“We seek television to turn off the brain and the computer to turn it on”

- Steve Jobs,
ICEO *of Apple Computer*

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Atlantic International University

HOW TO ACCESS THE STUDENT ELECTRONIC SECTION

Now we will demonstrate the correct form to suitably handle the student electronic section that ***AIU*** has provided to you.

The first action to take is to visit our web page located at **www.aiu.edu** and placing "LOG IN AS" in Student, then your Username: "***AIU*** HAS PROVIDED" and your Password "***AIU*** HAS PROVIDED" (It is preferred that you copy and paste them).

TABLE 1

This way you will enter directly to the student electronic section that ***AIU*** has designed especially for you.

H O M E – Main Page

In your student electronic section, you will be able to see a listing of links that you may access. In addition, you will be able to see your name in the upper part with your ID number that the university provided. In the same token, you will have access to "New Comments," the comments and observations of your advisor, as with all communications from various departments from AIU (Finance, Advisor, Academics, etc.). Seeing FROM, you may see which department sent the message and by clicking on the SUBJECT, you enter said message. The DATE & TIME section tells you the actual date in which the communication was sent.

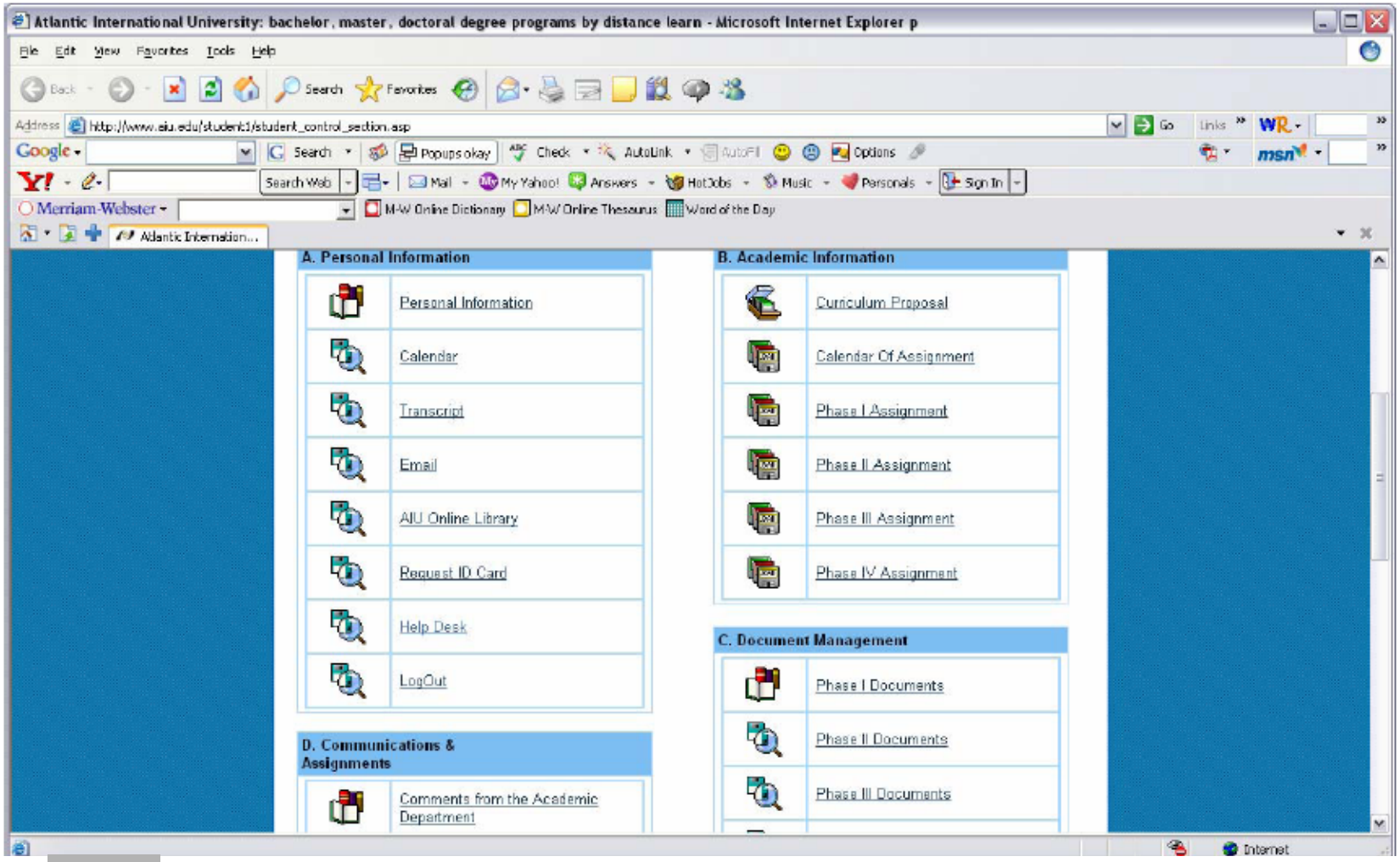

TABLE 2

A. PERSONAL INFORMATION

A.1. PERSONAL INFORMATION

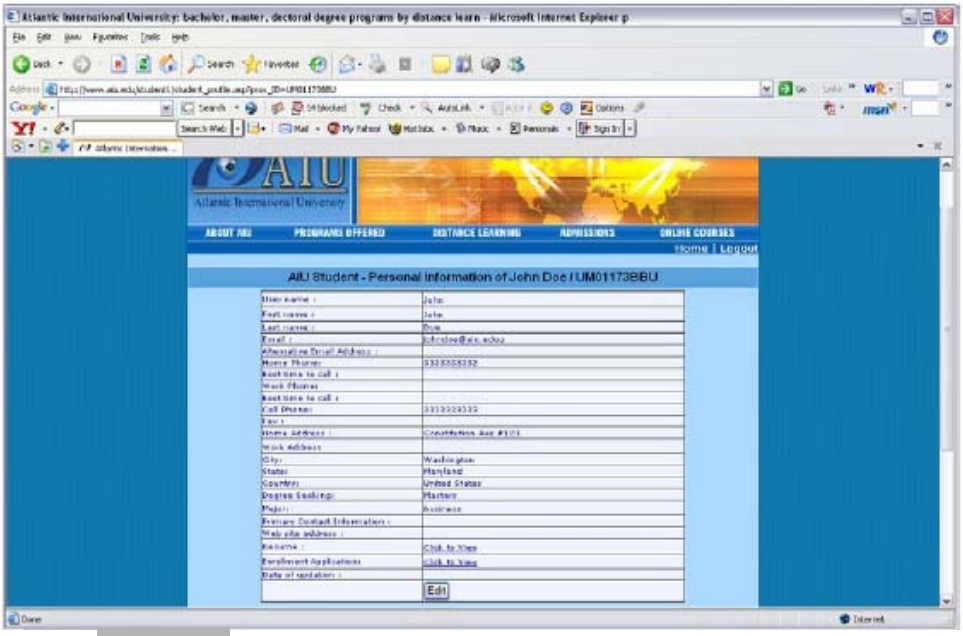

TABLE 3

When pressing this link, you will be able to see personal data and/or will be able to complete them and/or change them:

Click on *EDIT* and you will automatically enter into the Edit Profile screen.

You will find *UPDATE* at the bottom of the screen, click it, every change made will be saved under your personal information, and you will be automatically returned to ***AIU Student – Personal Information of …***

A.2. CALENDAR

Through the personal platform, ***AIU*** allows you to have a calendar with the purpose of simply being another tool for students to organize activities related to the program and/or personal activities.

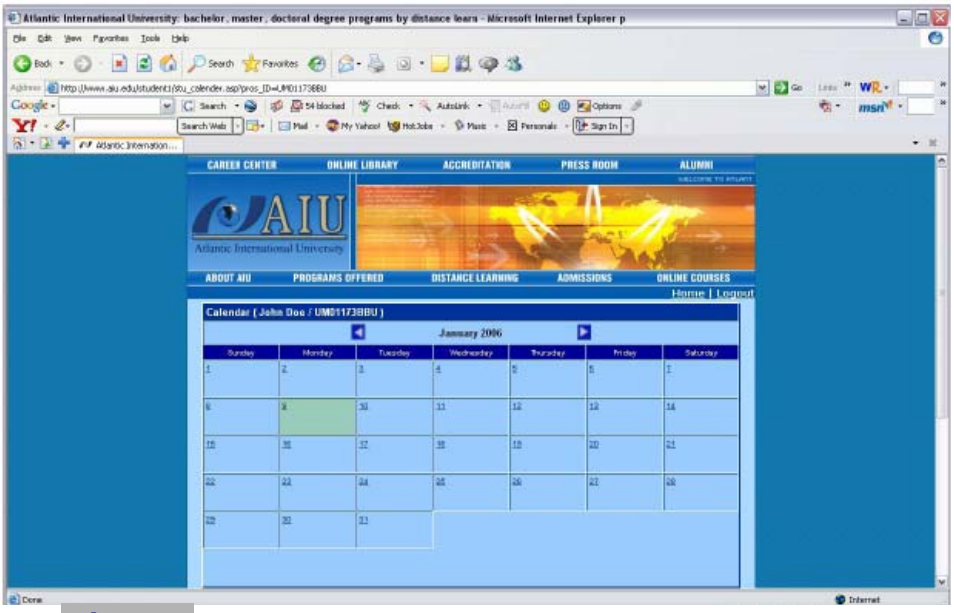

TABLE 4

You will see the present day shaded in light green, and then you will be able to access any date.

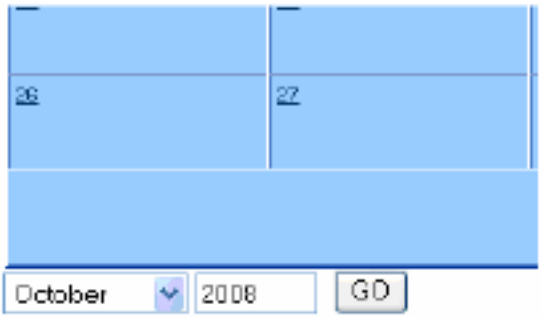

TABLE 5

You only need to click the number under the desired date. You will enter *Back to Diary* and see the date selected.

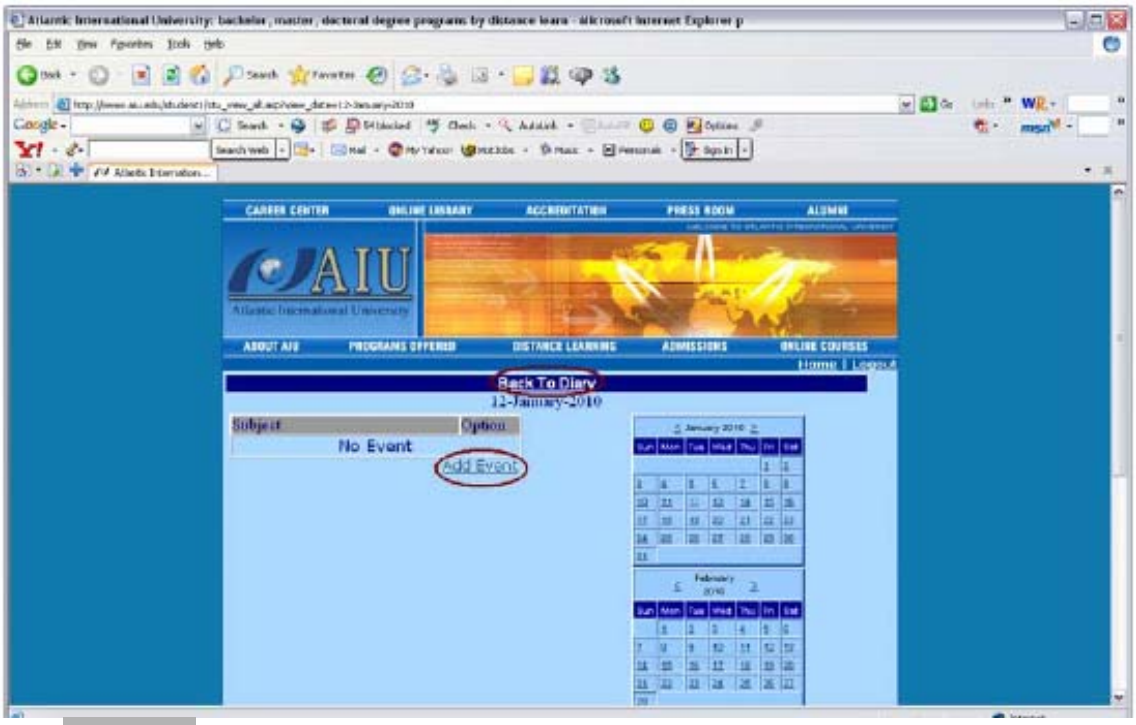

TABLE 6

After clicking *ADD Event*, you will need to enter the *SUBJECT* and *DESCRIPTION*. When this is done, click *Submit* and you will be returned to the Calendar where you can see the Subject entered under the date.

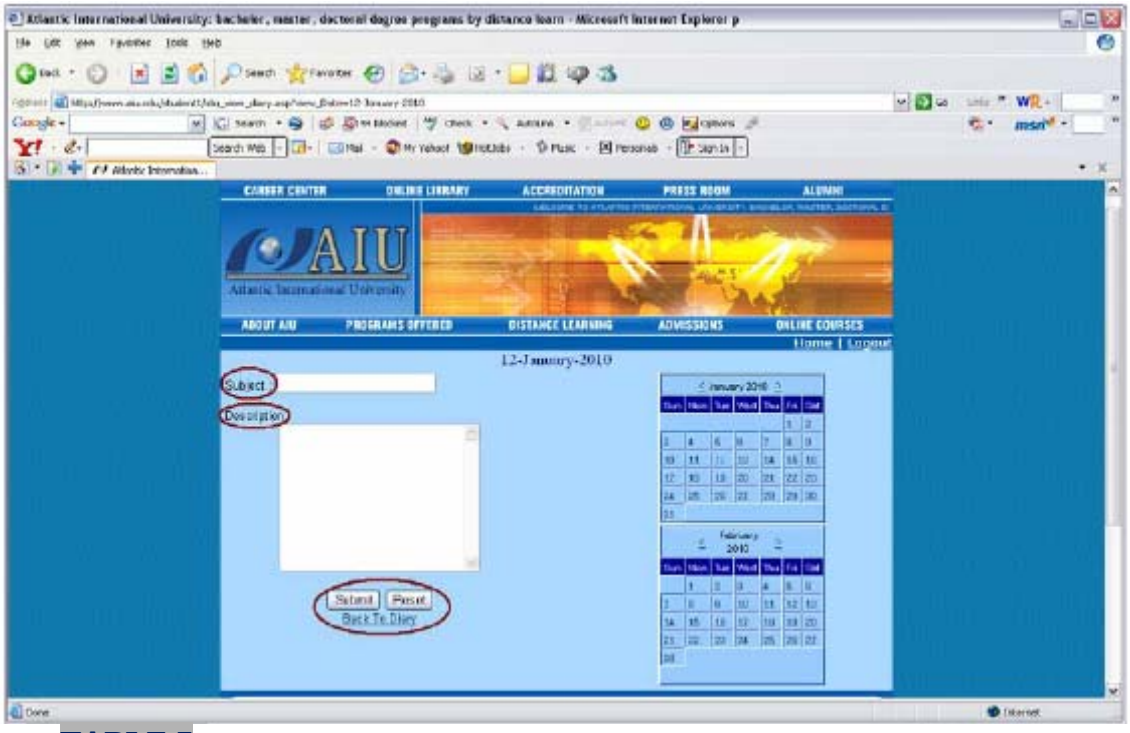

TABLE 7

As seen in Table 8, you will see the activities for the particular date listed. You can see the *subject* and *options* containing *EDIT* and *DELETE.*

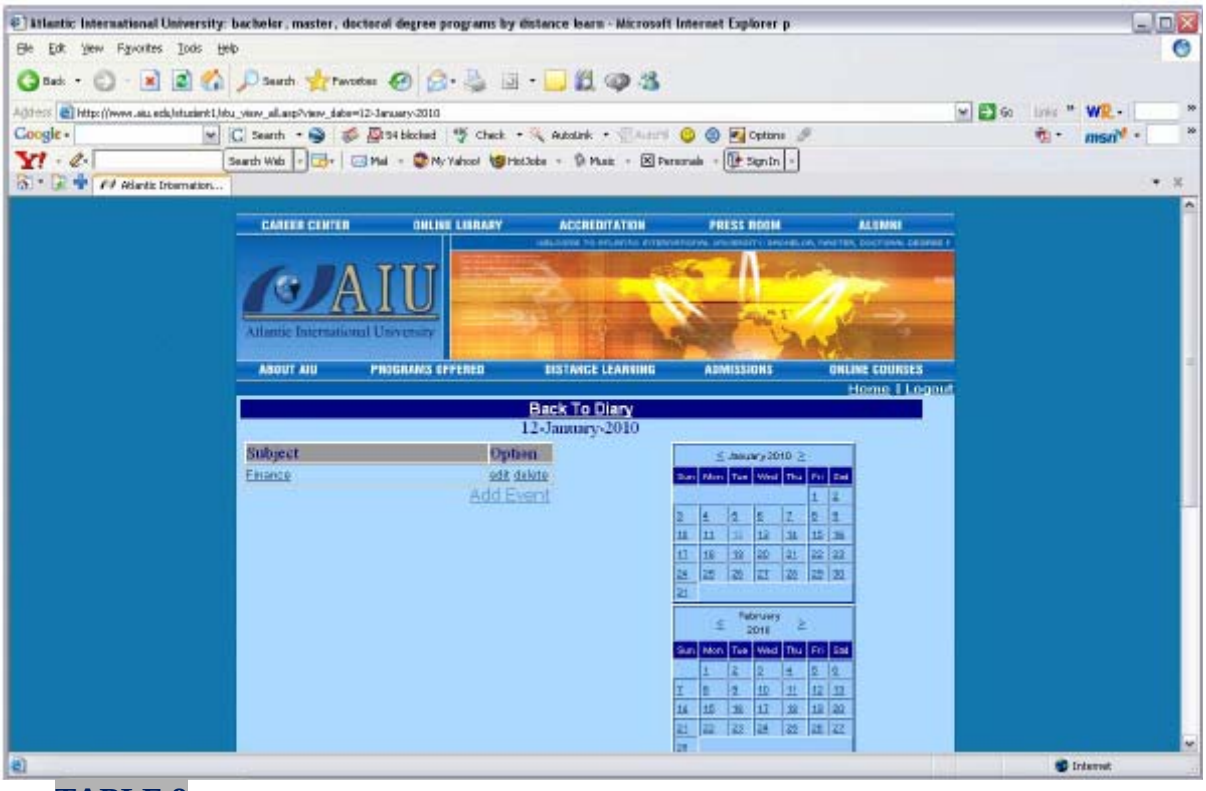

TABLE 8

If you click on the *SUBJECT*, you will see the *DESCRIPTION.*

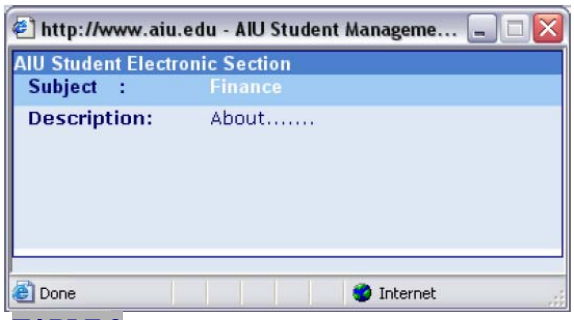

TABLE 9

A.3. T R A N S C R I P T - List of assignments with evaluations.

Next, you will find a Link called Transcript. This Link will allow you to access the evaluations obtained during your training program at any time. It is important to mention that you will not have access to modify this transcript, if you perceive that some data is erroneous, you will have to contact your adviser and let him/her know of the error.

We will give the means necessary so that you learn to read his transcript

Transcript of

Name:	John Doe	**Student ID:**	UM01173BBU	**Date Printed:**	
Address:	Constitution Ave #123 Washington Maryland 33333 United States 3333333333 3333333333	**Sex:**	Male	**Page:**	01
		Date of Birth:	10/10/61		
		SS/ID:			
		Date of Grad:			
Date Issued:					
Course Level:	Masters				
Program:	Masters				
School:	Business and Economics				
Major:	Business				

Basis of the Transfer:
Transfer Credits: 0

Code	Course Description	Cred. Hours	Grade	Points	GPA

	Credit Hours	Points	GPA
Transcript Summary	**0**	**0**	
Transfer Credits	**0**		

Atlantic International University DEGREE AWARDED:

NOTES:

REJECT DOCUMENT IF SIGNATURE BELOW IS DISTORTED.
Copy of Original Record Not Valid unless issued by the Office of the Registrar with the signature of the Registrar and the University Seal.

_____
Registrar

END OF TRANSCRIPT

TABLE 10

GRADE: Grading measures the ability of students to master specific objectives within a given course.

The following grading system is used at Atlantic International University:

GRADE	QUALITY	GRADE POINTS	NUMERICAL EQUIVALENT
A	Excellent	4.00	90-100
B	Good/Above Average	3.00	80-89
C	Satisfactory/Average	2.00	70-79
D	Acceptable but below graduation standards.	1. 00	60-69
F	Failing	0.00	0-59
I	Incomplete: a temporary grade given in cases where students have not completed course requirements due to reasons beyond their control.		
J	Proficiency		
P	Passing		
T	Transfer credit (does not compute into grade point avg.)		
U	Audit (No credit)		
W	Withdrew without academic penalty.		

POINTS Quality points the student earned, for example, a three credit course in which a student earned a grade of C generates 6 points (3 credits x 2 Grade Points).

TRANSCRIPT SUMMARY Reports accumulated totals for all courses completed at AIU.

POINTS divided by **CRED HOURS** is the student's cumulative grade point average or **GPA.**

CRED. HOURS: Shows credit hours completed course

PROGRAM: The current curriculum.

TRANSFER CREDITS:
Courses and credits the student earned in a previous College, Institution or equivalent.

BASIS OF THE TRANSFER:
Name of the College, Institution or equivalent where the student completed the courses to be transferred.

ACADEMIC FORGIVENESS:
Under the College's academic forgiveness policy "Fresh Start", a Student who previously received a D or F grade, may request, to take again the same course one more time.

ACADEMIC STATUS: Unless indicated otherwise, a student is in Good status.

DEGREE GPA: Cumulative grade point average by Term and/or on the date of graduation.

DATE OF GRAD: Graduation Date.

NOTES
Any errors on this transcript should be called immediately to the attention of the Registrar at (1-800-993-0066). After 4 weeks this Document will be considered correct.
A credit hour is defined as one "hour" of instruction for 15 weeks or the equivalent.

SERIES COURSES:
100-200 Series Courses: Bachelor Level
300-400 Series Courses: Masters Level
500-600 Series Courses: Doctorate Level

RELEASE OF TRANSCRIPT TO THIRD PARTIES: YOU MAY NOT RELEASE INFORMATION ON THIS TRANSCRIPT TO ANY PARTY WITHOUT THE STUDENT'S WRITTEN CONSENT UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974.

ATLANTIC INTERNATIONAL UNIVERSITY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, SEX, RELIGION, AGE, NATIONAL ORIGIN, DISABILITY, OR SEXUAL ORIENTATION IN ITS EDUCATIONAL PROGRAMS AND ACTIVITIES, INCLUDING EMPLOYMENT, OR IN ADMISSION TO SUCH PROGRAMS AND ACTIVITIES.

A MINIMUN CUMULATIVE POINT AVERAGE OF 2.0 IS REQUIRED FOR GRADUATION.

CREDIT HOURS REQUIRMENTS:
Bachelors Degree: 120 Credit Hours (minimum).
Masters Degree: Bachelors Degree plus 30-40 Credit Hours.
Doctorate Degree: Masters Degree plus 50-60 Credit Hours.

SOME CURRICULA HAVE HIGHER CREDIT REQUIREMENTS

AUTHENTICITY: The Transcript is printed on Safety Paper, 90 grams.

ATLANTIC INTERNATIONAL UNIVERSITY
900 FORT STREET MALL 40
HONOLULU, HI 96813
www.aiu.edu studentservices@aiu.edu

TABLE 11

AIU, during the validation of credits, gives:

Bachelors 80 maximum + 40 to 50 acquired in ***AIU*** =120 to 130

Masters the total of credits is from 30 to 50 more from the validation of your Bachelors

Doctorate the total of credits is 60; nevertheless in some cases of candidates of advanced level, credits with previous approval from the academic committee could be 50 plus the validation of their previous studies.

In ***AIU,*** the 1st Phase has between 1 and 2 credits per assignments already established by this institution. In the 2nd Phase, assignments have between 1 and 3 credits taking into account the criterion of the adviser.

The evaluations taken in a table from 1 to the 100 are:

Grade		**Points of Qualification**	**Equivalence Numerical**
A	Excellent	4.00	90-100
B	Good average	3.00	80-89
C	Satisfactory average	2.00	70-79
D	Acceptable but under the standard level	1.00	60-69
F	Not approved	0.00	0-59

I Incomplete: a temporarily given grade in case the student has not completed the requirements of the course due to a reason outside anyone's control.

J Exempt

P Approved

T Transferred credits (it is not included in the GPA)

U Audited (Without credits)

W Low academic

In the case of the Bachelor, the credits are equivalent to 4,000 hours of student learning.

In the case of the Masters, they are 1,600 hours of student learning.

In the case of the Doctorate, they are 2,000 hours of student learning and other contributions. All the data are average since with each specialty it varies. In order to know how many credits you have to-date, I suggest entering in your transcript section. In the main page of the student's electronic section that ***AIU*** has provided, you will find a Link called Transcripts. In the inferior right part of this transcript, you will find **TRANSCRIPT SUMMARY,** it will have the sum of TRANSFERED CREDITS along with the total of credits that you have earned thus far.

You will be able to see in this transcript: Cr. Gr. GPA,

Cr: refers to the credits that are assigned to the corresponding assignment, that is normally 1 credit which is equivalent to approximately 30 hours of theoretical-practice learning.

Gr.: refers to the grade that is assigned to the assignment in question.

GPA: refers to the result of the multiplication of the number of credits by the value of the letter assigned to the assignment.

A.4. E – M A I L

Here you have access to electronic addresses of university corresponding to each department. We ask that you do not send communications via email to the university whenever possible; instead send all communication, questions, or academic assignments via your electronic student section.

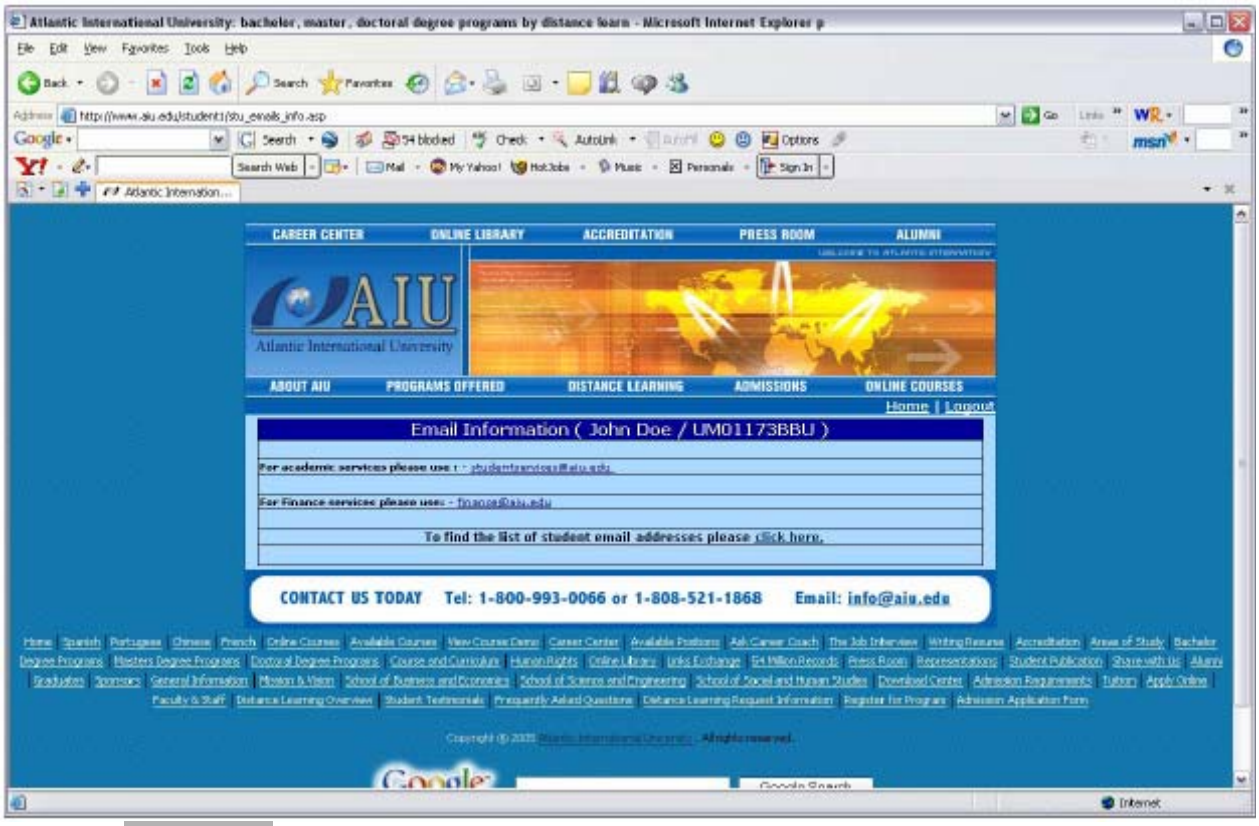

TABLE 12

A.5. AIU VIRTUAL LIBRARY

You can obtain information in our online resources Webpage located at http://www.aiu.edu/online/StudentResources-span_test.htm. In addition, you may enter our virtual library where you will be able to obtain 55 million bibliographical cards and 13 million complete text articles from specialized journals and magazines.

In the Internet, there are endless resources that may serve you in order to support your studies.

The steps to follow TO ENTER THE VIRTUAL LIBRARY:

1. In this page of your electronic student section that AIU provided, you will find a link called - ***AIU*** Online Library – click it. Following this, click on Library.

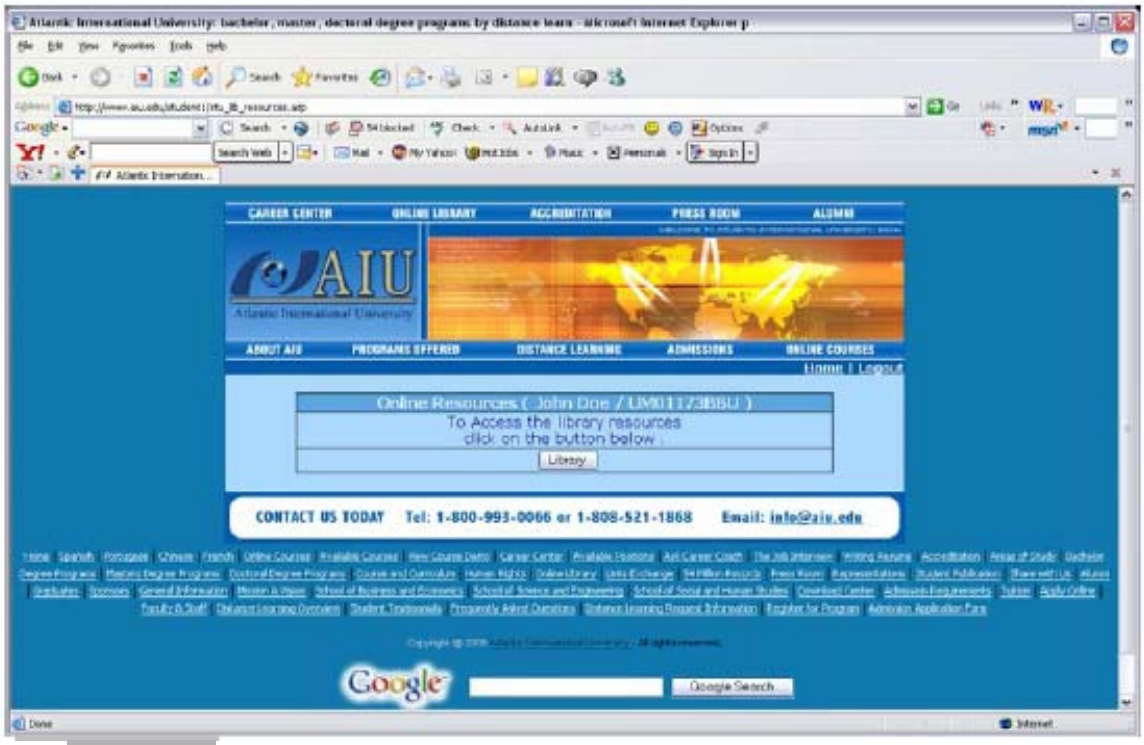

TABLE 13

You will enter the *Online Library* and then *Student Resources*. In *Student Resources*, you will find material of study for support such as manuals, books, and more endless information and/or materials for learning or reinforcing your studies, which ***AIU*** has selected for you to support your studies even more. Just select the language of your choice.

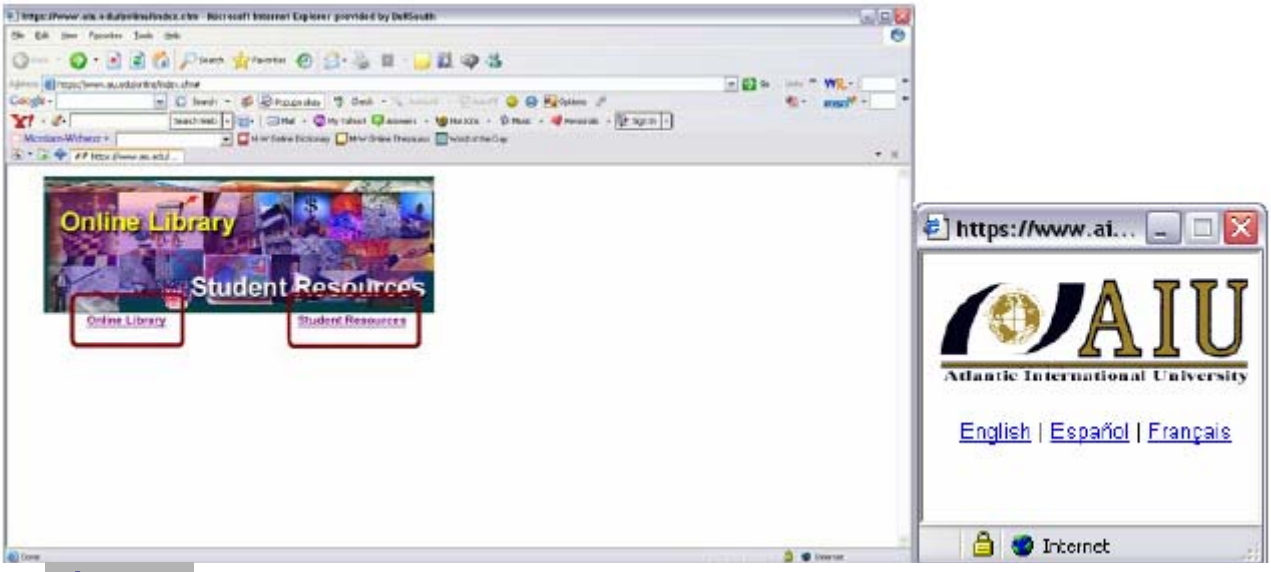

TABLE 14

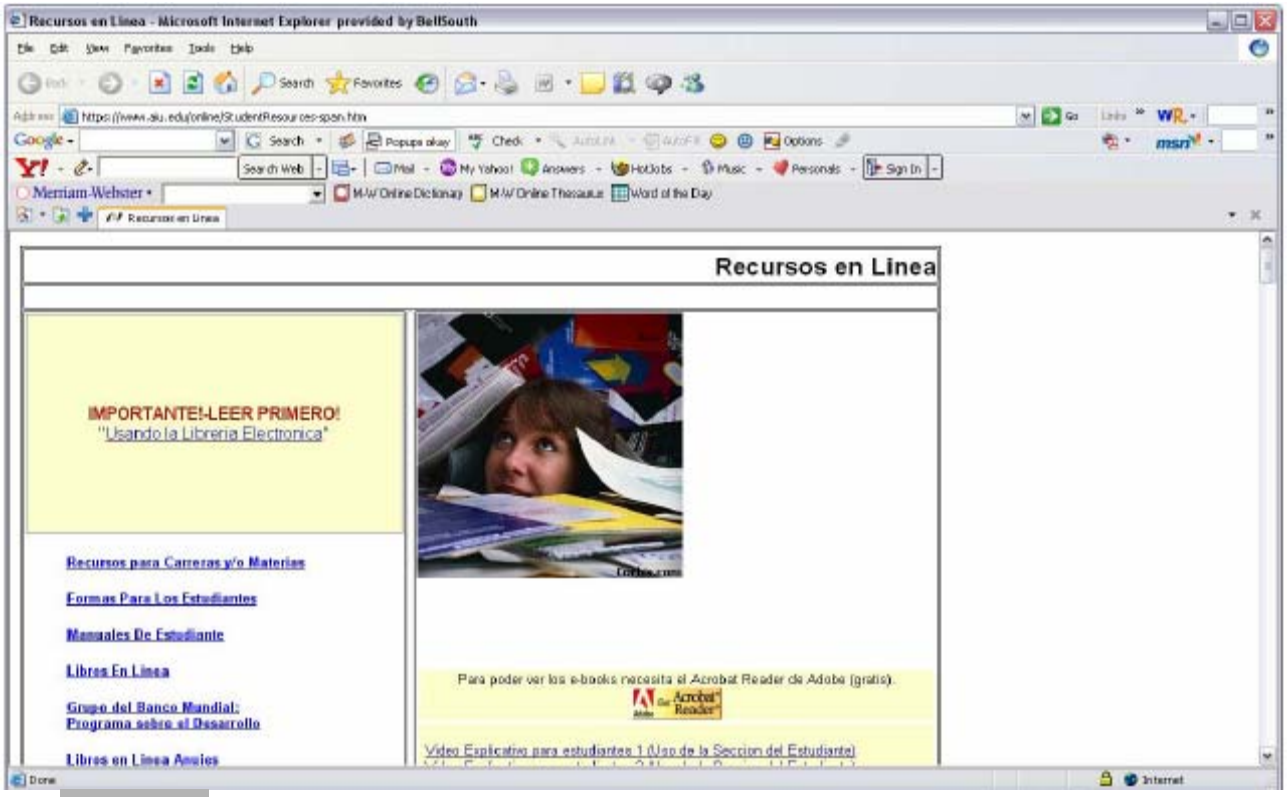

TABLE 15

2. In the *Online Library*, you will have the opportunity to select from a variety of material in your language for your studies. By just pressing the button that says Online library, then you'll see a light blue box in which OCLC First Search will appear, click it. It is important that you read the guide called "How to use the virtual Library in case of not being able to access it?"

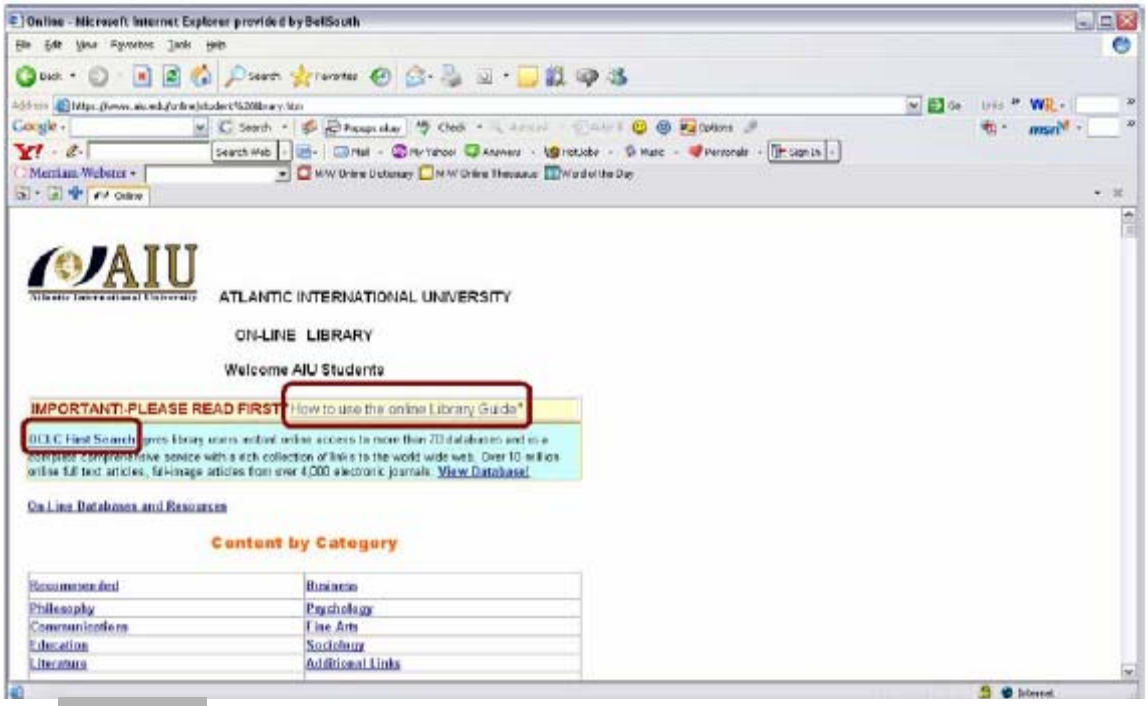

TABLE 16

3. To do an *OCL First Search*,, you will enter another page and have to write a username and password **in both use "aiuedu"** and click on *Submit Query*.

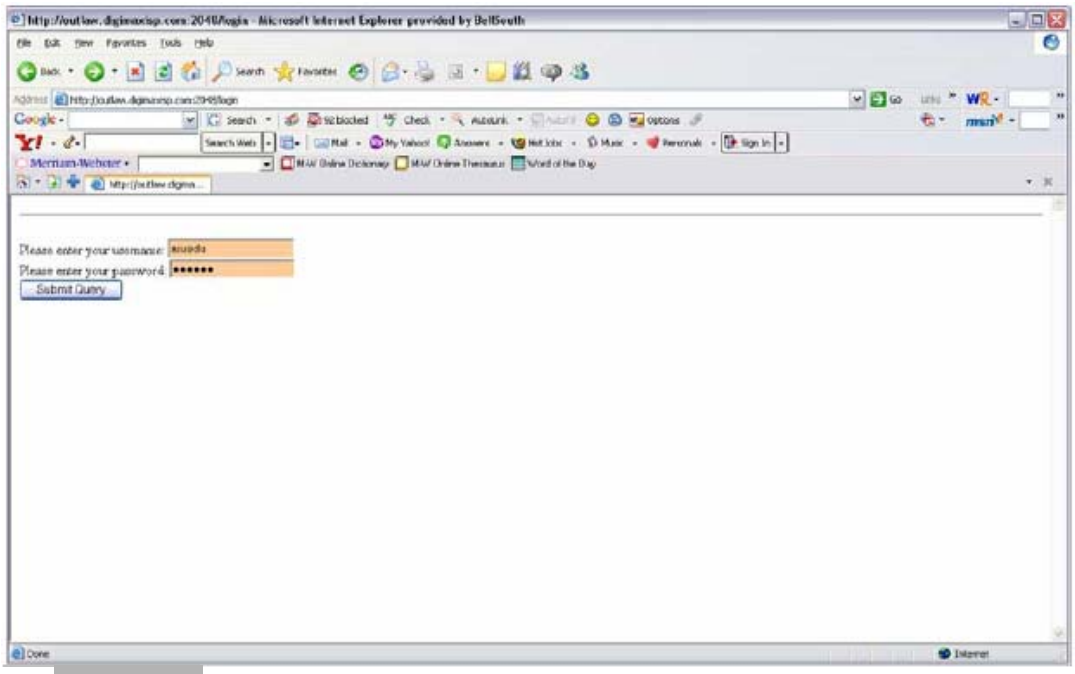

TABLE 17

4. Finally, click on *First Search*.
5. Choose the language in the later part.
6. Put in the KEYWORD the name of the search that you are doing and put the year from to what year you want to search and press the box to limit a complete text, choosing in LOOKING FOR IN DATABASE OF: …..

When the search appears, you will have to choose SEE COMPLETE TEXT IN PDF or SEE COMPLETE TEXT IN HTML FORMAT.

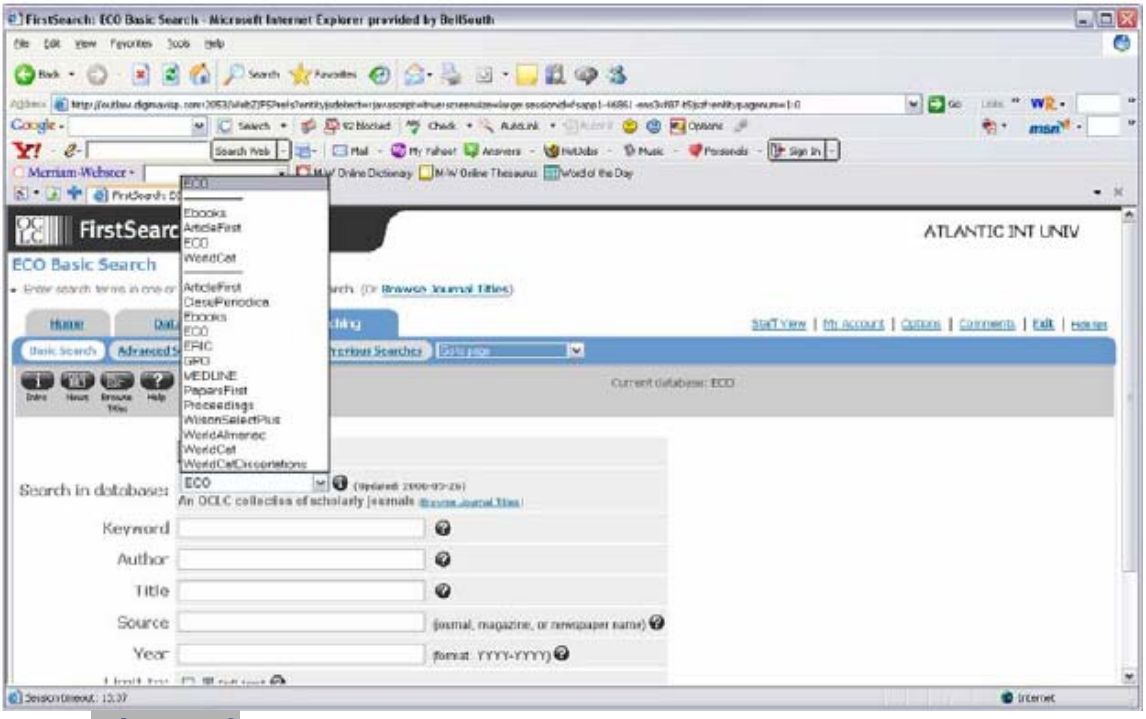

TABLE 18

A.6. REQUESTING YOUR ID CARD

When entering this Link and shading your ***AIU*** ID#, Name, Degree with your mouse, your data will automatically appear and then you can see the print preview. In the print preview, you will be able to print your ID. You will only need to place your photography. You will only be able to this process once.

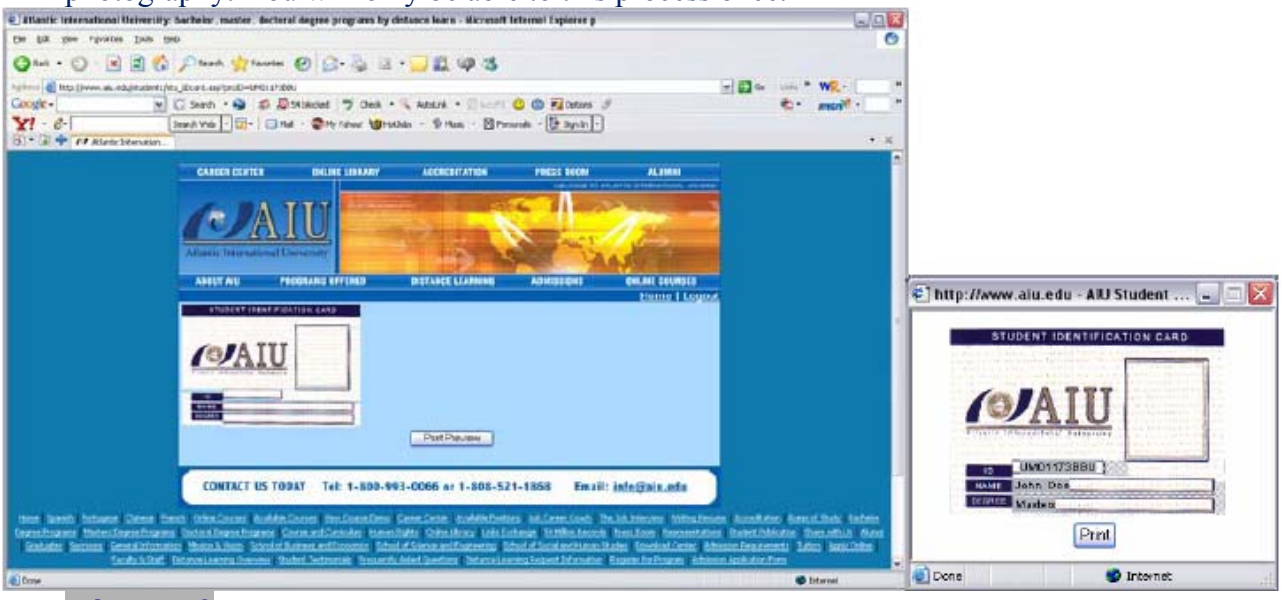

TABLE 19

A.7. HELP DESK

It is very important to ***AIU*** that our students do not have concerns in reference to the system or the procedures that must be followed, so we have created a Link to assist you with technical issues.

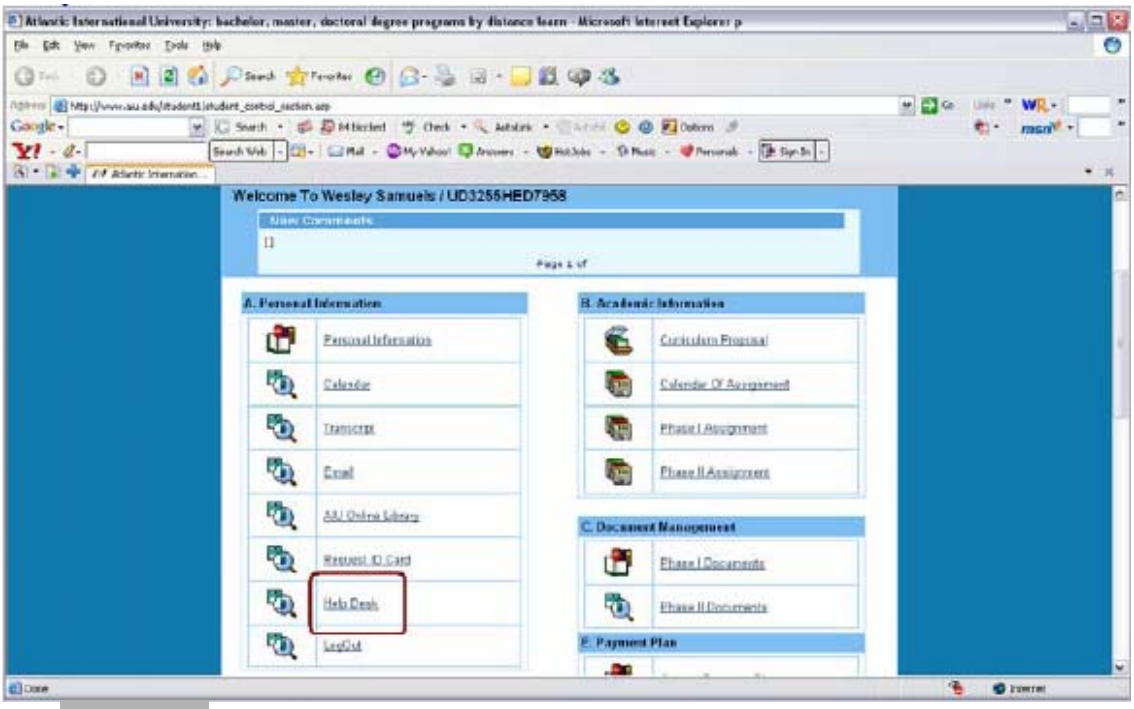

TABLE 20

To enter the *Help Desk*, click on the link of the same name and you will immediately be directed to *Student Help Desk For*. In this space, you will be able to view all previous messages that you have sent in order for us to assist you with any concerns. You will also have the choice to erase any previous messages sent under *Delete Selected Message.*

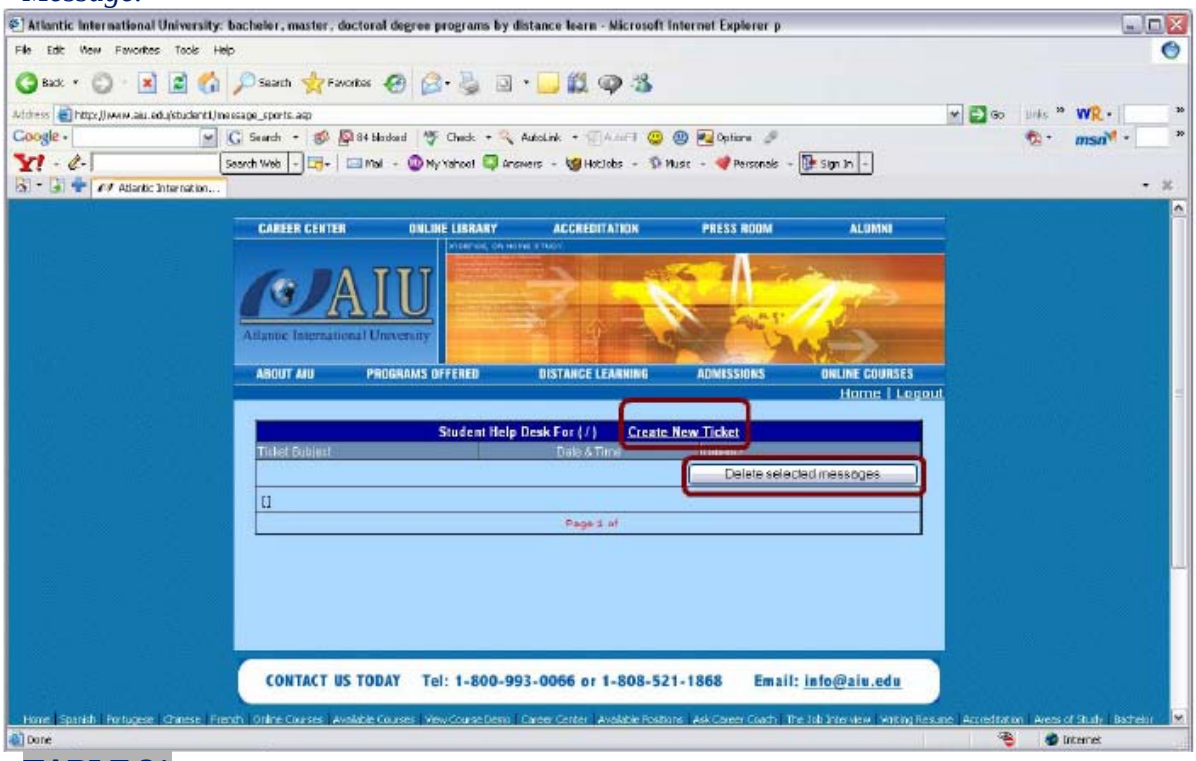

TABLE 21

You will also see *Create New Ticket* used for creating a new message.

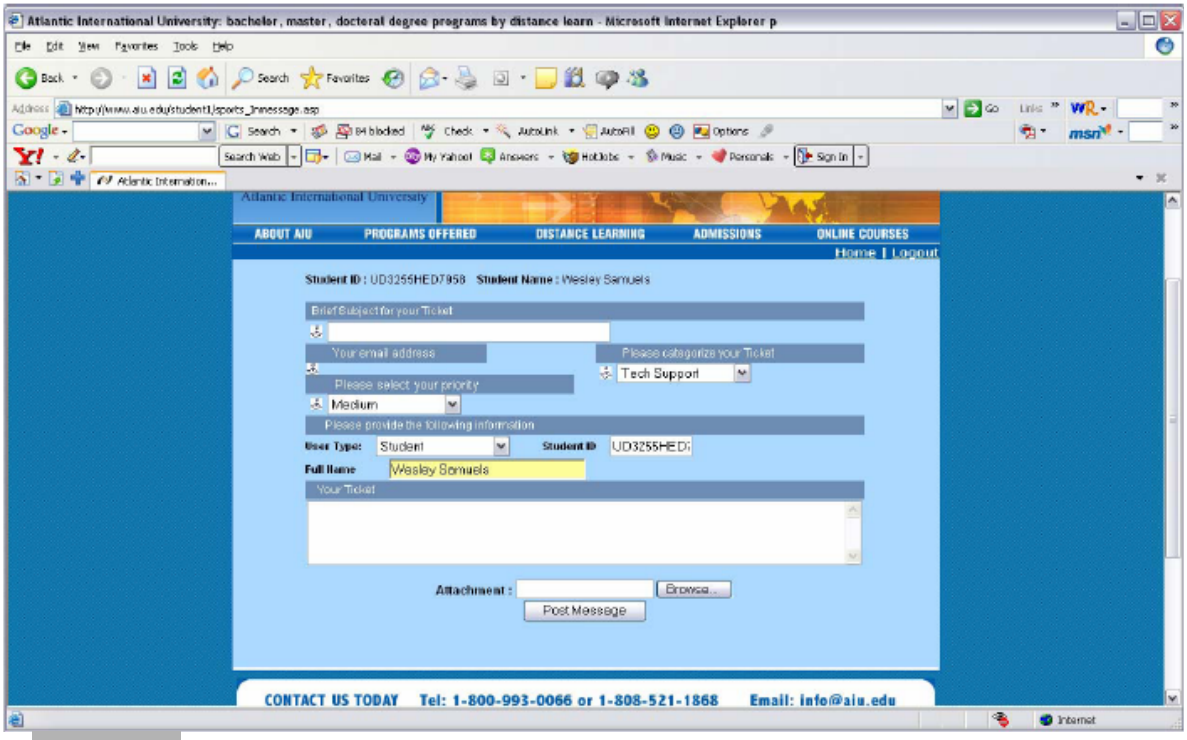

TABLE 22

Do not forget to complete all the data required for a better processing of information and thus to be able to respond to you correctly. Finally, click *Post Message* so that your request is sent.

A.8. L O G O U T

When entering this Link you will leave the system automatically. It should only be used when you wish to finish your session.

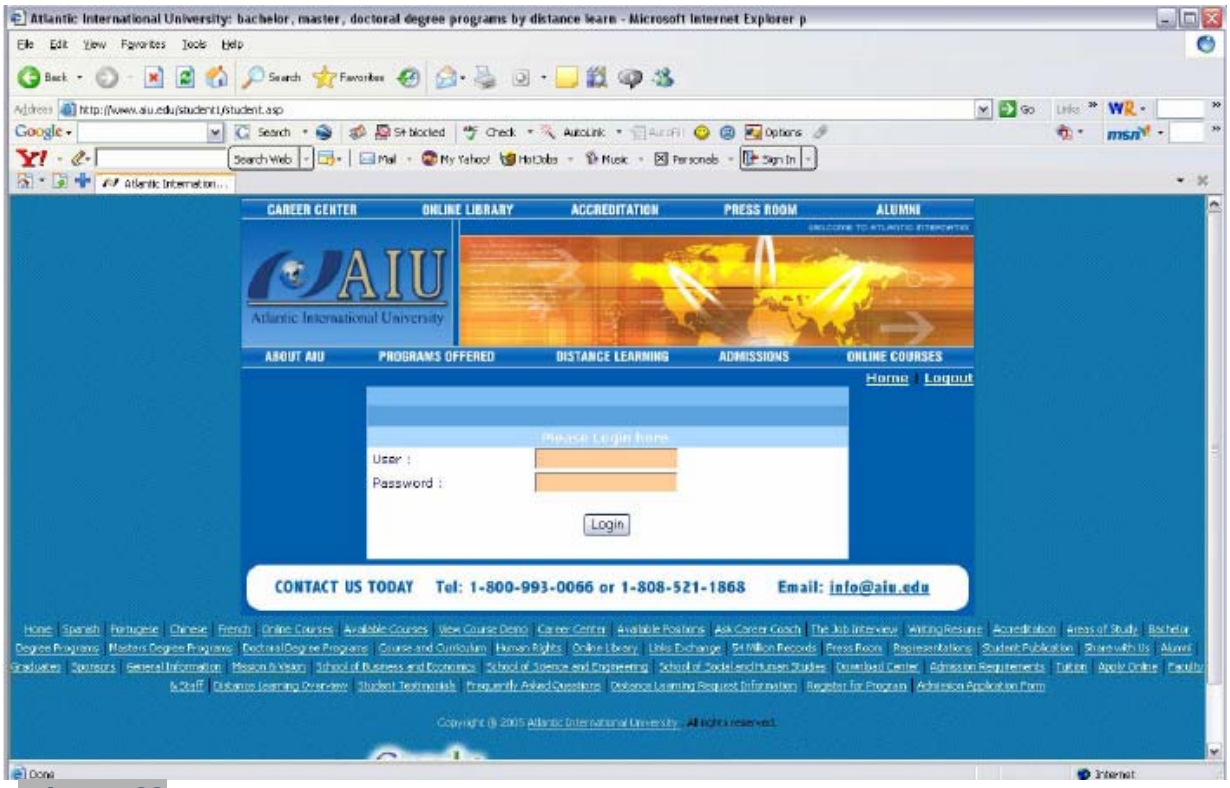

TABLE 23

B. ACADEMIC INFORMATION

On the top right side of the link with the same name, you'll be able to see:

B.1. CURRICULUM PROPOSAL

When your advisor opens the 2nd Phase, a link named *Curriculum Proposal* will appear.

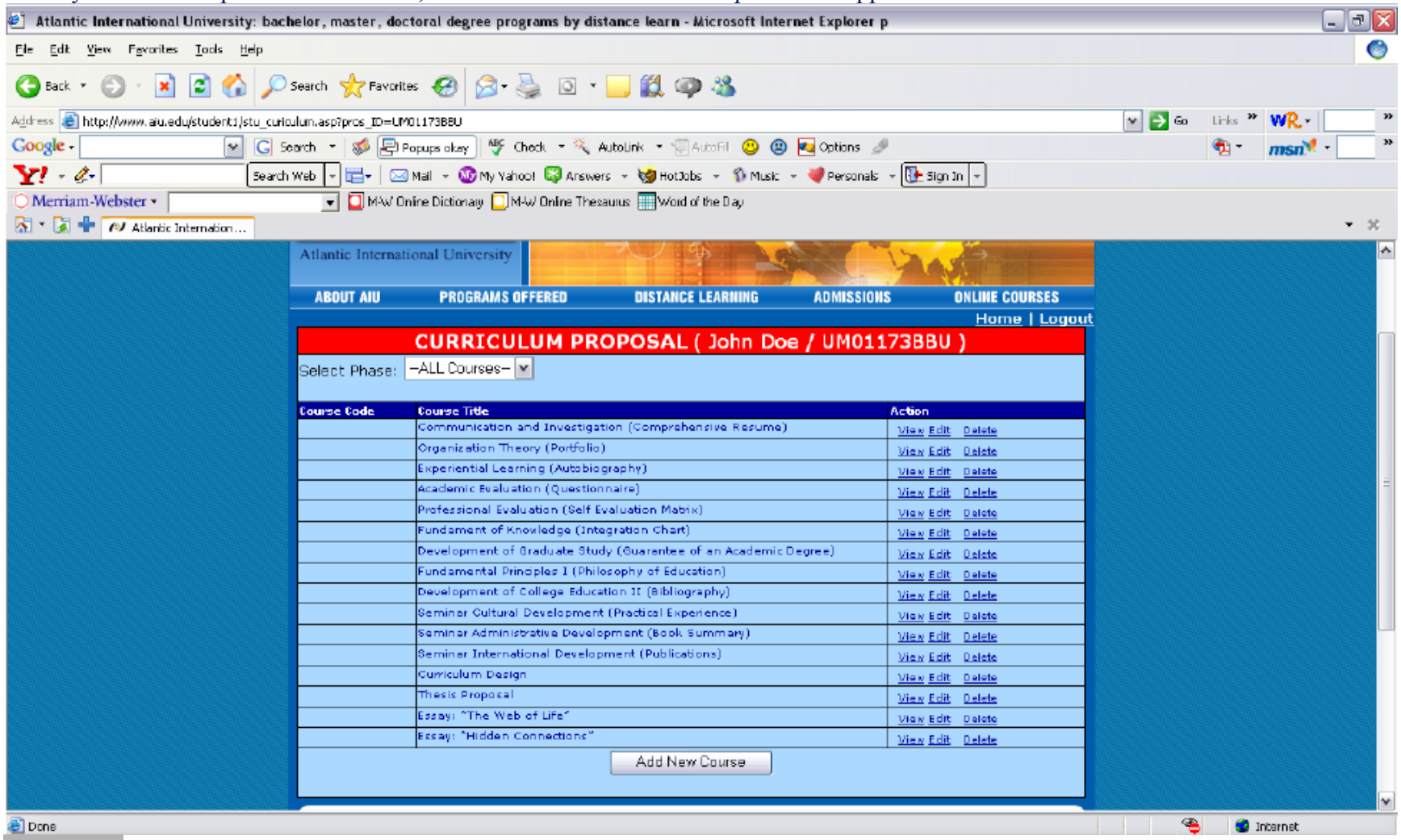

TABLE 24

IMPORTANT: In this space you will have to complete, once approved by your advisor, the assignment called *CURRICULUM DESIGN*. Please do make sure that the names of the courses/assignments that you register are in the English language.

Under *Select Phase*, you will have to select the phase in which the assignment that you will enter belongs to. You will see *Add New Course* at the bottom of the page. When clicked, you will enter into *EDIT CURRICULUM.* You will have to complete the required information.

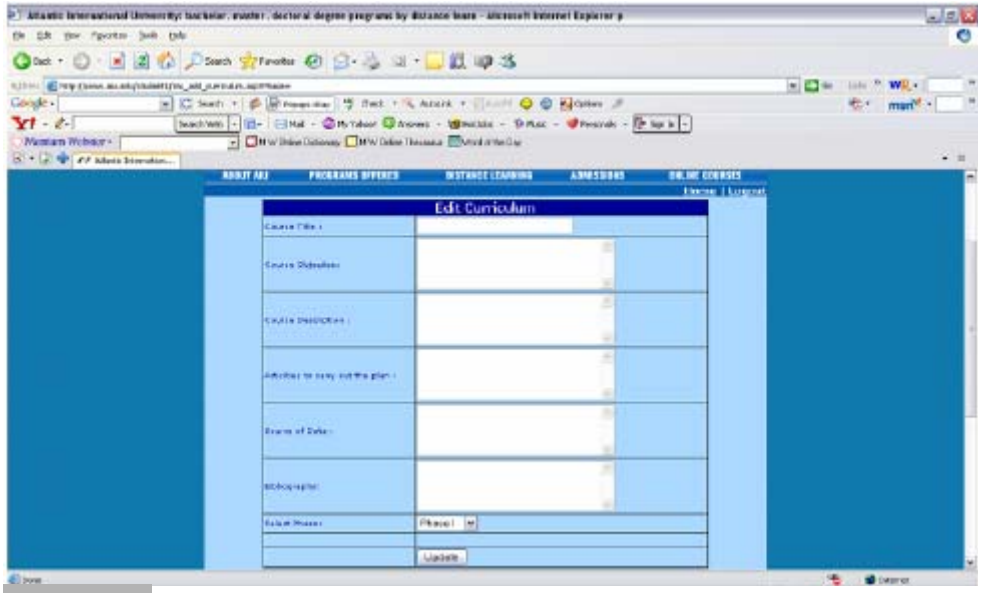

TABLE 25

Alter clicking *Update,* you will return to the *curriculum proposal* page and will be able to see the new course added.

NOTE: You must be careful not to DELETE assignments that have already been received and evaluated by *AIU* and that have been added to your transcript of studies.

B.2. C A L E N D A R O F A S S I G N M E N T

Here, you will be able to PROGRAM THE SUBMITTAL OF YOUR ASSIGNMENTS. In the upper part, you will find *Select Phase*; in it you will have to select the assignment's phase. In the bottom left part of this page, you will see *SCHEDULE YOUR NEXT COURSE* (program your next assignment submittal), click here to enter into the *Assignment Form.*

NOTE: You must be careful not to DELETE assignments that have already been received and evaluated by *AIU* and that have been added to your transcript of studies.

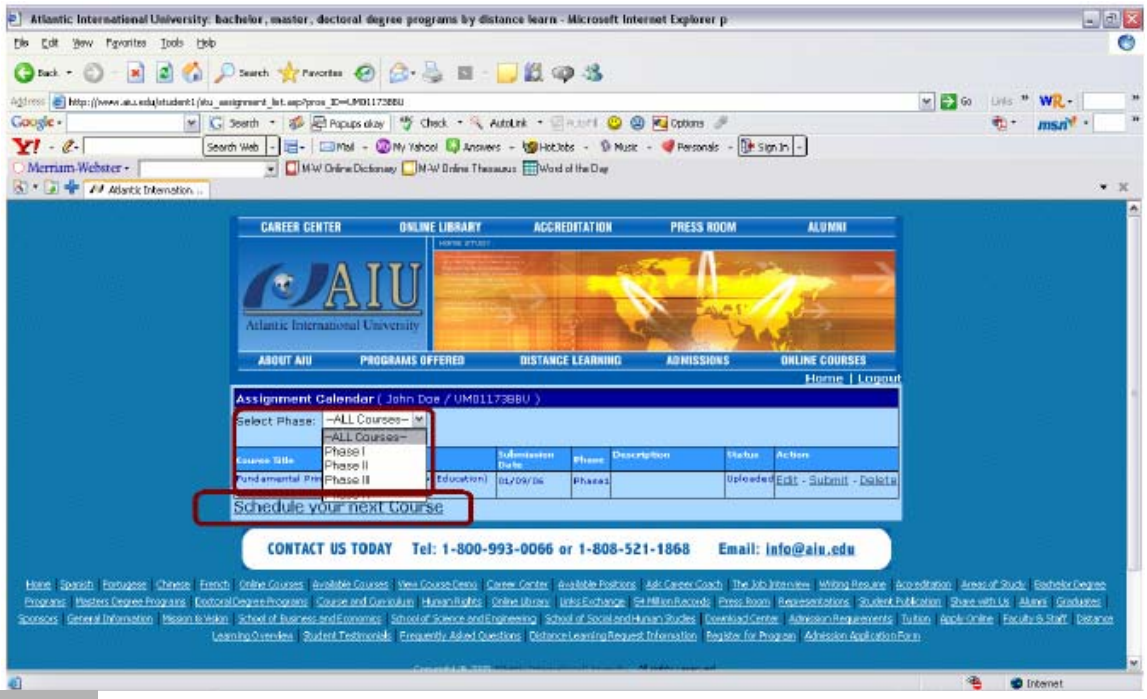

TABLE 26

You will be able to see *Add Assignment*.

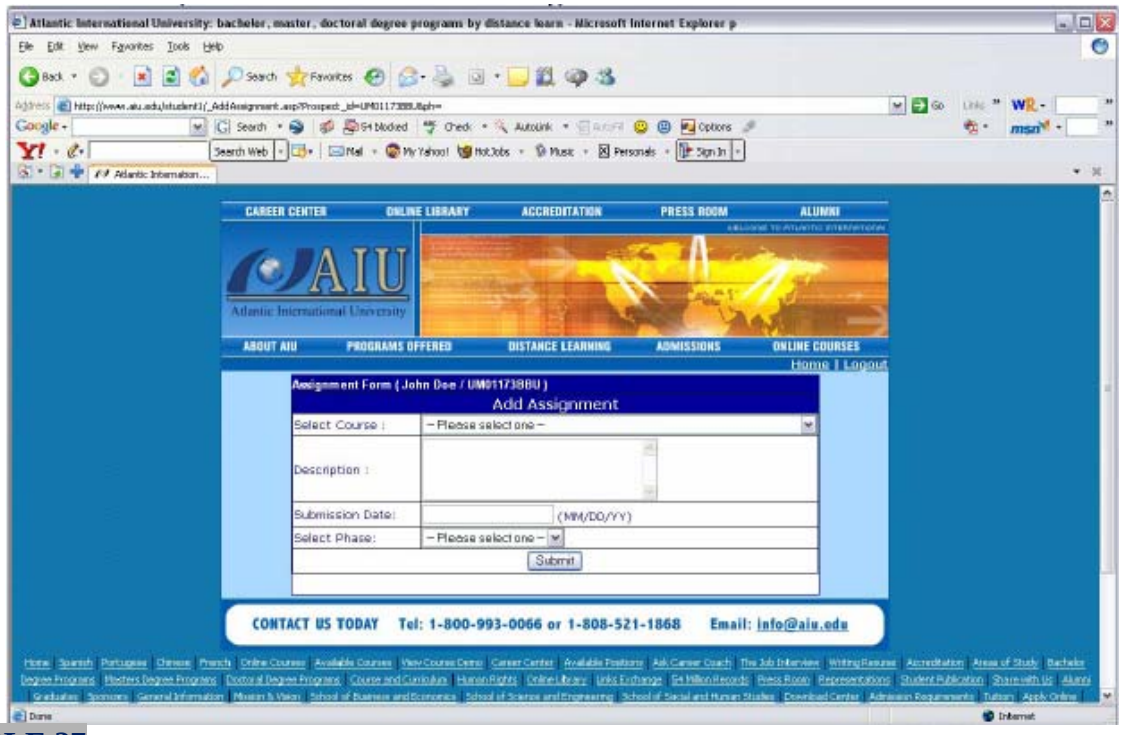

TABLE 27

You will have to complete *Select Course* in the left side and you will have to press - *Please select one* - the course that you will send. Next, you will find a listing of 1st and 2nd Phase assignments in English with the corresponding translation:

B.2.1. LIST OF 1ST PHASE ASSIGNMENTS

1. Communication & Investigation (Comprehensive Resume)-
2. Organization Theory (Portfolio)
3. Academic Evaluation (Questionnaire)
4. Experiential Learning (Autobiography)
5. Professional Evaluation (Self Evaluation Matrix)
6. Fundament of Knowledge (Integration Chart)
7. Development of Graduate Study (Guarantee of an Academic Degree)
8. Fundamental Principles I (Philosophy of Education)

B.2.2. LIST OF 2ND PHASE ASSIGNMENTS

1. Development of College Education II (Bibliography)
2. Seminar Cultural Development I - Essay: Hidden Connections
3. Seminar Administrative Development I – Essay: What tHe βL€€P Dθ ωΣ (k)πow!?
4. Seminar International Development I – Essay: In defense of globalization. (Bachelor)
5. Seminar International Development II– Essay: How to change the world: Social entrepreneursans the power of new ideas. (Bachelor)
6. Seminar International Development I – Essay: The Fortune at the Bottom of the Pyramid: Eradicating Poverty Through Profits. (Master)
7. Seminar International Development II – Essay: Philosophy in crisis:The need for reconstruction. (Master)
8. Seminar International Development I - Essay: The Next Global Stage. (Doctorate)
9. Seminar International Development II - Le Método 5. L'Humaine de I'Humanite. L'Identité Humaine. (Doctorate)
10. Curriculum Design

Later you will enter a S*ubmission Date* and type the date (MM-DD-YY) (month-day-year) using a 2-digit format; for EXAMPLE 12/24/09; THE DATE IN WHICH YOU WILL SEND YOUR ASSIGNMENTS and click submit.

Go back to *table 28* and you will see the new assignment added to the page under *Course Title,* the date in which you WILL SUBMIT THE ASSIGNMENT under *Submission Date,* the corresponding phase under *Phase,* the *Description,* the *Status* of the assignment as *Waiting* (meaning that it is waiting for you to send the assignment), *Uploaded* (meaning that it has been sent), and the *Action.* At this point, you will see *Edit, Submit,* and *Delete;* you will choose this according to what you need to do.

Under *Submit,* you will upload the files for the assignment (we remind you that you can upload up to five files per assignment). In case that you may have more than five files, we recommend that you send a compressed file with all of the assignment documents in it. For this purpose the are free programs available online such as www.powerarchiver.com/download that are easy to maneuver and exist in your language. With the same token, another page exists: www.rarlab.com/download.htm. For each file you send you must press *Browse* and have to upload the attachment from your personal computer files. In the bottom section to the left, you will find *Comments* where you may type a brief note to your advisor; after this click *Submit.* Clicking *Delete* will permanently erase the documents by clicking OK in the box that will appear. See the following table for an illustration.

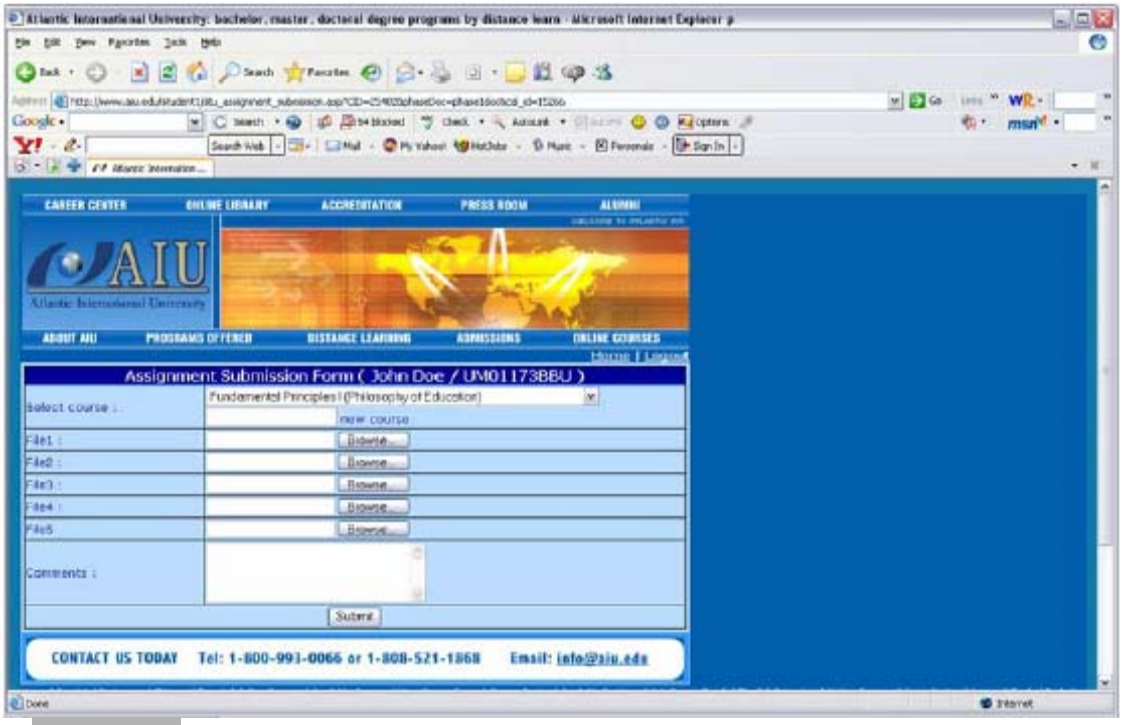

TABLE 28

B.2.3. LIST OF 3RD PHASE ASSIGNMENTS

The advisor will give access to the 3rd phase when it is suitable.

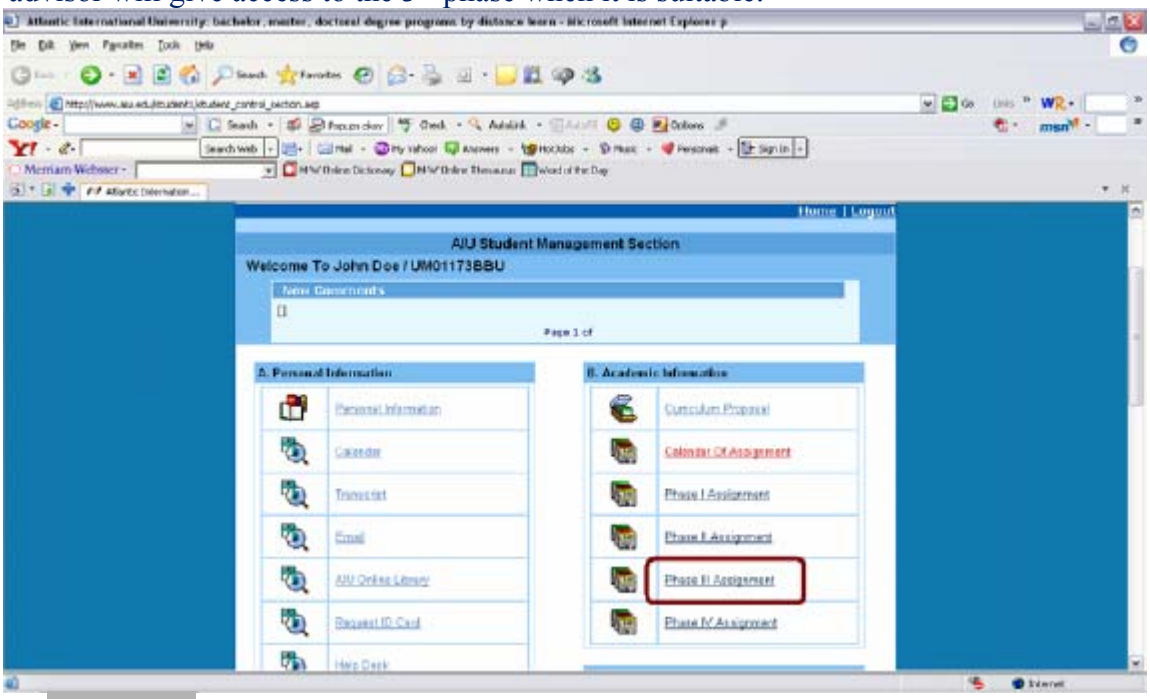

TABLE 29

In this page, you will be able to send the corresponding assignments for this phase of your studies following the steps in page #19:

1.- Thesis Proposal
2.- Doctorate's Thesis, Master's Thesis or Bachelor's Thesis.

B.2.4. DOCUMENTS REQUIRED IN 4TH PHASE

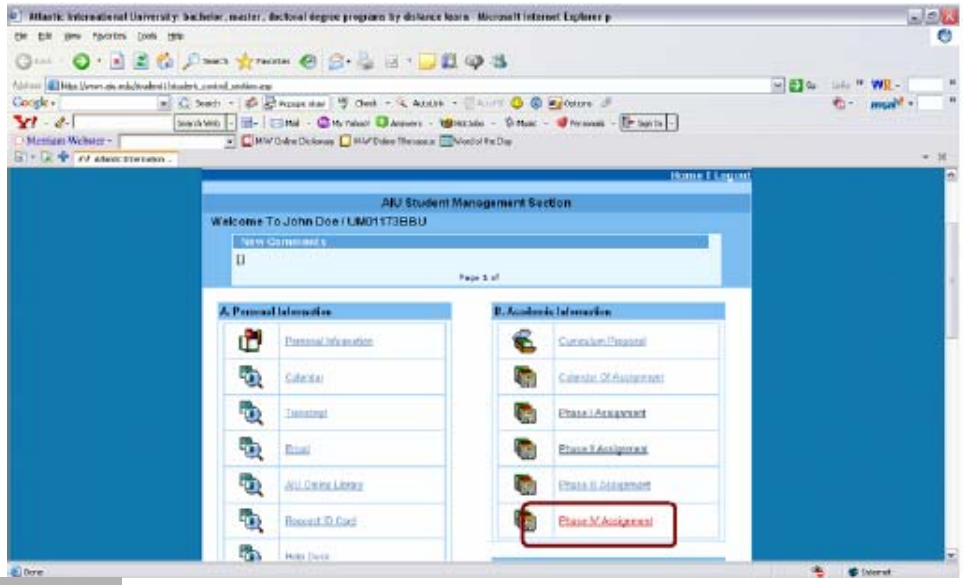

TABLE 30

This phase is for submitting the documents needed for graduation. In order to send these documents name them GRADUATION and send them under that name as well, and follow the steps on page #19:

B.3. PHASE 1 DOCUMENTS

When clicking *Phase 1 Documents*, you will see UPLOAD ASSIGNMENT/DOCUMENTS. In this Link, you will be able to upload and to send your assignment(s) of 1ª. Phase only. The **LISTING OF 1ST PHASE ASSIGNMENTS** is presented/displayed in the page # 21.

TABLE 31

Here, follow the steps of the *Calendar of assignment*, but the difference is that it is not for programming the assignment, but to actually sending it at that moment.

B.4. PHASE 2 DOCUMENTS

We remind you that each phase will be opened by your advisor and you must finish the 1st phase before continuing to the 2nd phase and so on. When clicking, *UPLOAD ASSIGNMENT?DOCUMENTS* will appear as it was explained earlier under *Calendar of Assignments.* In this link, you will be able to upload and send your assignment(s) at the moment, but only those for phase 2. **LISTING OF 2ND PHASE ASSIGNMENTS** is presented/displayed in the page # 21.

Here, also follow the steps of the *Calendar of assignment*, but the difference is that it is not for programming the assignment, but to actually sending it at that moment.

B.5. PROCEDURE TO SUBMIT PHASE II COURSES
How to upload assignments to the Curriculum Design in the 2nd phase of studies

We remind you that during this phase you must complete the assignments from the curriculum design approved by the advisor in the assignment named Curriculum Design.

You must enter again by clicking PHASE 2 ASSIGNMENT.

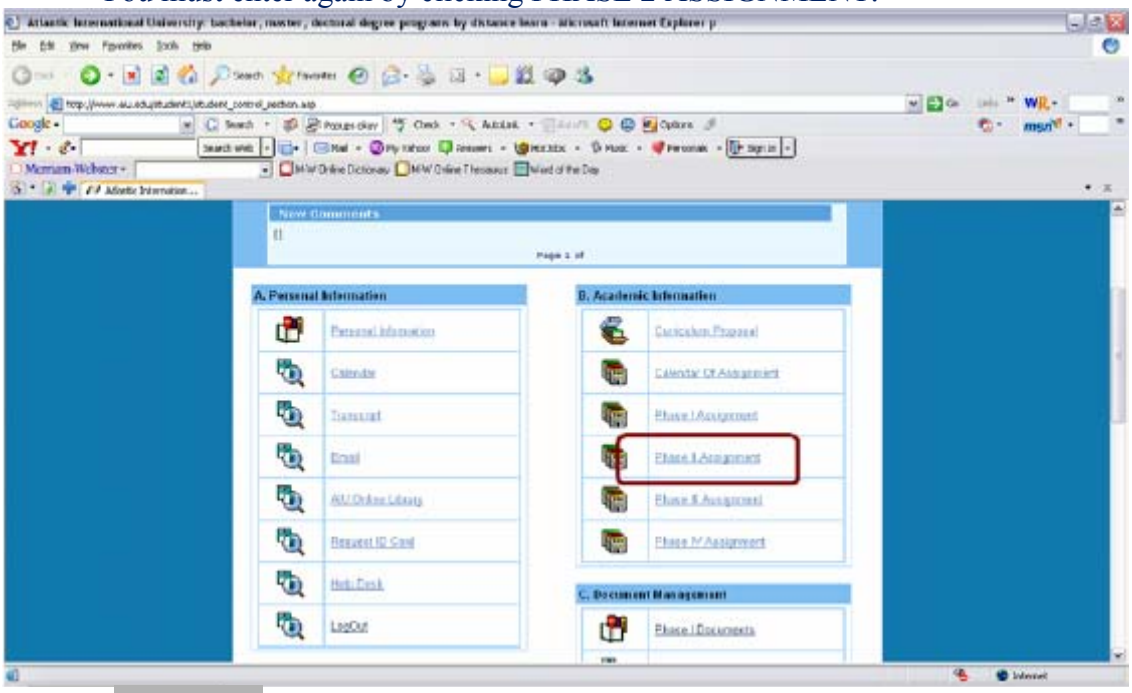

TABLE 32

After clicking SUBMIT NEW ASSIGNMENT, you will be able to see the assignments that were programmed into the Curriculum Proposal and you will see the Status of Waiting.

TABLE 33

Once you have clicked *Submit*, you will enter into the *Assignment submission form* and you will be able to send up to 5 documents for your assignment plus a brief *Comment.* Then, click *Submit.*

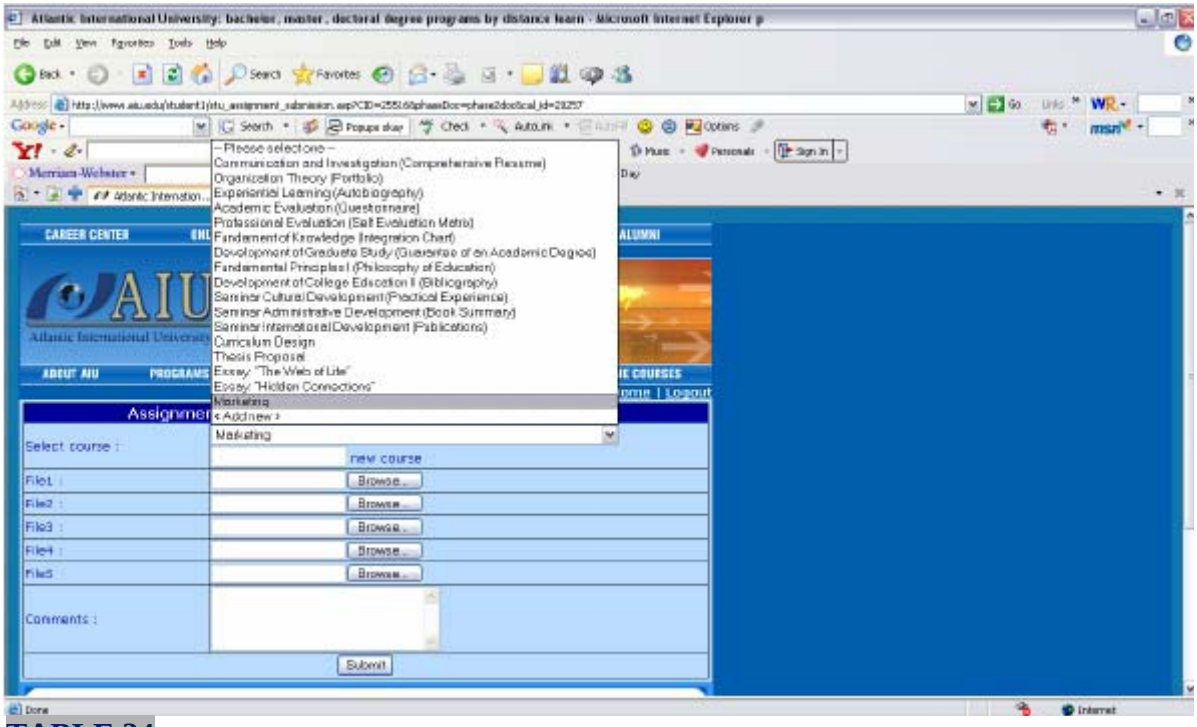

TABLE 34

To be sure that your submission was received by your advisor, you will see the following page.

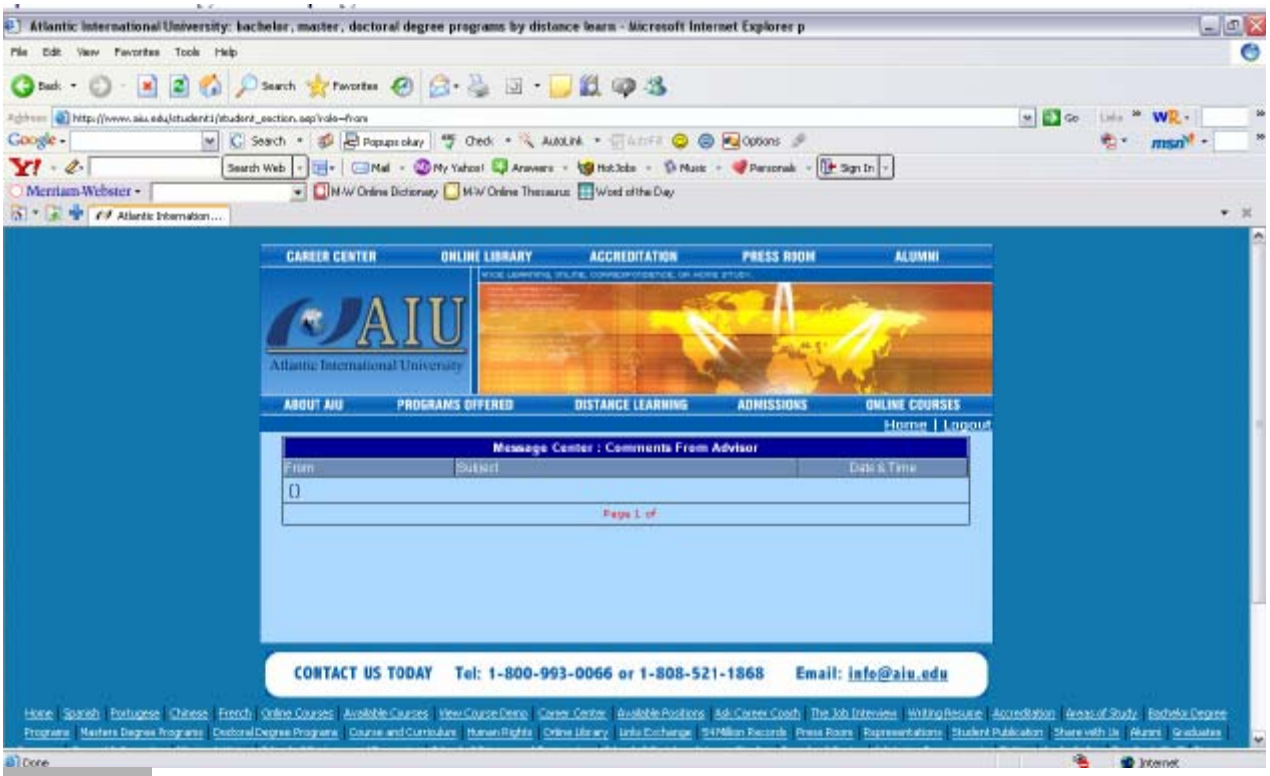

TABLE 35

In case of sending an assignment that was not programmed in your *Curriculum Proposal* you will have to once again enter B. Academic Information and under Phase II Assignment (in the case of the assignment being part of the curriculum design) or the phase that corresponds to this assignment. Click SUBMIT NEW ASSIGNMENT, then click SUBMIT under the ACTION column and do the following steps:

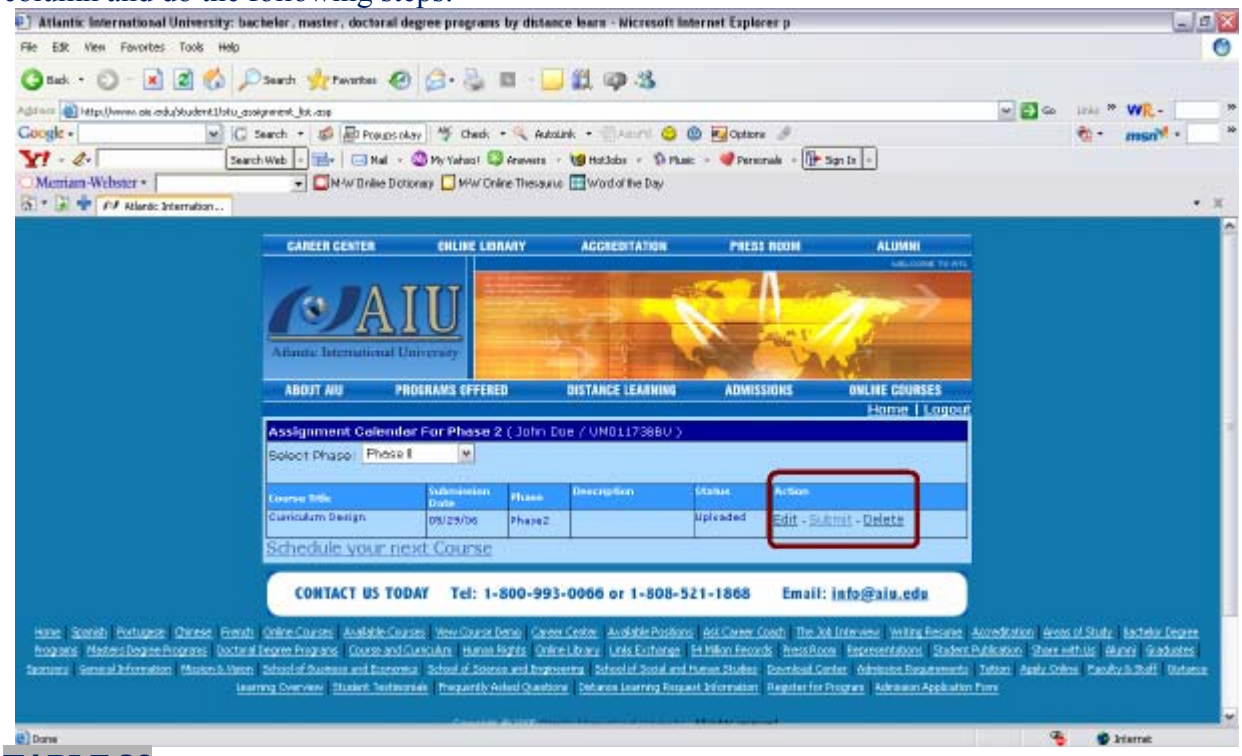

TABLE 36

Click on *Select Course- Please Select One* and *ADD NEW*. Automatically a box will open that says *Please Enter new course title* and you will have to press OK. You will be able to

send up to 5 documents for your assignment plus a brief *Comment.* Finally, click *Submit* and your new assignment has been sent to your advisor.

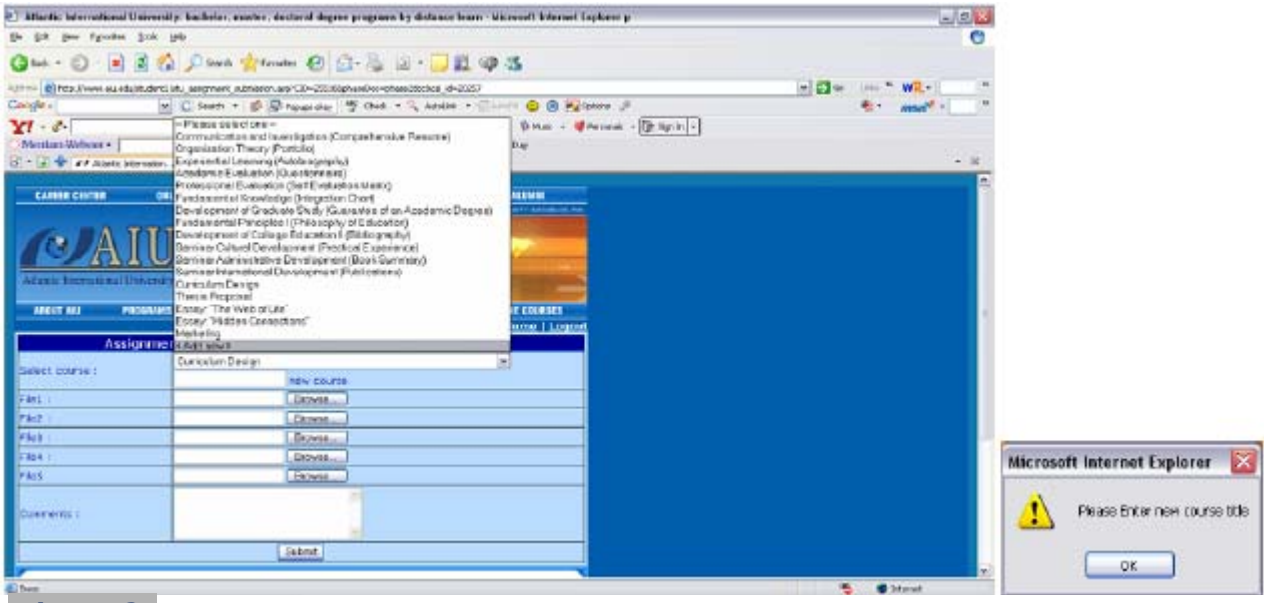

TABLE 37

B.6. PHASE 3 DOCUMENTS

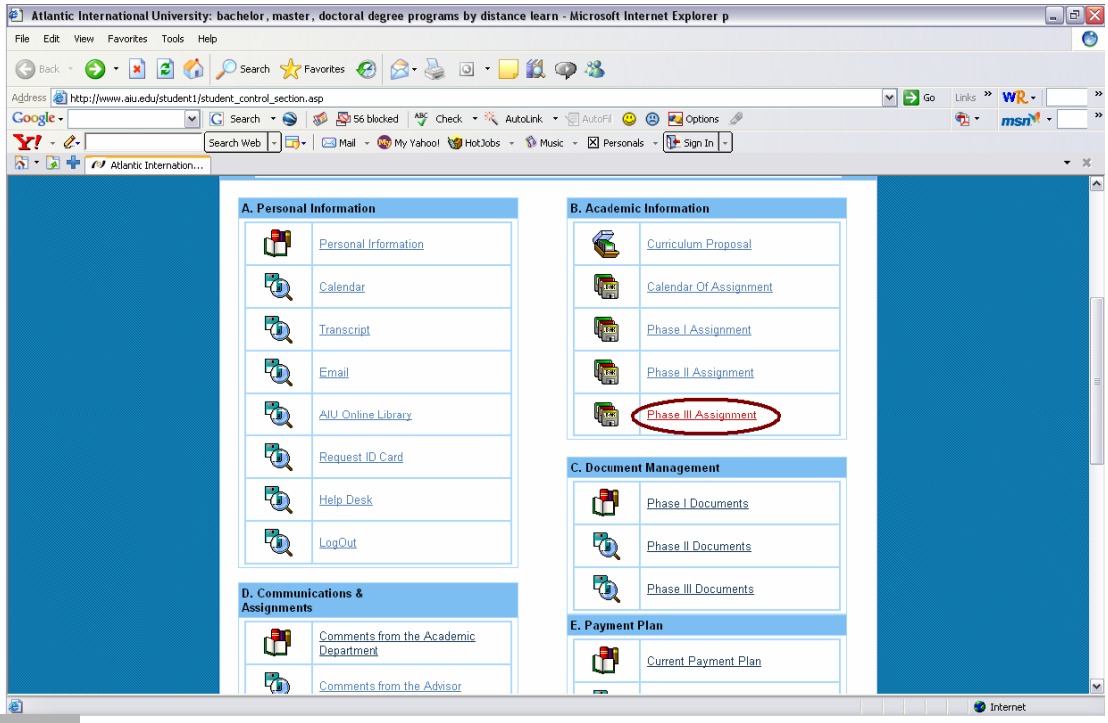

TABLE 38

Here, follow the steps of the *Calendar of assignment*, but the difference is that it is not for programming the assignment, but to actually send it at that moment and corresponds to phase 3 submittals.

An essential part of the third phase is developing your Final Thesis.

B.7. P H A S E 4 D O C U M E N T S

The steps previously explained will also be made in the 4th Phase of studies (Documents of graduation).

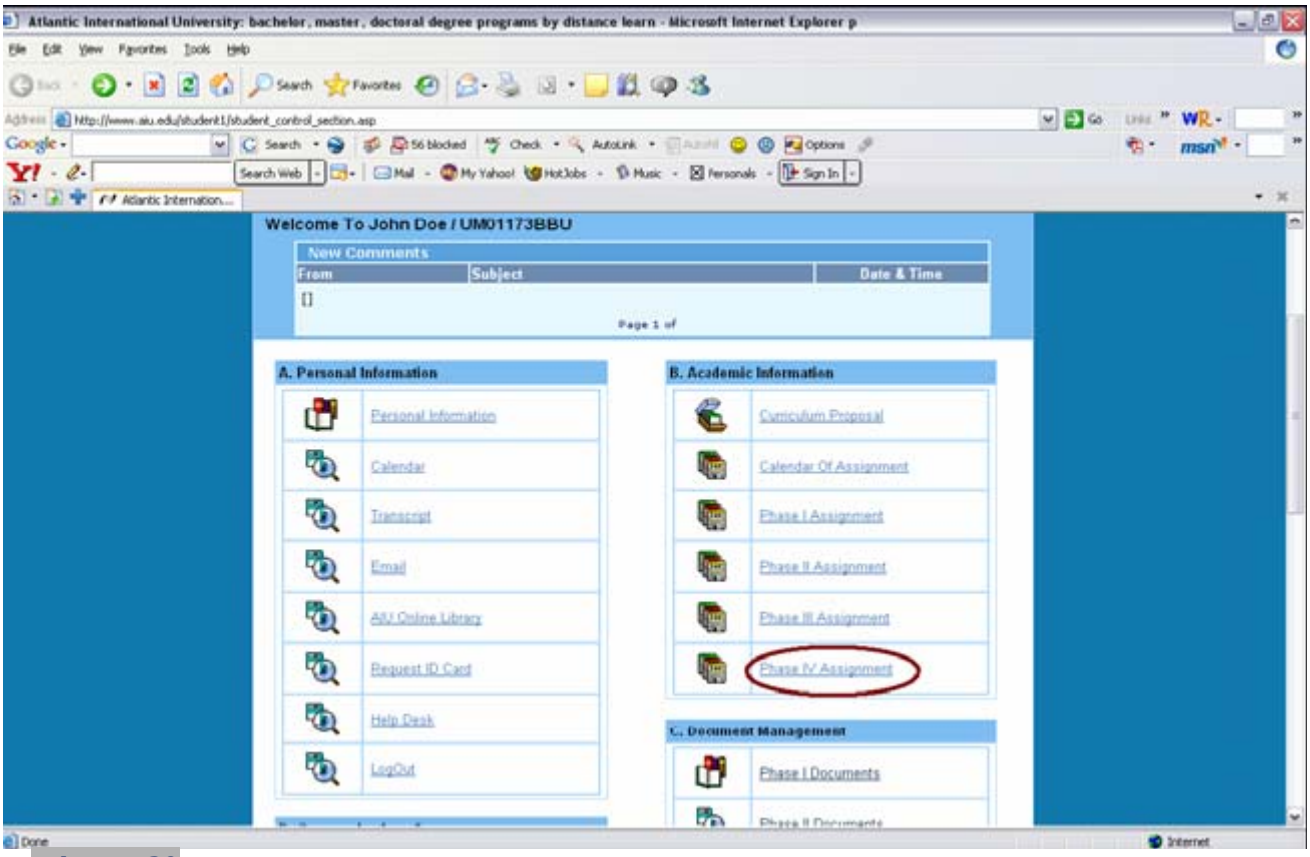

TABLE 39

C. DOCUMENT MANAGEMENT

In this Link, you will be able to find resources for your support like examples and detailed formats of each one of the assignment of 1st, 2nd, 3rd and 4th Phases and the detailed explanation of which you must provide in each phase.

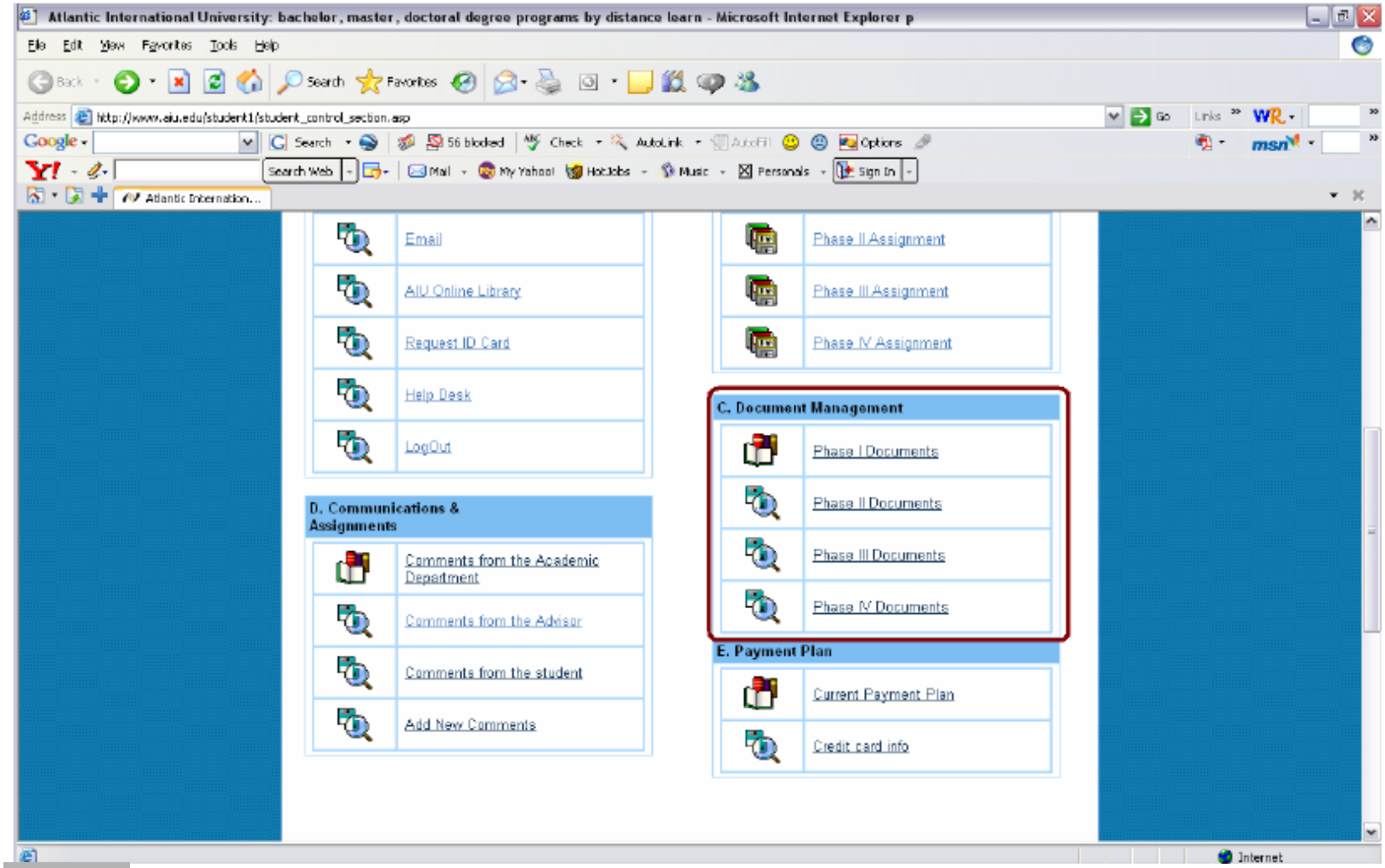

TABLE 40

Under *document management* you will see

C.1. PHASE 1 DOCUMENTS

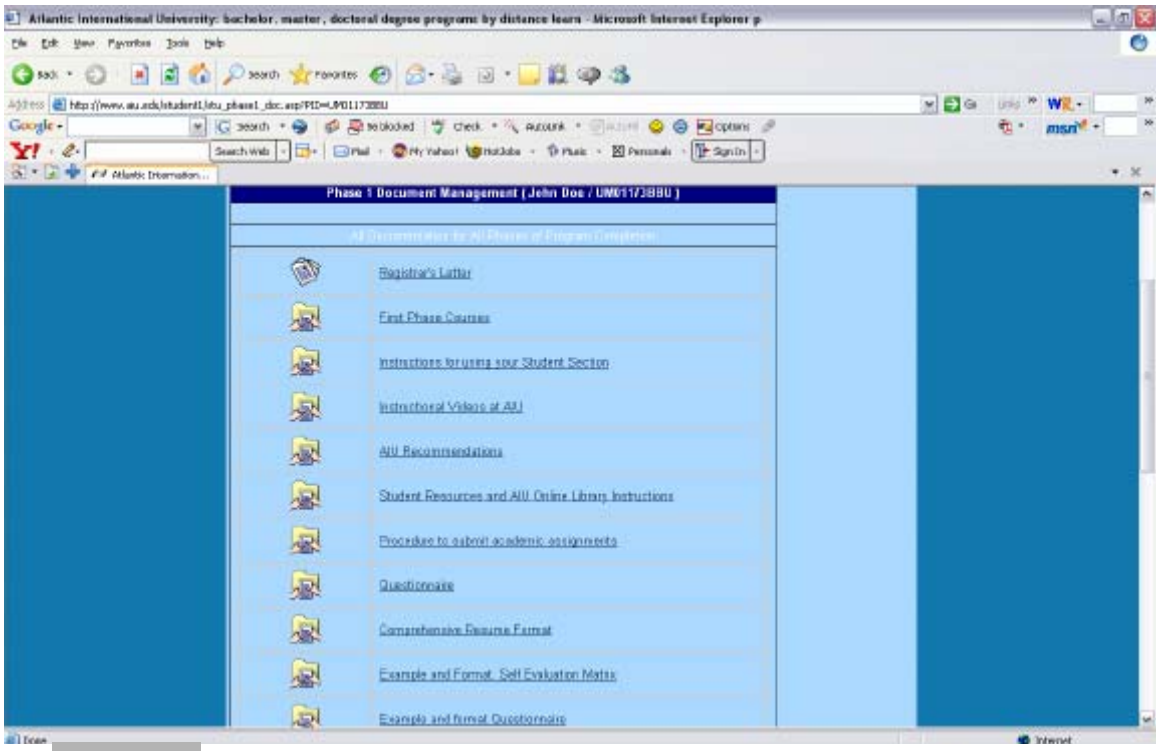

TABLE 41

C.2. PHASE 2 DOCUMENTS

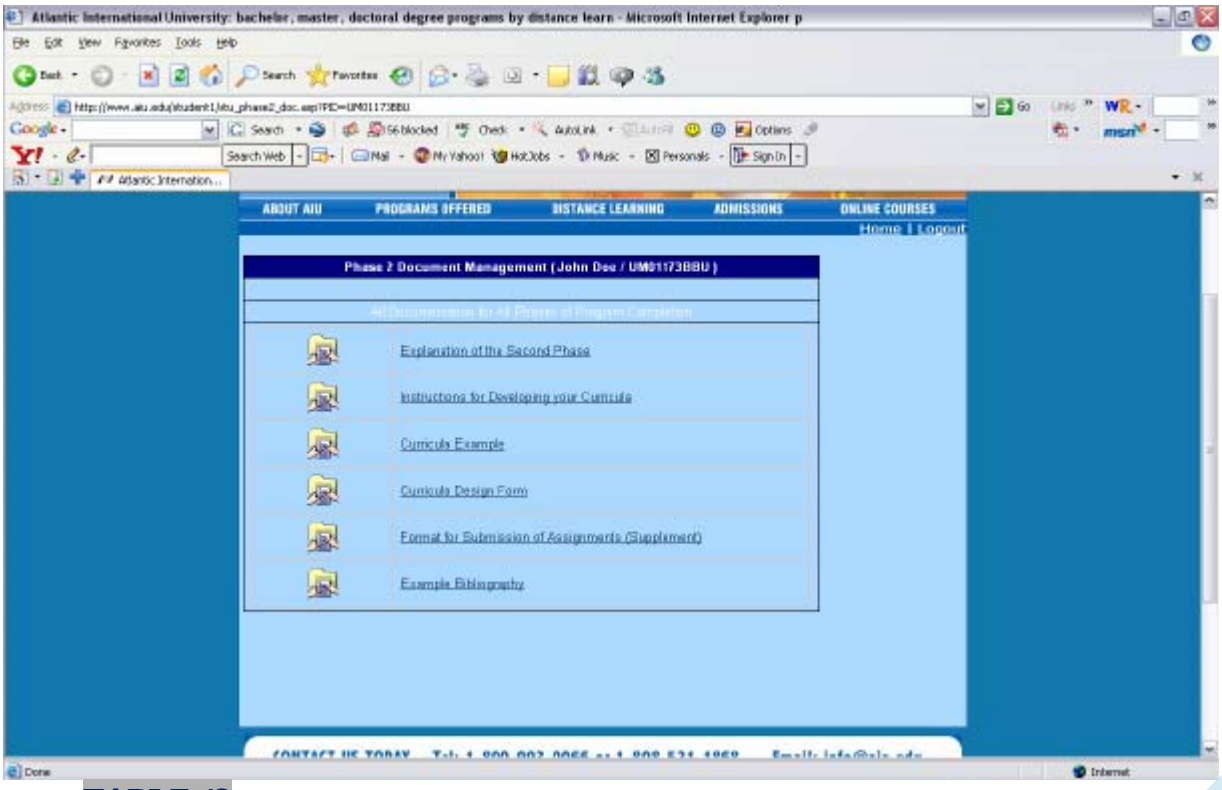

TABLE 42

C.3. PHASE 3 DOCUMENTS

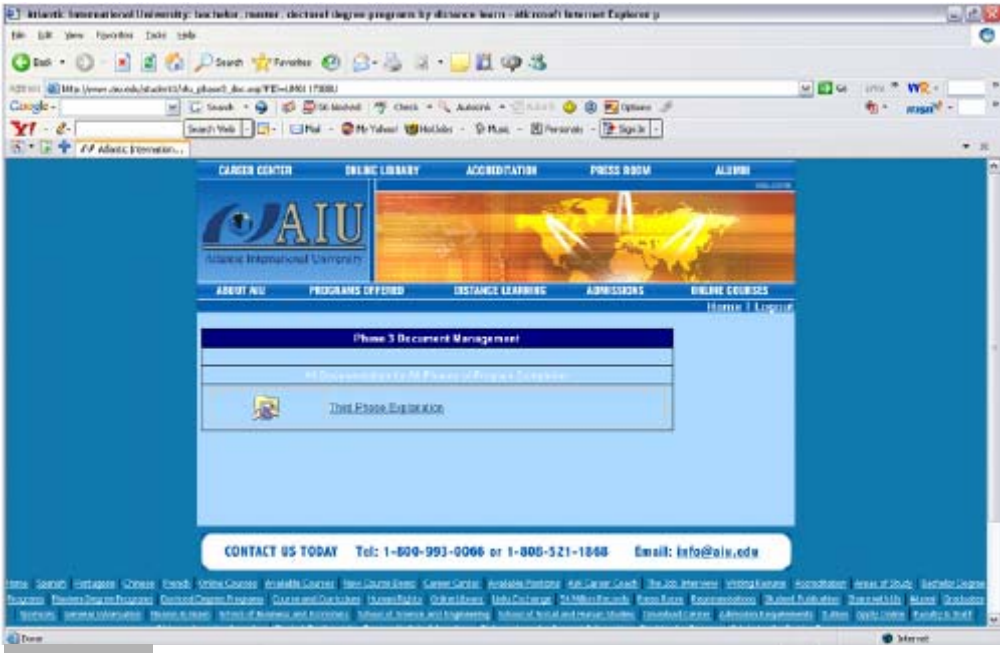

TABLE 43

C.4. PHASE 4 DOCUMENTS

All of these phases are opened by your advisor who confirms your academic progress. Click the corresponding link and you will see all the explanations along with examples to develop the assignment for the chosen phase in your language. You will find a file called Explanation and Instructions that will help you to understanding the development of these assignments. The files found in this electronic links are in Acrobat Adobe Reader, you will be able download this program free of charge in the following page: http://www.adobe.com/products/acrobat/readstep2.html

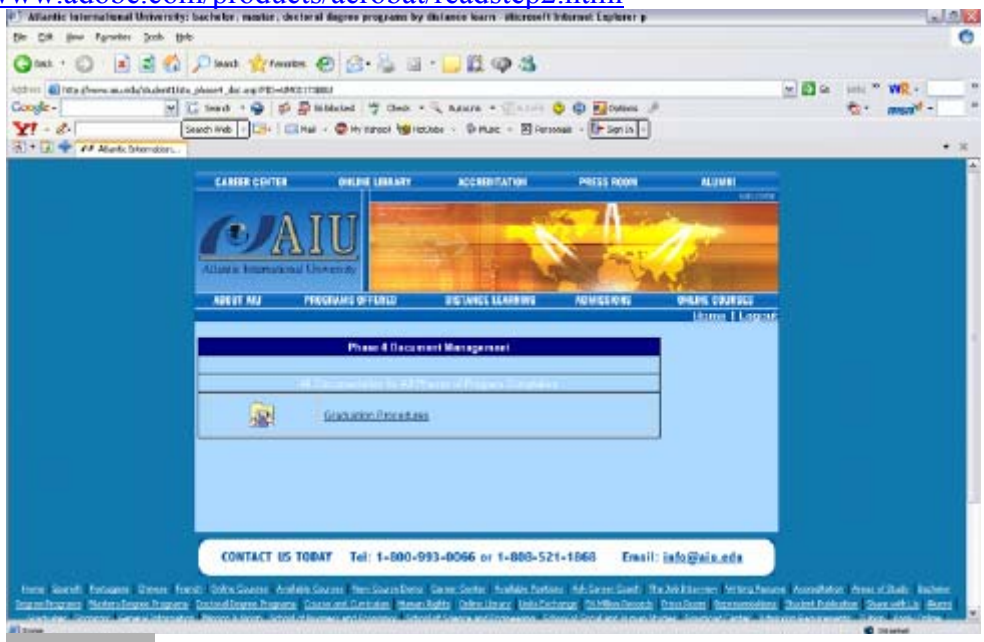

TABLE 44

D. COMMUNICATIONS AND ASSIGNMENTS

Through these links, you will be able to see the messages from your academic department and your academic advisor as well as see the messages that you have sent to such departments.

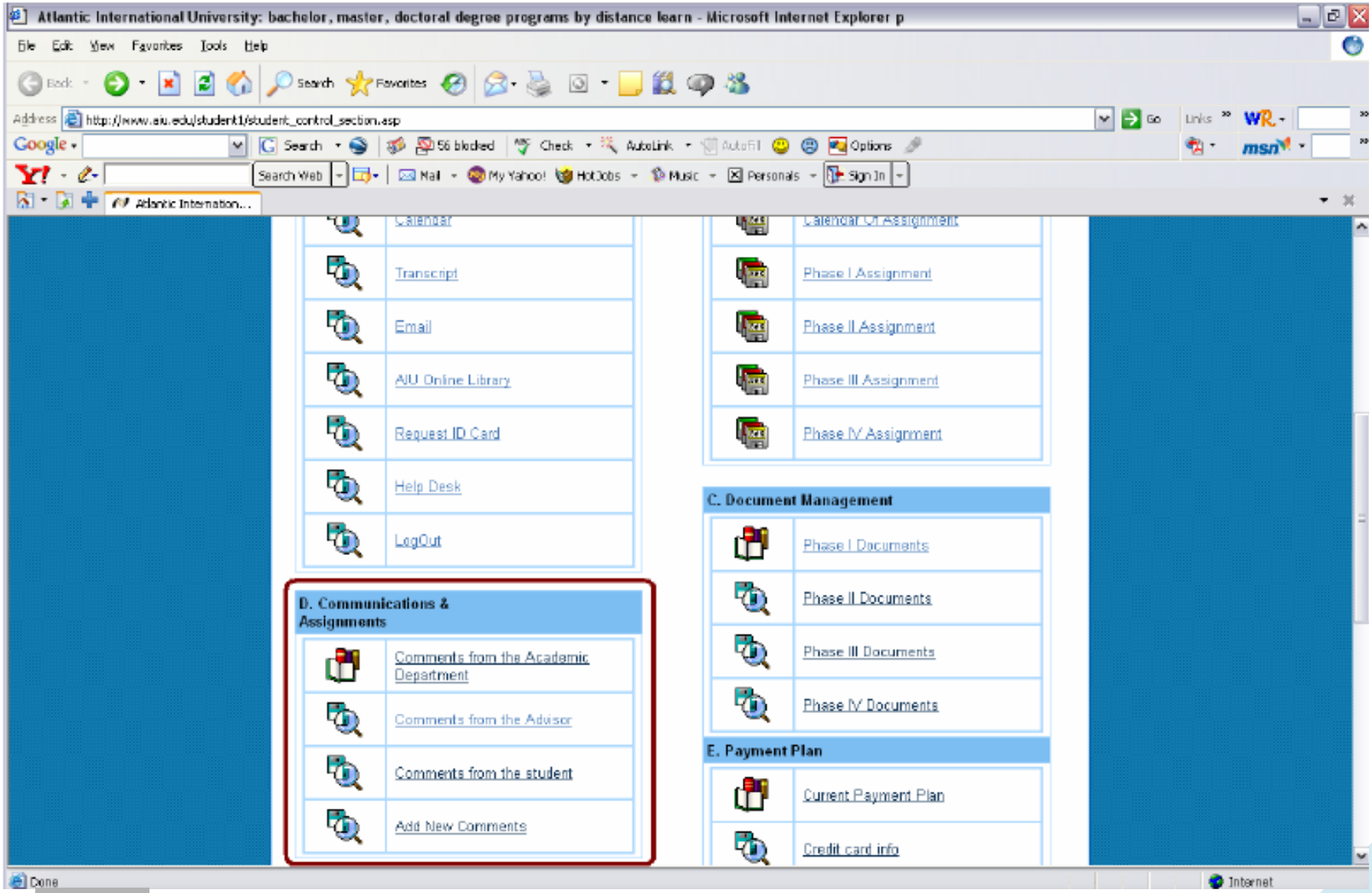

TABLE 45

D.1. COMMENTS FROM THE ACADEMIC DEPARTMENT

From this electronic link, you will have access to all communications with the corresponding departments of ***AIU.***

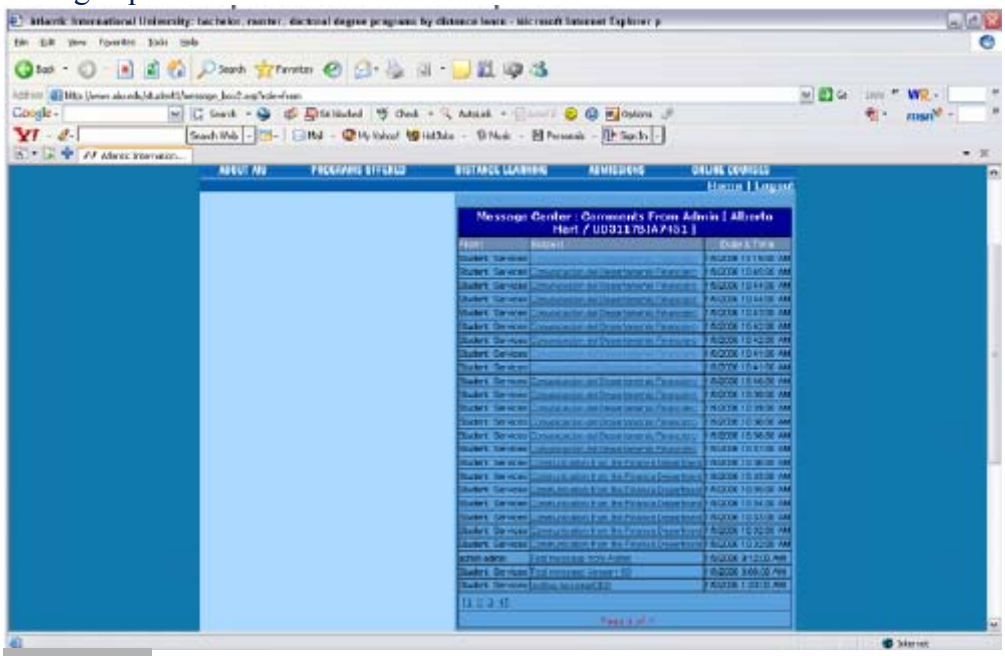

TABLE 46

D.2. COMMENTS FROM THE ADVISOR

Here you will see comments sent to date from your advisor and by clicking the *SUBJECT*, you will enter the message once again.

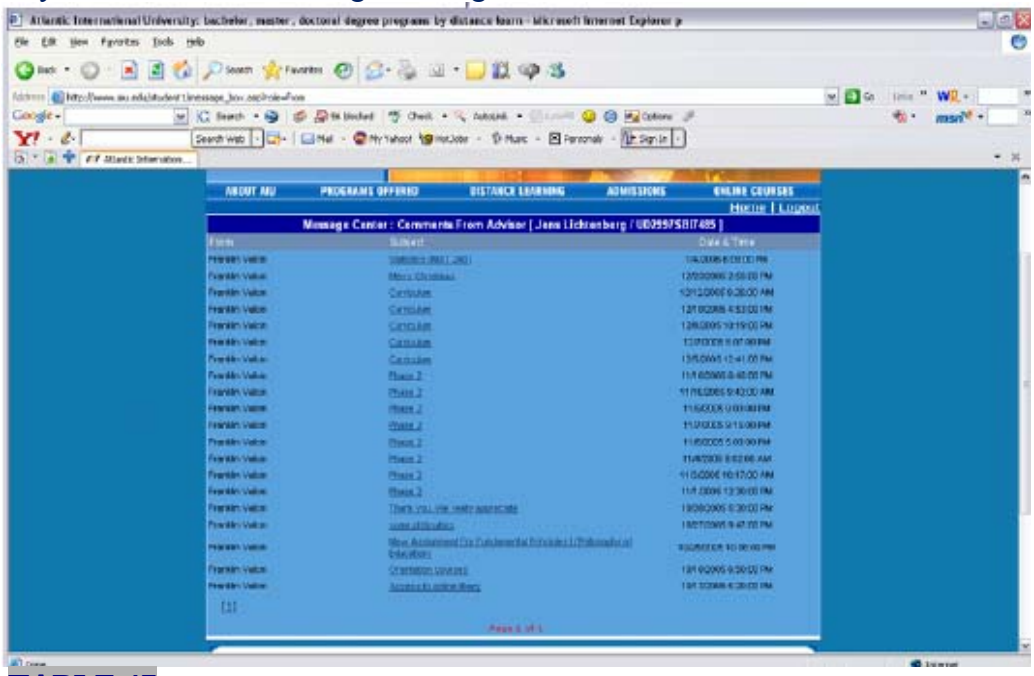

TABLE 47

You will be able to see the chosen message by clicking the *Subject* and will be able to add an attachment dealing with the topic of the message by clicking *Browse*, after this, click on *Post Message*. It is important to mention that you must ***NOT*** send assignments for evaluation via this method, unless approved by your advisor.

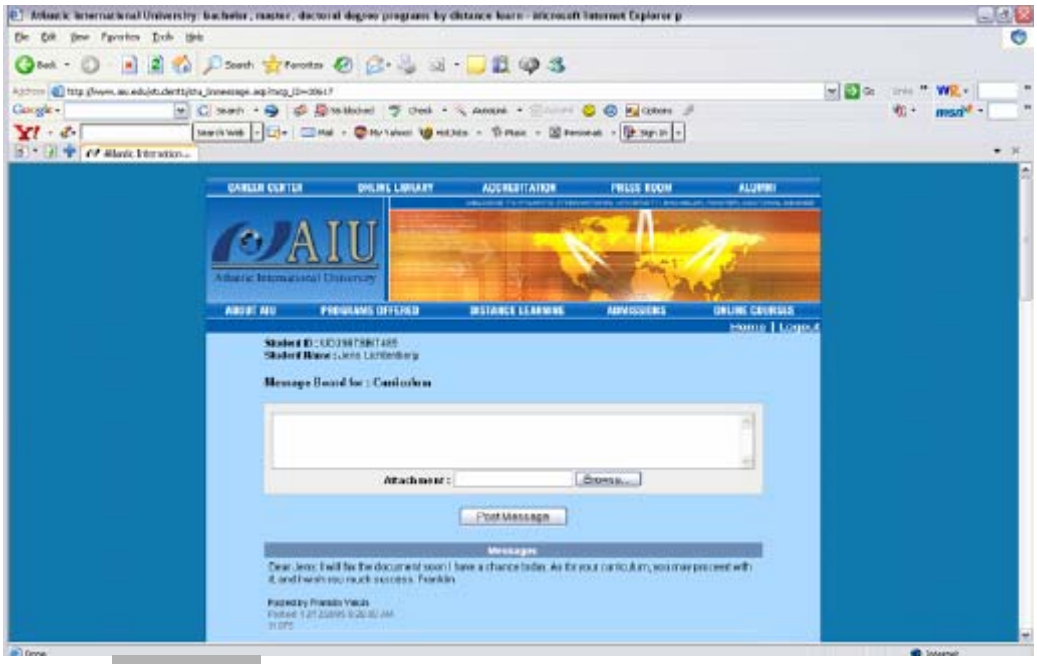

TABLE 48

D.3. COMMENTS FROM THE STUDENT

Under this section, you will be able to go into all comments that you as the student sent to your advisor and will see the responses. Just like before, you can follow the procedures given in Tables 47 and 48.

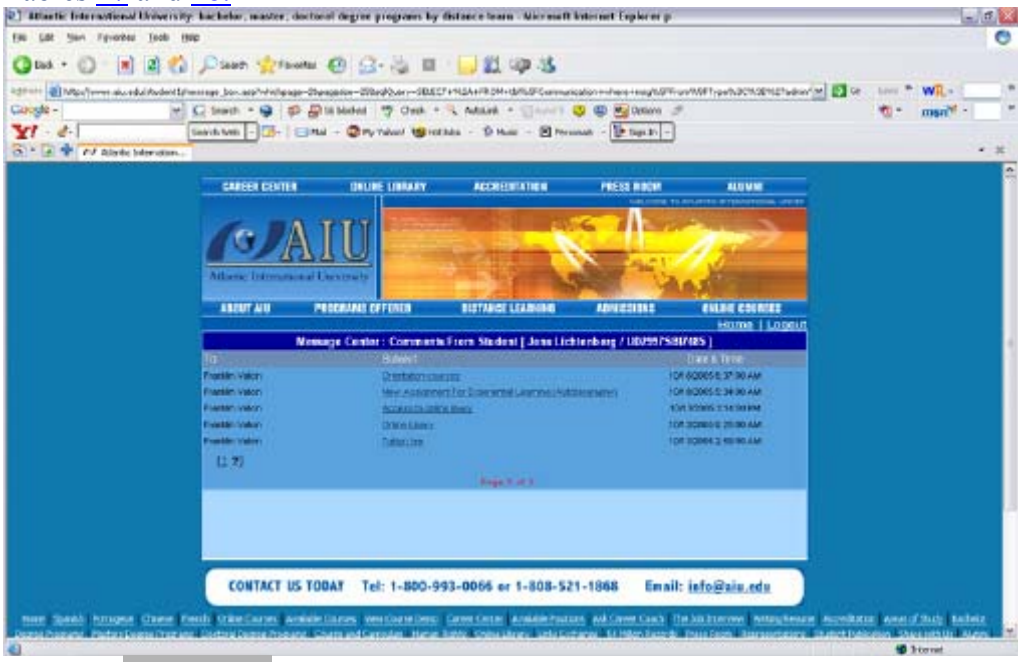

TABLE 49

D.4. ADD NEW COMMENTS

In this section, you will have the opportunity of sending a new message to your advisor. We remind you once more that this is *NOT* the medium for sending assignments to be evaluated, unless approved by your advisor; however, you ***CAN*** send comments on the articles that the Academic Department of ***AIU*** has sent to you.

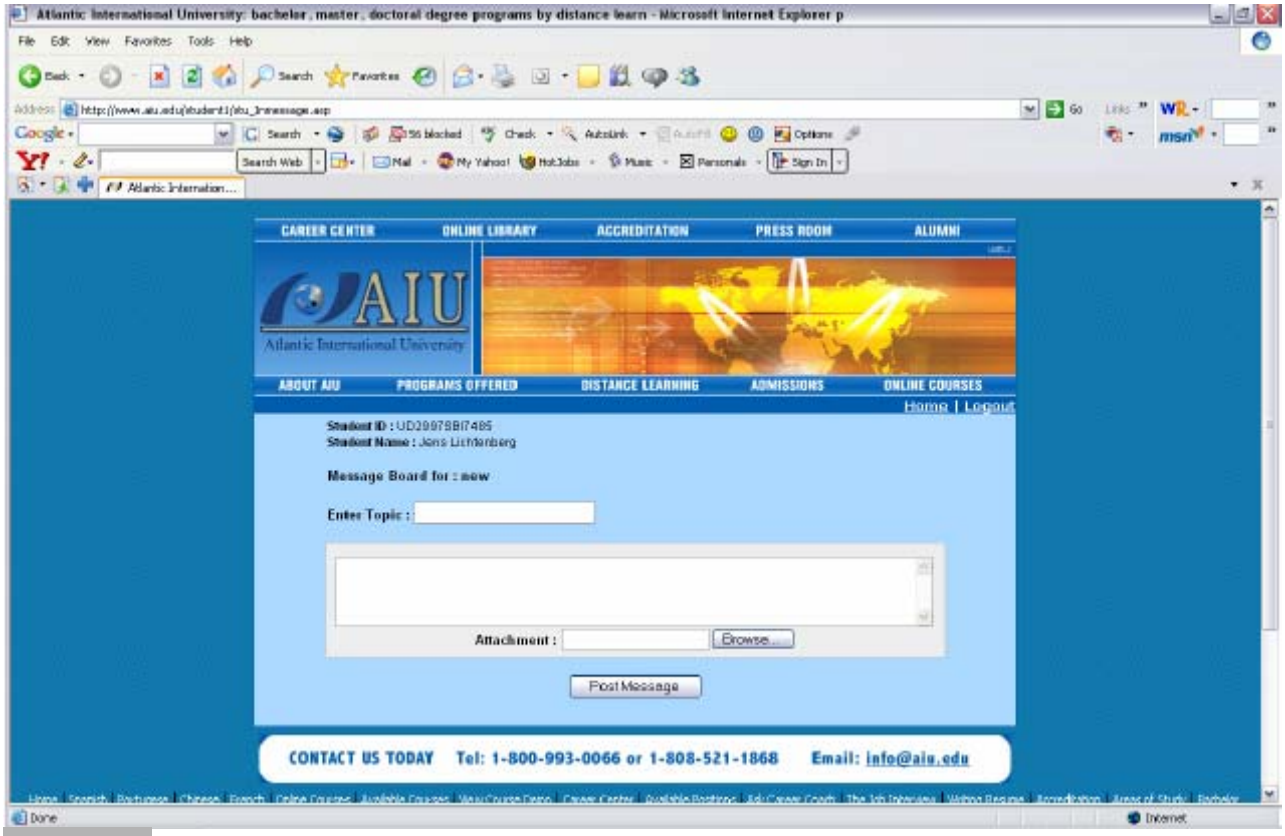

TABLE 50

E. PAYMENT PLAN
E.1. CURRENT PAYMENT PLAN

In this web page, you will be able to see the payments made that have been credited to you in a monthly basis allowing you to complete your academic degree. It will explain in detail your method of payment and the date the payment was made. You will see a link named *View Invoice*; entering this section will provide with detailed information on monthly payments and previous months.

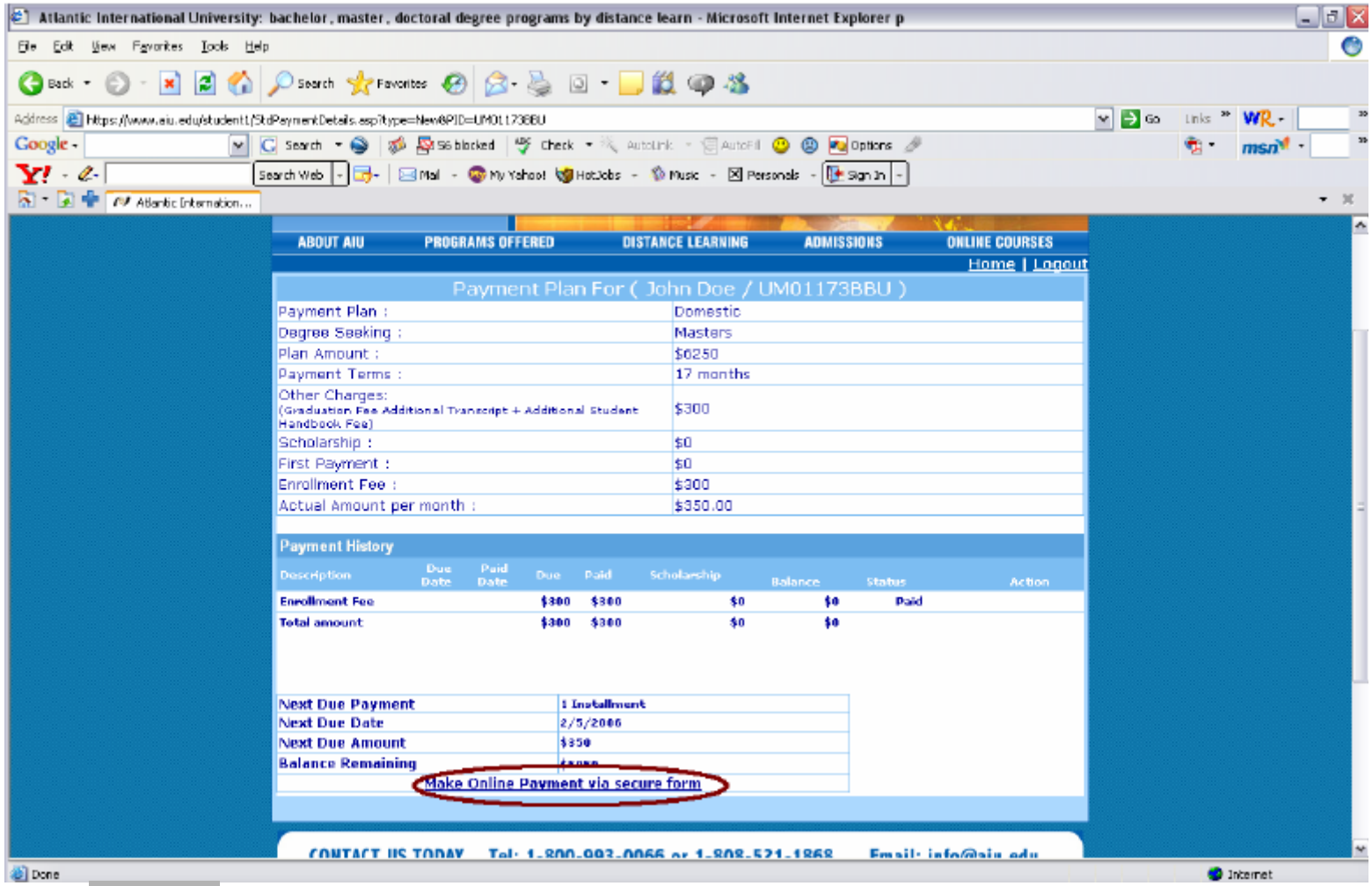

TABLE 51

Towards the bottom of the information, you will see a link called *Make Online Payments via secure form.* This is where you have access to a secure form to enter your credit card information and make the payments online.

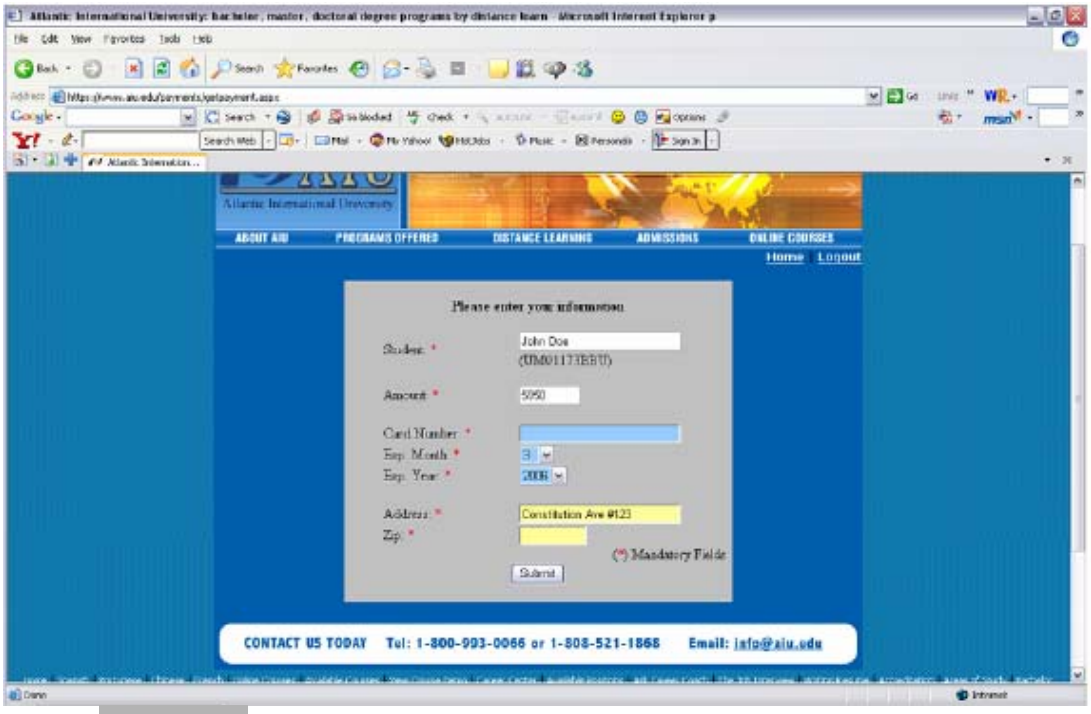

TABLE 52

E.2. CREDIT CARD INFORMATION

Here you will see the method of making a payment and will be able to change the credit card and also will be able to add additional credit card under *ADD CREDIT INFORMATION*. ***AIU*** guarantees that this service is private and protected.

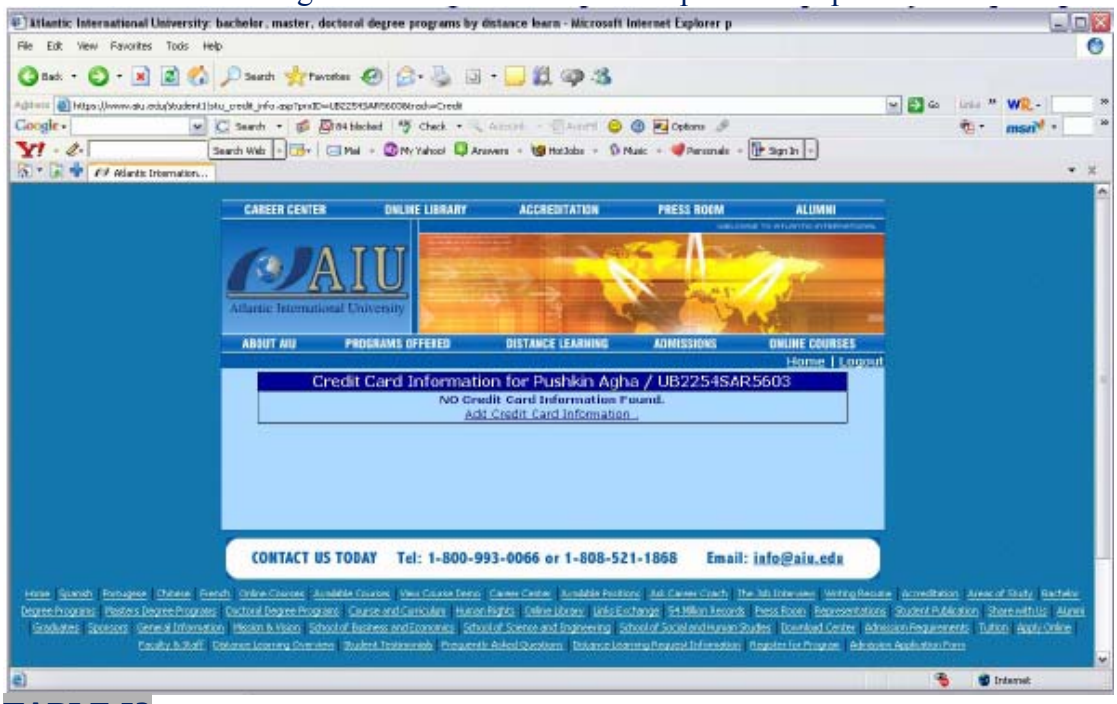

TABLE 53

If there is credit card information already present, you just have to click *EDIT* to make the changes that you see fitting.

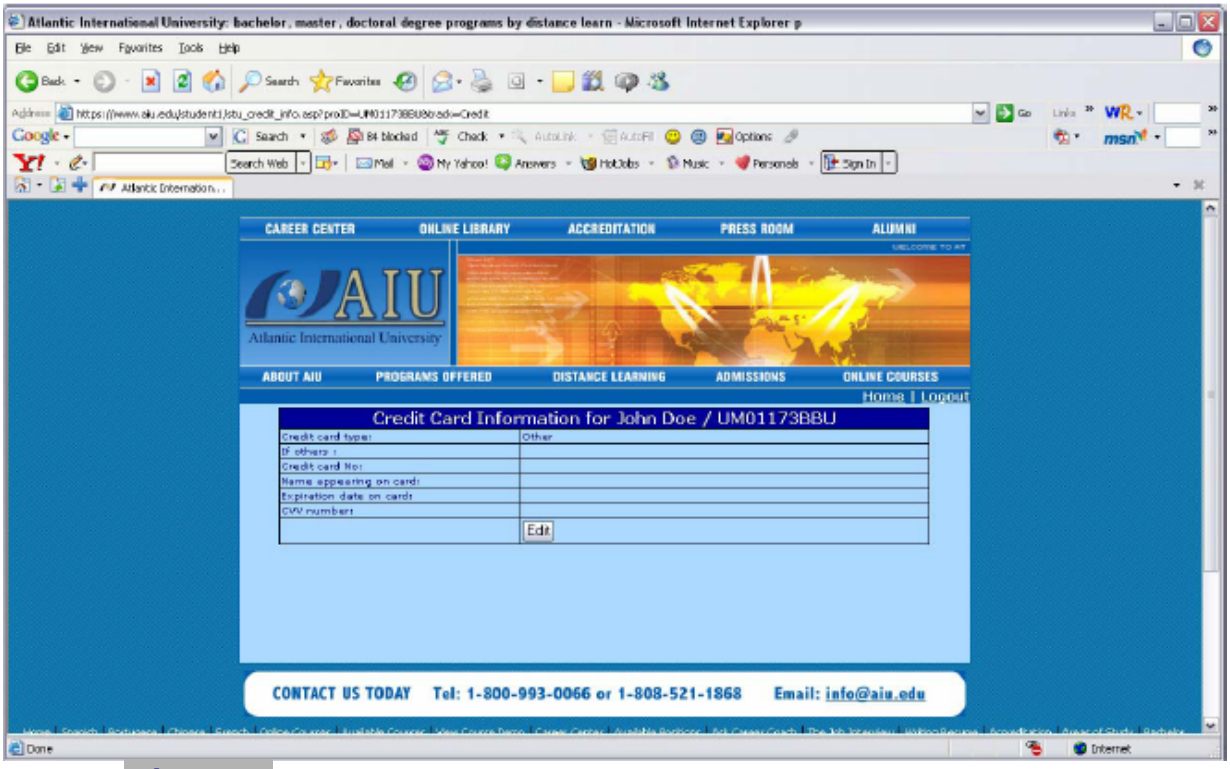

TABLE 54