



Undergraduate Student Services

415-618-6508 | 150 Hayes St, 5th Floor, San Francisco, CA 94102 | Monday - Friday, 8:00am - 6:00pm

Your Student Services Advisors will help you:

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

Advice from your Advisors:

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

Your Student Services Advisors will expect you to:

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

How to contact your Advisors:

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

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

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

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

· **My Go-to Advisor:** _____ **Phone:** 415-618-_____

· **Email:** _____ **Appt. Link:** _____

· My Student Services Advising Team:

· **Advisor:** _____ **Phone:** 415-618-_____

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

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

· **Location:** 150 Hayes St, 5th floor · **Office Hours:** 8am – 6pm PST

SEMESTER CHECKLIST

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

IMPORTANT LINKS

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

Class Registration

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

Spring registration: September

Summer registration: February

Fall registration: February

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

Schedule Changes

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

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

Academic Policies

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

Passing Grades

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

GPA Requirements

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

BFA/BA/BFA2 Degree students:

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

AA/AA2 Degree students:

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

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

Attendance Policies

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

Free Academic Support

[Academy Resource Center](#) (ARC)

- 79 New Montgomery, 3rd Floor
- M-F 8:30am-6:00pm

Online Academic Support
Oas@academyart.edu

International Students

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

- **Phone number:** 415-274-2208
- **Email:** intlservices@academyart.edu
79 New Montgomery, 4th Floor
- **Drop-in hours:**
Mo/ Wed/ Fri: 3 pm to 5:30 pm
Tu/ Thu: 9:30 am to 12:00 pm

Important Phone Numbers

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