

Procedures for Determining Eligibility and Registering as a First-Time Non-Degree Student

These procedures identify the process to register as a first-time non-degree student at American University.

A. Eligibility Determinations

1. All applicants must submit a First-Time Non-Degree Student Enrollment Form which is available at:

<https://www.american.edu/aucentral/non-degree-student-registration-summer-fall.cfm>

AU Central staff will review the application for completeness of information and documentation prior to to -

3. First time non-degree students must register for classes through AU Central.
4. Once having confirmed registration through AU Central, students who want permission to change their class registration must email AU Central for guidance and assistance in adjusting their schedule. All students are subject to the University's tuition refund policy.

C. Further Information

1. Advisors and Associate Deans will receive a copy of the Policy (and these Procedures).
2. Questions relating to the Policy (and these Procedures) should be addressed to AU Central.
3. The Policy (and these Procedures) will be posted on the University's Policy and AU Central website.
4. Any changes to the Policy and these Procedures will be made and approved in writing.