll be able to see, call, and track your driver.
- **Viber:** Great for anyone studying far away from home! Stay close with friends and family with free calls, text and picture sharing with anyone, anywhere.
- **Venmo:** Sign up for this service for an easy way to charge and pay friends and family. Venmo simplifies transactions by eliminating the need for cash or checks.