

Important AIU Recommendations

Dear AIU Student:

Congratulations for taking an important step forward in your professional and academic future.

We have no doubts that, by taking your Degree Program at AIU, will help you in apply your knowledge towards the needs of the community where you live and to facilitate that you and your loved ones have a better quality in your lives.

Please consider the following recommendations so that the university may better serve you:

- 1) Ideally, AIU is expecting from you to read the entire Student Handbook which can be found in the Online Library under the Student Resources option. You can also access to this Handbook by clicking on the following link:
[Bachelor's Student Handbook](#)
- 2) Please maintain current personal information in the appropriate [section of your Student Section](#). If you have moved, please update this section with your new address, phone number, etc.
- 3) At AIU, your academic progress in our first priority. You will have the right to determine the pace of your academic program. However, AIU recommends that you maintain a minimum average of one completed assignment per month.
- 4) Periodically, the AIU Academic Department may send you articles about important topics including worldwide trends. AIU will ask you to send us a 3 page paper in which you can provide us with your personal opinions about the article you read. If the Academic Advisor considers that your paper includes "outstanding contributions", then it is possible that this paper will help you to improve a certain grade and/or to earn 1 credit for your efforts.
- 5) Please correspond with **AIU** via the Student Section of the electronic platform.
- 6) Please read all the examples and documents found in your Student Section under "Document Management, Phase 1 Documents". Included are formats and examples of the academic assignments needed to complete this phase. This area also includes a variety of useful instructions, such as how to submit assignments via the Student Section.
- 7) **AIU** encourages you to design your curriculum with care and creativity. The main objective is that the student can perform a research and gain knowledge about topics of his/her own interest which are necessary for his/her professional development. With this, AIU is fulfilling one of the most important bases of the Andragogic Study, which is, to respect the interests of study and needs of the student. This is why we recommend you to Design your own curricula considering these concepts. You can also watch the **Videoconference** AIU has prepared about this course which can be found in the Online Library, Student Resources Keep in mind that, as an **AIU** student,

- you have access to a [virtual library](#) which includes more than 54 million bibliographical references and ten million complete-text resources.
- 8) The university assumes you will have access to the following software: Microsoft Word, Excel, Power Point and Adobe Acrobat Reader. Adobe Acrobat Reader can be downloaded for free. Please go to: <http://www.adobe.com/products/acrobat/readstep2.html>
 - 9) If at all possible, we encourage you to make your monthly tuition payments via credit card, as this is the most common payment method for AIU students, and most convenient for the Finance Department. Please inform the Finance Department – finance@aiu.edu of any changes you would like to make in reference to your credit card or other payment method, and/or you can modify and update the credit card information in your [electronic student section](#) at any time.
 - 10) If you are ever unable to meet your financial agreement with **AIU**, please communicate openly with the Finance Department so that we may best endeavor to accommodate your needs and circumstances. Please help us protect your access to the Student Section and current student standing, both of which may be temporarily disabled if the payment schedule is not met.

Once again, we congratulate you for initiating a program of study at **AIU**. **AIU** Academic Advisors and administrative staff are eager to assist you in carrying out an optimally rewarding educational experience. Please do not hesitate to inform the Student Services Department of any way in which we may be of support to you.

Best regards,

Admissions Department
[Atlantic International University](#)

