

## Student Registration and Quarter Scheduling

For students who remain in good financial standing with the University, the quarter schedule is provided to students several weeks prior to the start of the next quarter. Students may access their class schedule from the Student Affairs Department or through the student portal (Virtual Campus for AIU Online Students). Scheduling information includes course name, course section, course location, and number of available seats. For additional registration information including drop/add dates, online courses, as well as other issues impacting scheduling please contact the Student Affairs Department.

## Student Request for Transcripts

The request for a transcript must be in writing. The request must contain:

- Name (while attending).
- Social Security Number or Student I.D. Number.
- Campus.
- Program of study and approximate dates of attendance.
- Instructions for mailing or pick-up.

The fee schedule is as follows:

- \$3 (£4 London in-school or £15 London out-of-school; \$4 Los Angeles) for each official copy, regular mail, usually four to six business days.

— or —

- £10 (£4 London in-school or £15 London out-of-school) for each official copy, same day or 24-hour service, or for any transcript to be faxed. Students will also pay for any special mail services.

Transcripts will not be released if the student has an outstanding financial obligation to the University.

## Technology Use Policy

Staff and students at AIU are advised to use proper social and professional etiquette when using the technology systems of AIU. Use of the network implies consent for monitoring of traffic that is necessary for smooth administration of the resource. AIU does not condone the use of inappropriate language when communicating to instructors, staff, or students.

Any part of AIU's technology resources must not be used to produce, view, store, replicate, or transmit harassing, obscene, or offensive materials. This includes, but is not limited to, material from the Internet, screen savers, etc. In addition, printed copies of such material, including those from magazines, are not permitted to be distributed. There is zero tolerance for any student, faculty, or staff who violates this policy and immediate dismissal may result.

University technology resources shall not be used for purposes that cause excessive strain, directly or indirectly, on technology resources or unwarranted and unsolicited interference with use of technology systems. Engaging in any use that would interfere with another student's and/or employee's work or disruption of the intended use of technology resources is prohibited. Penalties for misuse of e-mail, Internet, or any other part of AIU's technology system are to be determined by the instructor, Program Chair, and/or Vice President of Academic Affairs or the employee's supervisor. AIU technology resources should only be used to accomplish University-specific tasks, goals, and learning objectives. No other use is sanctioned. Please refer to the campus Student Handbook for additional information about Technology Use.