

Course Planning Checklist

REFLECT

1. Reflect on how you are doing in your current courses
 - How do you feel about your performance this semester so far?
 - If you have not received grades in class(es), have you reached out to your professor?
2. Reflect on whether any courses taken previously at AU can be re-taken under Course Repetition and Grade Replacement
 - Regulation can be found in [Course Catalog](#) under the “University Regulations and Policies” link

PREPARE

1. Resolve any non-academic stops (i.e. financial, immunization) well in advance of your registration date and time.
 - a. A red box will appear in the upper right-hand corner of your Student Planner in Eagle Service if you have a stop/hold on your account.
2. Send in all AP/IB score reports and transcripts from universities / colleges where you received credit to AU Admissions
3. Review to make sure you have met all pre-requisite and permissions for next semester courses
4. Include any special program course requirements (SPA Leadership, CAS Lead, Global Scholars, Lincoln Scholars, Honors, FDDS, etc.)
5. Review if you have any [AU Core Foundation Courses](#) that still need to be completed
6. Review how many of the 5 categories within the [Habits of Mind requirements](#) you have completed and consider adding a course to continue progress towards this AU Core Requirement
 - a. If you previously completed or are currently enrolled in a Habits of Mind, is the Habits of Mind in your planner from a different category?
 - b. Habits of Mind are great courses to fill out your schedule if you have open space

PLAN

1. Locate your registration date and time in Eagle Service
 - To view your registration date and time, make sure to add the correct semester to your planner using the “+” button on your Student Planner
2. Use the Course Catalog, Suggested First Year Course document, and relevant Graduation Planning documents to guide your course selection
 - [AU Core Requirements Overview](#)
 - Graduation Planning Documents and Suggested First Year Course document – [view on FYA website](#)
 - [Course Catalog](#) – view major and minor requirements under the “Academic Programs” link
3. Plan a minimum of 12 open credits in your planner for full-time status. General recommendation is 14.5 – 16.5 credits (Waitlisted courses do not count).
 - If you receive aid from AU (needs-based or merit), you need to complete at least two-thirds (66.67%) of all cumulative attempted courses
4. Plan alternate sections and courses in case sections or courses are full before you register
5. If needed, communicate with your [First Year Advisor or schedule a meeting](#) with them to review your schedule and ask questions
6. After reviewing and completing the above, register on your registration day and time