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# Important Policies and Procedures

## Registration

**Students need to inform Antioch of their enrollment intentions every quarter.**

### 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. Because all programs provide priority to students in their own programs, other-program course enrollment is permitted only if space is available 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 EMF rather than LOA to continue.

### **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 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).

### **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 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 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 are 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.

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. 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 Antioch Seattle 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 fall quarter are:

#### Week 1 (Oct. 2 – 7)

10 a.m. to 7 p.m. Monday – Friday  
10 a.m. to 1:30 p.m. Saturday

#### Weeks 2 – 10 (Oct. 8 – Dec. 9)

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

#### Weeks 11 – 12 (Dec. 10 – 23)

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

#### Week 13 (Dec. 24 – Jan. 1)

Closed for Holiday Break

*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](http://www.antiochseattle.edu) by clicking on "Student Services," "Bookstore," and then selecting "Required Textbooks."

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 simple if you know the following: Course number, including section

- Complete course name
- 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.

### Textbooks and Course Materials

- 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.
- Must be returned within two weeks of the first day of the current quarter as published in the quarterly schedule of classes. 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.
- Course packet readers must meet all of these conditions and be accompanied by a class drop confirmation from the Registrar's Office.

### Supplies and General Merchandise

- These must be in saleable or original condition and returned within two weeks of purchase.
- Clothing must be unworn with original tags.
- Bookstore staff gladly will replace defective merchandise.
- 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 in a way that promotes 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., Sept. 4-7

10 a.m. to 4:30 p.m., Sept. 8

10 a.m. to 6:30 p.m., Dec. 4-7

10 a.m. to 4:30 p.m., Dec. 8

### 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 Antioch bookstore. Book vouchers are available from Sept. 5 to 29. 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., 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.

E-mail: [library@antiochseattle.edu](mailto:library@antiochseattle.edu)

The Antioch University Seattle library is located on the first floor of the AUS campus, near the atrium. It hosts print, video tape, DVD, as well as online collections 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](http://www.antiochseattle.edu/library). The AUS Library also offers document delivery and interlibrary loan services, course reserves and computer access for faculty and students.

Extensive online research is available through Antioch's licenses to numerous academic databases, offering various formats that include full-text journal articles and e-books. Library staff is trained to help patrons with access and research using digital media.

In addition to the on-campus print collection, currently registered Antioch students and core faculty can select from a list of public research libraries, to be reimbursed for a library card at a single one of these. These include the University of Washington, Seattle University or a research library close to home. (Please see a librarian for reimbursement procedures.)

AUS Library computers, scanners, printers and copy machine are available whenever the library is open. The computer classroom (room 105) is active with regular computer trainings, classes and seminars in online searching. Many of these are free to all students and faculty. The library also provides an individual video viewing machine and DVD players on its terminals.

## 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 in future quarters, but for the fall, it will be as in the past – boxes available the first day of classes. 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 available on the Antioch University Seattle website: [http://www.antiochseattle.edu/currentstudents/registrar\\_forms.html](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 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 checking the appropriate box on their registration cards each term. 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.

## 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.

- Tickets carry a \$25 fine and 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.

## 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 welcome and you are invited to drop by the Student Life Office (Room 217), contact the office by phone at 206-268-4025 or e-mail at [studentlife@antiochseattle.edu](mailto: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. Your involvement is encouraged.

## 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.*

**BAC322F: Ceramics I**

**BAC322G: Ceramics II**

**BAC325A: The Making of a Literary Journal**

**BAC326D: Contemporary U.S. Women Writers**

**BAC415A: Visual Literacy Studio: Capturing Mental Images for Creative Thinking**

**BAC312J: Birds in the Imagination and in the Field**

**BAC312Y: Environmental Studies**

**BAC319V: Ideas of Heaven: Introduction to Religious Studies**

**BAC324A: The Counseling Role**

**BAC315V: Globalization, Development and Grassroots Movements: Issues in the Global South**

**BAC319P: The African American Experience**

**BAC333N: Community Organizing in Action**

**BAC327G: Service Learning: Women's Education Project**

**EDU506B: Methods of Environmental Education**

**EDU584: Individual Education Plan (IEP) and Accommodations**

**EDU586: Special Education Student Assessment and Evaluation**

**EDU589: Issues in Curriculum Modifications, Instructions & Methods for Inclusion**

**PSY494A: Abnormal Psychology**

**PSY492: Lifespan Development**

**PSY490: Theories of Personality**

**AUS Faculty at Large**

Christina Dawson  
Daniel Masler

Bryan Thomasovich  
Robert Wang

## Help Explore the Future of Antioch!

*"The commons is about communities managing their shared property for the benefit of all."*

David Bollier,  
Rediscovery of The Commons

**AUS 600: Exploring the Commons**

*Open to students from all programs and all levels*

**2-4 credits may be earned.**

First meeting: Thursday, Oct. 5, 2006, 5 to 7 p.m.; other October-December sessions TBD. Participants engage in online discussions as well as participate in up to five face-to-face sessions.

"In our current structure, we are accustomed to thinking of Antioch University as a federation of individual campuses held together by a

mission and complex financial transactions." (Laurien Alexandre, Dean of University-wide Programs)

Many are accustomed to thinking of Antioch University Seattle as a combination of "silos," whether defined as "centers" or "programs" or by "administrative" and "academic." Participants in this experience explore the permeability of these boundaries, discuss various ways of being and doing, create expanded learning opportunities, investigate possible structures and address questions such as the following: What are the qualities, the attributes and the characteristics we seek for Antioch? What does "the commons" mean to you? How do Antioch's mission/values show up in your classes/curriculum? How would you like this to happen? Are you energized by what is happening here? How can we all share responsibility for sustaining "the commons"?