MLS Handbook
DISCLAIMER

This Student Handbook is intended for the exclusive use of students enrolled at American University Washington College of Law (WCL). The information in this Handbook is provided with the understanding that the authors and WCL are not herein engaged in rendering legal or other professional advice or services. The information it contains was accurate at the time of publication.

WCL is not responsible for any errors or omissions, or for the results obtained from the use of this information. Fees, deadlines, academic requirements, courses, degree programs, and other matters described in this brochure may change without notice.

Certain websites listed herein are maintained by third parties over whom WCL has no control. WCL makes no representations as to the accuracy or any other aspect of information contained in other websites. If you follow a link listed herein and find questionable material, please notify the Office of Online Learning immediately.
Academic Calendar

2020 Term 4 (October – December)
September 28: Start of classes
October 6: Last day to add or drop classes without penalty; deadline to apply to graduate
October 11: Last day to withdraw with 50% refund
October 16: Last day to withdraw with 25% refund
November 13: Last day to withdraw
November 26: Thanksgiving—no class
November 28: Make up classes for those not held on Thanksgiving
December 5: Last day of classes
December 7 - 12: Finals Period
December 10 - 12: Immersion
December 13: End of Term
December 31: Degree Conferral

2021 Term 1 (January – March)
January 11: Start of term; start of classes
January 19: Last day to add or drop classes without penalty; deadline to apply to graduate
January 24: Last day to withdraw with 50% refund
January 29: Last day to withdraw with 25% refund
February 26: Last day to withdraw
March 20: Last Day of Class
March 22 - 27: Finals Period
March 25 – 27: Immersion
March 28: End of Term
March 28: Degree Conferral

2021 Term 2 (April – June)
April 5: Start of term; start of classes
April 13: Last day to add or drop classes without penalty; deadline to apply to graduate
April 18: Last day to withdraw with 50% refund
April 23: Last day to withdraw with 25% refund
May 21: Last day to withdraw
May 31: Memorial Day—no class
June 5: Make up classes for those not held on Memorial Day
June 12: Last Day of Class
June 14 – 19: Finals Period
June 24 – 26: Immersion
June 27: End of Term
June 27: Degree Conferral

**Dates beyond 2020 are tentative and may be subject to change.**
2021 Term 3 (July – September)

July 5: Start of term; start of classes
July 13: Last day to add or drop classes without penalty; deadline to apply to graduate
July 18: Last day to withdraw with 50% refund
July 23: Last day to withdraw with 25% refund
August 20: Last day to withdraw
September 11: Last Day of Class
September 13 – 18: Finals Period
September 23 – 25: Immersion
September 26: End of Term
September 26: Degree Conferral

2021 Term 4 (October – December)

October 4: Start of term; start of classes
October 12: Last day to add or drop classes without penalty; deadline to apply to graduate
October 17: Last day to withdraw with 50% refund
October 22: Last day to withdraw with 25% refund
November 19: Last day to withdraw
December 11: Last Day of Class
December 13 – 18: Finals Period
December 16 – 18: Immersion
December 19: End of Term
December 21: Degree Conferral

**Dates beyond 2020 are tentative and may be subject to change.**
**STAYING INFORMED**

2AU, the Digital Learning Platform: [https://2au.onlinelaw.wcl.american.edu/login](https://2au.onlinelaw.wcl.american.edu/login) is how you will stay informed about courses and course changes. It is also where you will access your live class sessions and your asynchronous coursework.

**MLS DEGREE REQUIREMENTS**

- Full-time = 6 credits | Part-time = 3 credits
- 30 credits with a grade point average of 2.0 (C) or better
- Degree must be completed within 5 years
- 1 Immersion program or Selected Topics in Law course
- Academic year is broken into 4 terms
- Program is completed in a minimum of 4 terms (12 months) but most often in 5 terms (15 months) with students taking 6 credits per term
- Classes meet synchronously for 2 hours per class once per week for 10 weeks
- Students need a laptop or desktop computer with working audio and web camera to access synchronous class sessions
- Students complete roughly a total of 7-9 hours of asynchronous material and reading per class per week
- Most courses are from Washington College of Law (see Appendix A) but students can take up to 3 courses from the Kogod School of Business (see Appendix B) and/or the School of International Service (see Appendix C). Please refer to the [AU Course catalog](https://catalog.american.edu/) or to your Student Success Advisor for course descriptions.
- Students can change their area of specialization at any point until they have completed 18 credits, usually at the end of the student’s third term of study
- Students cannot transfer credits from another university
- Students who complete the Health Care & Compliance Specialization with a GPA of at least 3.0 may sit for a CCB exam within one year of graduation.
- Program confers an academic degree, and does not grant students a qualifying credential to sit for a state bar exam

**Required Core Courses**

- Intro to Courts & Law: LGLS-600 (3 cr.) (1st term)
- Intro to Regulation & Compliance: LGLS-601 (3 cr.) (1st term)
- Drafting for Compliance Professionals: LGLS-603 (3 cr.)
- Negotiation & Communication: LGLS-602 (1.5 cr.) OR Electronically Stored Information: LGLS-641 (1.5 cr.)
  - Both can be taken if a student so chooses
- Immersion Program (LGLS-604 or LGLS-641) OR Selected Topics in Law (LGLS-695) (1.5 cr.)
  - Both can be taken if a student so chooses

**General MLS**

- In addition to the required courses, students must complete:
  - 6 courses/18 credits from available WCL, KSB, and SIS electives
Business
● Required courses:
  o Business Law, Ethics & Governance: ACCT-635 (3 cr.) (KSB)
  o Business Associations: LGLS-620 (3 cr.)
● In addition, students must complete at least 2 courses/6 credits from the following list:
  o Human Resources Compliance: LGLS-624 (3 cr.)
  o Government Contracting: LGLS-621 (3 cr.)
  o Banking and Financial Services Compliance: LGLS-622 (3 cr.)
  o Anti-Corruption Law: LGLS-623 (3 cr.)
  o Information Privacy & Data Security Law: LGLS-631 (3 cr.)
  o Contract Drafting: LGLS-625 (3 cr.)

Health Care & Compliance
● Required Courses:
  o Health Care Law & Compliance: LGLS-630 (3 cr.)
  o Information Privacy & Data Security Law: LGLS-631 (3 cr.)
  o Health Care Fraud & Abuse: Contracting & Compliance: LGLS-632 (3 cr.)

Information Technology
● Required Courses:
  o Cyber Law: LGLS-640 (3 cr.)
  o Information Privacy & Data Security Law: LGLS-631 (3 cr.)
● In addition, students must complete at least 6 credits from the following list:
  o Electronically Stored Information: LGLS-641 (1.5 cr.)
  o Immersion: e-Discovery: LGLS-642 (1.5 cr.)
  o Cyber Security Governance: ITEC-667 (3 cr.) (KSB)
  o Database and Big Data: ITEC-670 (3 cr.) (KSB)

Cybersecurity
● Required Courses:
  o Cyber Law: LGLS-640 (3 cr.)
  o Information Privacy & Data Security Law: LGLS-631 (3 cr.)
  o Management of Information Systems: ITEC-616 (3 cr.) (KSB)
  o Cybersecurity Risk Management: ITEC-666 (3 cr.) (KSB)
  o Cyber Security Governance: ITEC-667 (3 cr.) (KSB)

Immersion Program
● On-campus (though may be online due to COVID-19) long weekend (Thursday-Saturday)
● Opportunity to meet classmates in person
● Pass/Fail; 1.5 credits

Selected Topics in Law Course
● Online workshops
● Topics cover
● Pass/Fail; 1.5 credits
COURSE REGISTRATION

How Do I Register for Courses?

A full description of how to register (with visuals) is on page 25 of this handbook. Students register and pre-register for each term’s classes online at Eagle Service (http://eaglefinances.american.edu/student), which you can access within the myAU portal under Academics for Student Planning. Registration is on a first-come, first-enrolled basis. During the registration period and add/drop week (the first week of classes), students may add and drop classes as they wish, provided space is available.

Every term, currently enrolled students are given the opportunity to register in advance (pre-register) for the next term’s classes. Whenever possible, students should pre-register to have a better chance of getting into a class.

Students should not register for more classes than they plan to take. The online registration system will NOT allow you to register for classes with overlapping meeting times. There are no exceptions, even with permission from the professor.

BEFORE you can register:

Students who have stops of any kind will NOT be able to pre-register or register for courses. You MUST clear all stops on your student account first. Before the pre-registration period begins, check your account at myau.american.edu to see if you have any stops. Contact the appropriate offices immediately to clear any stops.

You must know your AU ID number and password in order to register for courses online.

How Many Credits Should I Take Per Term?

Most students complete 6 credits per term.

How Much Do Courses Cost?

You will be charged the per credit rate. Tuition rates are posted in early spring for the next academic year. Tuition rates increase every fall and can be found here.

Can I Drop a Class After Add/Drop Week?

Students who wish to drop a course should do so prior to the add/drop deadline to avoid financial penalties. To withdraw from a course after the add/drop deadline, you must fill out a Request for Registration Action Form available from the Office of the Registrar.

Online course refunds are calculated proportionately using percentage of days elapsed from the first day of class until the last day of class. If an online course has non-standard beginning and end dates, the 100 percent, 50 percent, and 25 percent refunds are based on the percentage of days elapsed from the first day of the course until the last day of the course.

If you withdraw from a course after the add/drop deadline, the course will still be listed on your transcript with a “W” next to it.
How Does the Waitlist Work?

If a course is full when you register, you can get on the course’s waitlist. MLS students can be on up to 2 waitlists. Students are notified that spaces have opened in a course via an e-mail to their AU e-mail address. The spot will remain open for 24 hours and will then be offered to the next student on the list. **To see if you are offered a spot in a course, please check your AU e-mail account daily.**

**ASSIGNMENT OVERVIEW & RUBRICS**

All assessments will have detailed instructions in the online course platform and will be scored using the rubrics that are attached to the assignment. You should review all of the instructions and the rubrics before submitting each assessment. If you have questions about an assessment or rubric, contact your instructor to schedule a time to speak one-on-one.

**COURSE CREDITS & THE GRADING SYSTEM**

**Credits:** A course’s “credit hours” represents the number of hours of direct faculty interaction per week. You can expect a 3-credit online course to include roughly 220 minutes combined of asynchronous and synchronous class time per week.

**How Grades Are Determined:** Professors generally base students’ final grades on a variety of assessments that include exams, research papers, group projects, discussion board posts, in-class participation, and attendance. Your professors should specify clearly at the beginning of the course which assessments they will use to determine your final grade, and their relative weight or importance.

**Measuring Student Performance:** WCL uses a grading system that is based on a four-point scale. Each letter grade is given a numerical point value to make it easier to compute the average:

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<tr>
<th>Grade</th>
<th>Points</th>
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<tr>
<td>A</td>
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<td>A-</td>
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<td>D</td>
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<td>F</td>
<td>0.0</td>
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</table>
Grade Point Average (GPA): Your GPA gives an overall picture of how you are performing academically. Admissions offices and prospective employers are often interested to know your GPA. The registrar's office calculates cumulative and term GPAs. As a result, if you want to know your GPA, look on your unofficial transcript, which you can access on https://eaglefinances.american.edu/Student.

Incomplete courses: Any course for which an “Incomplete” (I) or “In Progress” (IP) has been entered must be completed by the end of the next term or the grade automatically is converted to an F, unless an extension is granted. Students on academic probation may not receive “Incomplete” (I) or “In Progress” (IP) grades.

At the discretion of the faculty member and before the end of the semester, the grade of I (Incomplete) may be given to a student who, because of extenuating circumstances, is unable to complete the course during the semester. The grade of Incomplete may be given only if the student is receiving a passing grade for the coursework completed. Students on academic probation may not receive an Incomplete. The instructor must provide in writing to the student the conditions, which are described below, for satisfying the Incomplete and must enter those same conditions when posting the grades for the course. The student is responsible for verifying that the conditions were entered correctly.

Conditions for satisfying the Incomplete must include what work needs to be completed, by when the work must be completed, and what the course grade will be if the student fails to complete that work. At the latest, any outstanding coursework must be completed before the end of the following term, absent an agreement to the contrary. If the student does not meet the conditions, the Office of the WCL Registrar will assign the default grade automatically.

The Associate Dean of Student Affairs, with the concurrence of the instructor, may grant an extension beyond the agreed deadline, but only in extraordinary circumstances. Incomplete courses may not be retroactively dropped. An Incomplete may not stand as a permanent grade and must be resolved before a degree can be awarded.

Appeal of Grades: To request a review of a grade, students should first contact the instructor. If questions still exist, the student can meet with the Assistant Dean Online Learning. Students cannot retake exams.

Class attendance: To receive credit, students must attend classes and complete asynchronous material regularly. Excessive absence indicates a lack of seriousness on the part of the student. If a student accumulates an excessive number of absences without good cause (e.g., illness), he or she may be denied credit for that term or be barred from taking the final examination. Please review your professors’ attendance policies on the course syllabi.

Leave of Absence: Upon approval, a student who has completed at least one full term and is in good academic standing may obtain a leave of absence from the law school for a stated period of time. A student who fails to observe the terms and conditions of the granted leave of absence must file an application for readmission to the law school. Students must complete the MLS degree within 5 years.
CCB CERTIFICATION

MLS students who successfully complete the following healthcare specialization classes: LGLS-601, LGLS-603, LGLS-630, LGLS-631, and LGLS-632 with a 3.0 GPA will be eligible to sit for one of the following Compliance Certification Board (CCB) Exams: CHC, CHRC, CHPC, CCEP, or CCEP-I. Please see below for additional information on these exam options.

Please note that seeking this certification is optional. If you wish to pursue CCB certification, the exam costs $275 for SCCE or HCCA members, or $375 for non-members (costs subject to change) and is at your own expense. The exam must be taken within one year of graduation.

The two and a half hour exam comprises of 115 questions; only 100 questions will be scored. The score report will indicate a “pass” or “fail.”

Certification Process: The below information provides additional information on how to pursue the CCB certification.

Step 1
There are five different CCB exams available. To help you decide which exam is the best fit for you, please review the web links to the explanations of the various exams and exam handbooks below.

- Certified in Healthcare Compliance (CHC) and CHC Handbook
- Certified in Healthcare Research Compliance (CHRC) and CHRC Handbook
- Certified in Healthcare Privacy Compliance (CHPC) and CHPC Handbook
- Certified Compliance & Ethics Professional (CCEP) and CCEP Handbook
- Certified Compliance & Ethics Professional–International (CCEP-I) and CCEP-I Handbook

Step 2
In your final term, send an e-mail to Cathy Schenker (schenker@wcl.american.edu) stating that you plan to take a CCB exam.

Step 3
Once you complete all program requirements and graduate, you will receive a letter from WCL stating that you are eligible to sit for CCB exam. You may then sit for an exam within one year of graduating.

- For the CHC, CHRC, and CHPC exams, you can apply by going to the following link - https://www.bcca-info.org/apply-exam.
- For the CCEP and CCEP-I exams, you can apply by going to the following link - https://www.corporatecompliance.org/apply-exam.

Step 4
Make sure you have reviewed the handbook of your preferred exam thoroughly and reviewed practice questions. There are practice questions within the handbook and on the CCB website.

Step 5
Take the exam.

If you have any questions about the CCB Certification, please reach out to the Assistant Dean Online Learning, Cathy Schenker at 202-274-4065 or schenker@wcl.american.edu.
GRADUATION AND COMMENCEMENT

Application for Graduation: During your final term, you must complete the graduation application on Eagle Service. The application triggers a review of your academic record to determine whether you will meet the degree requirements. Students who fail to complete all degree requirements by the end of the term for which they applied to graduate must reapply to graduate later.

Commencement Ceremonies: Graduation ceremonies are only held in May. Students who complete their degree requirements in June may choose to participate in the preceding May commencement ceremony. Those who graduate in September, December, and March, may participate in the following May ceremony.

*MLS students do not receive Latin honors (cum laude, magna cum laude, summa cum laude) or Order of the Coif.

THE HONOR CODE

All WCL students must adhere to the Statement of Academic Honesty, which is codified in an Honor Code. Please read the entire WCL Honor Code, which can be found in the WCL catalog, at the WCL registrar’s Web site, and at the end of this Handbook.

ESSENTIAL ELEMENTS OF THE HONOR CODE

- Plagiarism is prohibited. In other words, you may not incorporate the words or ideas of another into any written work product (term paper, memorandum, etc.) without proper attribution. You may not submit as your own any written work product that has been prepared by another person. The verbatim reproduction of the words or ideas of another person in your written work product must be enclosed in quotation marks. Generally, you may paraphrase the words or ideas of another in your written work product without quotation marks, but you must include a comprehensive footnote. Paraphrasing requires you to change another person's ideas and text into your own words and to change your sentence structure significantly; changing a few words is not sufficient!
- During exams, you may not consult any materials except those permitted by the instructor. During “closed book” exams the use of any materials is prohibited, except perhaps a dictionary. Ask your professor to clarify what materials, if any, are acceptable to use during an exam.
- You may not communicate with any other student during an exam.
- You may not discuss an exam you have taken with a classmate who has deferred it to a later date.
- All members of the WCL community (faculty, staff, and students) are required to report possible violations when there are reasonable grounds to believe a violation has occurred.
- Failure to report possible violations is a specific offense under the Honor Code.

SANCTIONS FOR FAILURE TO COMPLY WITH THE HONOR CODE

Engaging in plagiarism can be disastrous for one’s graduate school and career. Sanctions for plagiarism can include a failing grade, disqualification from the activity for which the paper was submitted, and suspension or expulsion from the law school. The finding of plagiarism may be entered onto the student's transcript or permanent file.
DISCRIMINATION: AU POLICIES

American University is an equal opportunity, affirmative action institution. The university does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, sexual orientation, or disability. Policies of equal opportunity, affirmative action, and nondiscrimination apply to every aspect of the university’s operations and activities, including admissions, employment, and access to university programs and services. Further information about the university’s discrimination policies can be found in the Student Affairs office.

SEX DISCRIMINATION and SEXUAL HARASSMENT

Consistent with Title IX of the Education Amendments of 1972 and the D.C. Human Rights Act of 1977, sex discrimination is prohibited in the American University community. This includes:

- Any sex discrimination in the areas of admissions, financial aid, employment, conduct of classes, and other university-related activities.
- Visible disparities in the funding and treatment of student-related activities.
- Sexual harassment between members of the same or opposite sex.

The American University community values the individual’s right to live, work, and study without fear of intimidation, coercion, or exploitation. Sexual harassment creates a hostile environment that is incompatible with the mission and goals of the university. Moreover, sexual harassment is a form of discrimination and is illegal. The university will respond to all reports of sexual harassment.

WHAT IS SEXUAL HARASSMENT?

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individuals;
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Examples of Sexual Harassment: Sexual harassment can range from sexual humor and innuendo to physical threats. Some examples of sexual harassment include direct or subtle pressure for dates or sexual activity, unwelcome brushes or touches, physical aggression such as pinching or patting, inappropriate sexual innuendos, sexist jokes or remarks, or obscene gestures or comments.

Sexual Harassment Project Team: The Sexual Harassment Project Team helps prevent and address problems of sexual harassment campus-wide; to provide information and education on sexual harassment, complaint procedures and related university policies to members of the campus community; and to develop and review educational or informational materials regarding sexual harassment.
Reporting sexual harassment: The university will respond to all reports of sexual harassment. If you feel you have been the target of sexual harassment, and would like to report it, you have three options:

- **Information and Referral:** Members of the Sexual Harassment Project Team can provide students with information about sexual harassment and complaint procedures. Call the WCL Office of Student Affairs: 202-274-4031.

- **Informal Complaint:** American University is committed to the voluntary, timely, and informal resolution of sexual harassment complaints. If you believe that you have been sexually harassed, you are encouraged to make an informal complaint. This can include addressing the alleged harasser directly, whether in person, in writing, or in a facilitated meeting with an appropriate university official.

- **Formal Complaint:** If informal measures do not stop the behavior, or if you prefer a formal procedure, contact the Office of Diversity and Inclusion: 202-274-4032.

Retaliation: Retaliation against anyone who files a sexual harassment complaint, who supports or assists an individual in pursuing a complaint, or who participates in the resolution of a complaint is prohibited. Any retaliatory action may be the basis for another complaint under this policy.

False or Frivolous Charges: This policy must not be used to bring false or frivolous charges against students, faculty members, or other employees. Those bringing false or frivolous charges may be subject to disciplinary action.

Confidentiality: All reports or complaints of sexual harassment will be kept confidential, except that individuals with a legitimate need to know will be informed of the complaint in order for the university to conduct a meaningful review of each complaint and for the purpose of determining whether the complaint is isolated, frequent, part of a pattern of practice, or pervasive. All records are confidential with access only to individuals with a legitimate need to know.

**IF YOU ARE SEXUALLY ASSAULTED**

If you have been the target of sexual assault and would like report it, you have several options:

- Call friends or family to assist you.
- Call outside sources such as the D.C. Rape Crisis Center: 202-333-7273.
- Go to the hospital for an exam. If you choose to report the assault for criminal prosecution, hospital officials will call the MPD Sex Offense Squad to collect evidence for criminal prosecution. *Do not shower or bathe prior to this exam.* Bring with you, in a plastic bag, any clothes or articles you were wearing when the assault occurred. If needed, a staff member from Public Safety or Residential Life can help you arrange transportation to the hospital.
- Receive counseling or a counseling referral from AU’s Counseling Center (number below).
- Receive medical attention at the Student Health Center (SHC). The SHC can provide testing for sexually transmitted diseases and other services; however, the SHC cannot collect evidence for MPD in preparation for possible criminal prosecution. It is therefore very important that you go to the hospital if you think that you might press criminal charges.
- Report the assault to local authorities (in DC, the Metropolitan Police Department) and tell them that...
you want to file charges.

- Report the assault to campus authorities. Your first point of contact
  WCL’s Office of Student Affairs (202-274-4031). Other steps could include reporting the incident to
  Public Safety or the Counseling Center.
- You may file charges at the university through AU’s internal judicial system, Judicial Affairs and
  Mediation Services (202-885-3314). This would be in addition to charges you may have filed through the
  court system (criminal/civil).
- Ask for assistance regarding academic matters or living arrangements, if needed. You might consider
  getting a note from a doctor or psychologist. With a doctor’s note, you won’t have to share information
  with more people than you choose to, but will still be able to show that you are having a
  medical/personal emergency.
# IMPORTANT CONTACTS

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<tr>
<th>Department</th>
<th>Contact Information</th>
<th>Webpage</th>
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<tr>
<td>Office of Online Learning</td>
<td>(202) 274-4336 <a href="mailto:online@wcl.american.edu">online@wcl.american.edu</a></td>
<td><a href="https://www.wcl.american.edu/academics/onli">https://www.wcl.american.edu/academics/onli</a></td>
</tr>
<tr>
<td>Student Success/Technology Support</td>
<td>(855) 974-4264 <a href="mailto:studentsuccess@onlinelaw.wcl.american.edu">studentsuccess@onlinelaw.wcl.american.edu</a></td>
<td>Chat Feature within 2AU: <a href="https://2au.onlinelaw.wcl.american.edu/login">https://2au.onlinelaw.wcl.american.edu/login</a></td>
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<tr>
<td>Student Affairs</td>
<td>(202) 274-4030 <a href="mailto:studentaffairs@wcl.american.edu">studentaffairs@wcl.american.edu</a></td>
<td><a href="https://www.wcl.american.edu/her">https://www.wcl.american.edu/her</a></td>
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<tr>
<td>Financial Aid</td>
<td>(202) 274-4040 <a href="mailto:finaid@wcl.american.edu">finaid@wcl.american.edu</a></td>
<td><a href="https://www.wcl.american.edu/school/admissions/finai">https://www.wcl.american.edu/school/admissions/finai</a></td>
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<td>Student Accounts</td>
<td>(202) 885-8000</td>
<td><a href="https://www.american.edu/finance/studentacc">https://www.american.edu/finance/studentacc</a></td>
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<td>Library Services</td>
<td>(202) 274-4300 <a href="mailto:circ@wcl.american.edu">circ@wcl.american.edu</a></td>
<td><a href="https://www.wcl.american.edu/impact/library">https://www.wcl.american.edu/impact/library</a></td>
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<td>Registrar</td>
<td>(202) 274-4080 <a href="mailto:registrationservices@wcl.american.edu">registrationservices@wcl.american.edu</a></td>
<td><a href="https://www.wcl.american.edu/academics/academ">https://www.wcl.american.edu/academics/academ</a></td>
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<td>Office of Advocacy Services for Interpersonal and Sexual Violence (OASIS)</td>
<td>(202) 885-7070 <a href="mailto:OASIS@american.edu">OASIS@american.edu</a></td>
<td><a href="https://www.american.edu/ocl/promote-health/OASIS.cfm">https://www.american.edu/ocl/promote-health/OASIS.cfm</a></td>
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<td>Academic Support and Access Center (ASAC) Disability Services</td>
<td>(202) 885-3360 <a href="mailto:asac@american.edu">asac@american.edu</a></td>
<td><a href="https://www.american.edu/provost/academic-access">https://www.american.edu/provost/academic-access</a></td>
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<td>Health and Wellness: Counseling Services</td>
<td>(202) 885-3500</td>
<td><a href="https://www.american.edu/ocl/counseling/">https://www.american.edu/ocl/counseling/</a></td>
</tr>
<tr>
<td>VA/GI Bill Assistance</td>
<td>1-888-442-4551 <a href="mailto:veterans@american.edu">veterans@american.edu</a></td>
<td><a href="https://www.american.edu/veterans">https://www.american.edu/veterans</a></td>
</tr>
<tr>
<td>Career Services</td>
<td>(855) 832-9702 <a href="mailto:careerservices@onlinelaw.wcl.american.edu">careerservices@onlinelaw.wcl.american.edu</a></td>
<td>LMS Career Center – Found under Courses on 2AU</td>
</tr>
</tbody>
</table>
MyAU Portal

https://myau.american.edu

MyAU is the portal website to many essential university resources, such as Eagle Service (http://eaglefinances.american.edu/student). If you have not already, go online as soon as possible to create your myau.american.edu account (you will need your AU ID number), and familiarize yourself with this website. Once you have logged in you can:

ACADEMICS TAB: ADD/DROP COURSES (AFTER AUTHORIZATION)
ACADEMICS TAB: VIEW GRADES
FINANCE TAB: CHECK YOUR STUDENT ACCOUNT
FINANCE TAB: MAKE AN E-PAYMENT
ACCESS EMAIL
ACCESS NETWORK DRIVE

DOWNLOAD SOFTWARE

Available are antivirus software, web browsers, Adobe Acrobat Reader, software updates and more.

FORWARD YOUR AU EMAIL ACCOUNT!!!

Important AU and WCL announcements will be automatically sent to your AU email account. You may choose to use your AU email account directly, or you may forward (“POP”) your AU email account to your personal account (such as Hotmail, Yahoo, AOL, etc.)
Appendix A: WCL Courses

WCL Course Options

LGLS-602, LGLS-604, LGLS-641, LGLS-642, and LGLS-695 are **1.5 credits** each; all other courses below are **3 credits** each.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>School of Course Offering</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGLS-600 Intro to Courts &amp; Law</td>
<td>WCL <em>(offered all terms)</em></td>
<td>None</td>
</tr>
<tr>
<td>LGLS-601 Intro to Regulation &amp; Compliance</td>
<td>WCL <em>(offered all terms)</em></td>
<td>None</td>
</tr>
<tr>
<td>LGLS-602 Negotiation &amp; Communication</td>
<td>WCL <em>(offered April and October terms)</em></td>
<td>None</td>
</tr>
<tr>
<td>LGLS-603 Drafting for Compliance Professionals</td>
<td>WCL <em>(offered all terms)</em></td>
<td>None</td>
</tr>
<tr>
<td>LGLS-604 Immersion: Negotiation and Presentation Skills</td>
<td>WCL <em>(offered April and October terms IF WCL is open)</em></td>
<td>LGLS-602 Negotiation &amp; Communication</td>
</tr>
<tr>
<td>LGLS-605 Ethics in the Law &amp; Public Policy</td>
<td>WCL <em>(offered April and October terms)</em></td>
<td>None</td>
</tr>
<tr>
<td>LGLS-610 Criminal Justice</td>
<td>WCL <em>(offered January and July terms)</em></td>
<td>None</td>
</tr>
<tr>
<td>LGLS-620 Business Associations</td>
<td>WCL <em>(offered January and July terms)</em></td>
<td>None</td>
</tr>
<tr>
<td>LGLS-621 Government Contracts</td>
<td>WCL <em>(offered January and July terms)</em></td>
<td>None</td>
</tr>
<tr>
<td>LGLS-622 Banking &amp; Financial Services Compliance</td>
<td>WCL <em>(offered April and October terms)</em></td>
<td>LGLS-601 Regulatory Law &amp; Compliance</td>
</tr>
<tr>
<td>LGLS-623 Anti-Corruption Law</td>
<td>WCL <em>(offered April and October terms)</em></td>
<td>None</td>
</tr>
<tr>
<td>LGLS-624 Human Resources Compliance</td>
<td>WCL <em>(offered April and October terms)</em></td>
<td>LGLS-601 Regulatory Law and Compliance</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>College</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>LGLS-625</td>
<td>Contract Drafting &amp; Remedies</td>
<td>WCL</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LGLS-630</td>
<td>Health Care Law &amp; Compliance</td>
<td>WCL</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LGLS-631</td>
<td>Information Privacy &amp; Data Security</td>
<td>WCL</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>LGLS-632</td>
<td>Health Care Fraud &amp; Abuse: Contracting and Compliance</td>
<td>WCL</td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td>LGLS-640</td>
<td>Cyber Law</td>
<td>WCL</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LGLS-641</td>
<td>Electronically Stored Information</td>
<td>WCL</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LGLS-642</td>
<td>Immersion: e-discovery</td>
<td>WCL</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LGLS-695</td>
<td>Selected Topics in Law</td>
<td>WCL</td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
## Appendix B: KSB Courses

### KSB Course Options

All courses below are 3 credits each

*Please note students can take up to 9 credits (3 courses) from Kogod School of Business and/or School of International Service*

<table>
<thead>
<tr>
<th>Course Title</th>
<th>School of Course Offering</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT-607 Financial Accounting</td>
<td>Kogod <em>(offered all terms)</em></td>
<td>None</td>
</tr>
<tr>
<td>ACCT-635 Business Law, Ethics, and Governance</td>
<td>Kogod <em>(offered all terms)</em></td>
<td>None</td>
</tr>
<tr>
<td>MKTG-612 Marketing Management</td>
<td>Kogod <em>(offered all terms)</em></td>
<td>None</td>
</tr>
<tr>
<td>ITEC-610 Applied Managerial Statistics</td>
<td>Kogod <em>(offered all terms)</em></td>
<td>None</td>
</tr>
<tr>
<td>ITEC-616 Management of Information Systems</td>
<td>Kogod <em>(offered all terms)</em></td>
<td>None</td>
</tr>
<tr>
<td>ITEC-620 Business Insights Through Analytics</td>
<td>Kogod <em>(offered all terms)</em></td>
<td>ITEC-610 Applied Managerial Statistics</td>
</tr>
<tr>
<td>ITEC-667 Cybersecurity Governance</td>
<td>Kogod <em>(offered January and July terms)</em></td>
<td>None</td>
</tr>
<tr>
<td>ITEC-670 Database and Big Data</td>
<td>Kogod <em>(offered all terms)</em></td>
<td>None</td>
</tr>
<tr>
<td>ITEC-643 Project Management</td>
<td>Kogod <em>(offered all terms)</em></td>
<td>None</td>
</tr>
<tr>
<td>FIN-605 Managerial Economics &amp; Corporate Strategy</td>
<td>Kogod <em>(offered all terms)</em></td>
<td>None</td>
</tr>
<tr>
<td>KSB-612 Strategic Thinking</td>
<td>Kogod <em>(offered all terms)</em></td>
<td>None</td>
</tr>
<tr>
<td>MGMT-609 Management of Organizations and Human Capital</td>
<td>Kogod <em>(offered all terms)</em></td>
<td>None</td>
</tr>
<tr>
<td>MGMT-626 Management Consulting Practices &amp; Methodologies</td>
<td>Kogod <em>(offered all terms)</em></td>
<td>None</td>
</tr>
<tr>
<td>MKTG-762 Integrated Marketing Communications</td>
<td>Kogod <em>(offered April and October terms)</em></td>
<td>MKTG-612 Marketing Management</td>
</tr>
<tr>
<td>ACCT-551 Forensic Accounting: Fraud Examination &amp; Litigation Support</td>
<td>Kogod <em>(offered January term)</em></td>
<td>ACCT-607 Financial Accounting</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Department</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>MKTG-765</td>
<td>Brand Management</td>
<td>Kogod</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITEC-666</td>
<td>Cybersecurity Risk Management</td>
<td>Kogod</td>
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</tr>
</tbody>
</table>
## Appendix C: SIS Courses

### SIS Course Options

All courses below are 3 credits each

*Please note students can take up to 9 credits (3 courses) from Kogod School of Business and/or School of International Service*

<table>
<thead>
<tr>
<th>Course Title</th>
<th>School of Course Offering</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>SISG-761 Intercultural Communication</td>
<td>SIS <em>(offered all terms unless low student enrollment)</em></td>
<td>None</td>
</tr>
<tr>
<td>SISG-771 International Negotiations</td>
<td>SIS <em>(offered all terms unless low student enrollment)</em></td>
<td>None</td>
</tr>
<tr>
<td>SISG-774 Understanding Global Economics and Markets</td>
<td>SIS <em>(offered all terms unless low student enrollment)</em></td>
<td>None</td>
</tr>
<tr>
<td>SISG-776 Global Economic Governance &amp; Organizations</td>
<td>SIS <em>(offered all terms unless low student enrollment)</em></td>
<td>None</td>
</tr>
</tbody>
</table>
American University Washington College of Law
Master of Legal Studies
 Advising Worksheet

NAME: ________________________________________

START TERM: ________________________________________

SPECIALIZATION: _______________________________________

<table>
<thead>
<tr>
<th>Term</th>
<th>Course 1</th>
<th>Course 2</th>
<th>Course 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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<td></td>
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<tr>
<td>3</td>
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<tr>
<td>4</td>
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</tr>
<tr>
<td>5</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix D: How to Forward your AU Email

If you do not plan to check your american.edu student accounts, you MUST forward your email to the account you check most often. Failure to do so can result in missing emails regarding classes and graduation, and may affect your ability to graduate. As active students, WCL Faculty & Staff will email students only at their american.edu account.

How to forward AU Emails:

1. Log in to myAU Portal using your AU credentials
2. Once you have logged in, click ‘Email’ at the top of the page
3. You will be redirected to your AU email address via Office 365 Outlook
4. Select the Settings icon at the top-right hand corner of the page
5. At the bottom of the Settings pane, click ‘Mail’ under ‘Your app settings’
6. On the right side of the page, it will populate a variety of options for you to choose from; click ‘Forwarding’

7. Enter the email address you wish to forward your AU emails to
Appendix E: How to Add, Register, Drop Classes & View Your Class Schedule

Adding a Course

Step One: Log into your myAU portal, using your username and password. Click Sign In.

Step Two: Under the Academics tab on the left side of the page, click Eagle Service – Student Planning.

Step Three: Once directed to the Eagle Service page, click the cap icon “Academics.”

Step Four: Select, “Course Catalog.”

Step Five: Select appropriate term and click search. If you are looking for a specific course, you may also use the search bar in the top right-hand corner, under your username to type the course code such as LGLS-600.
Step Six: Select “View Available Sections” and choose the appropriate section by clicking “Add Section to Schedule” for the course in which you would like to register.

Step Seven: After confirming section details, click “Add Section”
Step Eight: Your courses are now planned so the final step is to Register!

You have two ways to register for courses that you have planned:

- Register for all of the courses in your planned schedule by selecting Register Now on the top right corner of your planning page

OR

- Register for each planned course individually by selecting Register for each planned course
If you successfully registered, you should see the courses appear on the left side of your page

If the section you planned is already full or has a current waitlist, click on Waitlist to be added. You will be notified via email if a seat opens. To view your position on a waitlist, select the My Waitlisted Sections link under Academics in your myAU portal.
Dropping a Course

**Step One:** Log into your [myAU portal](#), using your username and password. Click Sign In.

**Step Two:** Under the Academics tab on the left side of the page, click Eagle Service – Student Planning.

**Step Three:** Once directed to the Eagle Service page, click the cap icon “Academics.”

**Step Four:** Select “Student Planning.”

**Step Five:** Select “Plan & Schedule.”

**Step Six:** View your individual courses and select the “Drop” option to drop a course.
Viewing Schedule

**Step One:** Log into your [myAU portal](https://myau.american.edu), using your username and password. Press enter.

![SIGN IN](https://example.com/sign-in.png)

**Step Two:** Under the Academics tab on the left side of the page, click Eagle Service – Student Planning.

**Step Three:** Once directed to the Eagle Service page, click the cap icon labeled “Academics.”

**Step Four:** Select “Student Planning.”

**Step Five:** Select “Plan & Schedule.”

**Step Six:** View your individual courses for each term.
2AU

https://2au.onlinelaw.wcl.american.edu/login

2AU is the digital learning platform used throughout the program. Your student success advisor will send you an automatic link to activate your 2AU account. If you have not already, go to the link above and familiarize yourself with this website. Once you have logged in you can:

REVIEW YOUR COURSE SYLLABI
ACCESS YOUR ASYNCHRONOUS MATERIAL FOR EACH COURSE
ACCESS YOUR LIVE CLASS SESSION
CREATE SOCIAL GROUPS
INTERACT WITH PROFESSORS AND CLASSMATES
CREATE STUDY LISTS
DOWNLOAD THE MOBILE APP

Downloading the mobile app

On your mobile device, search for the 2U Mobile App and search for Law@American. You will be able to access your asynchronous homework on the go. Please note you cannot log into your live sessions via a cell phone, tablet or chromebook.