

# Augustine Institute

## Frequently Asked Questions regarding Registration

**1. How can I find the on-line Student Center?**

Go to [www.augustinstitute.org](http://www.augustinstitute.org) and click on “Student Links,” found at the top of the webpage above the blue banner and next to “donate” to find the Student Center.

**2. What can be found on the Student Center?**

Links for Netclassroom and Canvas, transcript request forms, curriculum guides, academic calendars, current course offerings, course descriptions, booklists, library information, paper writing guidelines, add/drop forms, scholarship applications, intent to graduate forms, and so much more!

**3. Is there a Student Handbook for the Augustine Institute?**

The Graduate Bulletin, found on the Student Center, is our student handbook. It contains Admissions, Academic, and Financial policies for the Institute, as well as information about our MA and Certificate programs. You are strongly encouraged to read it.

**4. What is the purpose of NetClassroom?**

NetClassroom allows student access to our Student Information System, where tuition bills can be reviewed and paid, registration can be accomplished during the posted registration period, class schedules can be confirmed, and current versions of unofficial transcripts can be downloaded.

**5. What is the purpose of Canvas?**

Canvas is the vehicle by which students watch recorded lectures, participate in discussion boards, submit papers, and take exams for all courses. All professors can be reached through Canvas classroom pages, and syllabi and booklists for each course can be found on the Canvas course page.

**6. Where are the links to NetClassroom and Canvas?**

These links can be found on the [www.augustineinstitute.org](http://www.augustineinstitute.org) website, at the top of the page, under “Student Links.”

**7. What’s my NetClassroom log-in?**

This information was emailed to you when you were first enrolled as a student at the Augustine Institute. If you can’t find it, contact the registrar at [registrar@augustineinstitute.org](mailto:registrar@augustineinstitute.org), or call 303-937-4420 x103

**8. Who is my academic advisor?**

Students in the MA program are assigned advisors after their first term in the program. You will be contacted by your advisor before or perhaps during the 6 week-long registration period for the next term. Students in the Graduate Certificate program should follow the Graduate Certificate curriculum and consult the registrar if they have questions or difficulties. Students who are non-degree seeking should seek advice from the registrar’s office.

**9. What class should I take next?**

Consult the curriculum guides found on the Student Center page of the website. Core classes should be taken in the order prescribed, or as close to it as possible. Electives can be taken after the first two core classes have been completed, unless there is an extenuating circumstance. Academic advisors are assigned to help students navigate the curriculum and will contact students before or during the registration period.

**10. What if I get the “does not have pre-requisite” error message when I try to register for a class?**

First, confirm that you are registering for the next course(s) listed on the curriculum worksheet. If all is in order, contact the registrar to over-ride the issue.

**11. Why isn't the class I registered for showing up on my NetClassroom account?**

If you registered and have logged into NetClassroom and do not see your class, first make sure that you are looking at the correct term on your account. Under “your classes” there is a drop-down for the Academic year, session, and term. If you choose the correct term and it's still not there, go into “edit registration” (if still within the registration dates) and make sure that you have entered a class section for the desired class. It cannot be blank! If there is only one section of the class, use the drop down to select “1.” If there are two sections, usually “1” is for on-campus (OC) and “2” is for distance education (DE).

**12. When is tuition due?**

Tuition is due by the first date of the term, or when your statement appears in NetClassroom, if you added after the first day of classes.

**13. Where is my tuition statement?**

Tuition statements may be found on NetClassroom under “billing.” If you've just registered, your statement may not appear for a few days. Statements are usually uploaded on Fridays and are not always immediately available.

**14. Are there payment options for tuition?**

You may pay on-line with a credit card, or by check made out to Augustine Institute and mailed to the attention of Amanda Ruwart at 6160 S. Syracuse Way, Suite 310, Greenwood Village, CO 80111. If you pay by check, you receive a \$45 discount. If you intend to do so, please email [Amanda.ruwart@augustineinstitute.org](mailto:Amanda.ruwart@augustineinstitute.org) and she will adjust your statement accordingly. Upon request, students may arrange a payment plan (usually in three installments) by contacting Amanda Ruwart.

**15. Where can I find a previously paid invoice?**

Email Amanda at the address above and she will send it to you.

**16. Is there a scholarship for me?**

Scholarship options include: *Mother Teresa*, for those who are in full-time or nearly full-time missionary work, with little or no salary. Contact the Registrar for more information. *St. Nicholas*, for those who have completed 6 courses toward the MA and need tuition assistance. *Intensive Course Scholarships* are also available to help defray travel costs. Applications can be found on the Student Center under “Academic Forms.”

**17. Does the AI send out 1098T forms?**

Currently, no. The Augustine Institute does not participate in any federal loan programs, and consequently does not have the requisite ID number from the US Department of Education. The AI is in the process of getting an OPEID number from the Federal Government *for eligibility purposes only*, which will apply to loan deferment and tax benefits. Until we have such a number, we cannot prepare 1098 T forms.

**18. Where is the current booklist?**

Booklists are usually published several weeks before the beginning of each term and can be found on the Student Center.

**19. When will my course invitation from Canvas arrive in my email in-box?**

Each professor publishes classes in Canvas no later than the first day of the term (please see Academic Calendar). Some prefer to open the course sooner, and some do not. Please

be patient and **wait until the first day of the term** to notify the registrar of a missing course invitation. If you do not receive the email inviting you to join the course by then, please contact the registrar's office.

**20. I missed on-line registration; can I still get into a class?**

Possibly. Go to the Student Center page of the website and submit an Add form. If space remains in the requested class, and you are within the posted "add" period, you will be added.

**21. How do I drop a class?**

If still within the on-line registration period, log into your NetClassroom account, go to "edit registration," and in the class section column next to the class you wish to drop, choose the top blank line. This removes you from the course. If it is after the registration period, go to the Student Center, and under "Academic Forms" submit an Add/Drop form. If after the posted drop deadline (please see academic calendar), then submit a Course Withdrawal form.

**22. What's the difference between dropping a class and withdrawing from it?**

Dropping a class before the posted "drop" deadline (see the academic calendar) results in full refund for tuition (credit towards future tuition or refunded by credit card or check) and no mention of the course on the transcript. Once the final drop date has passed, withdrawal applies, partial tuition is owed (depending upon the lateness of the withdrawal), and a "W" will appear on the transcript. Please see "Academic Policies" and "Refund Policies" in the current Graduate Bulletin.

**23. How do I register to audit a class?**

Contact the registrar's office to be registered as an audit student.