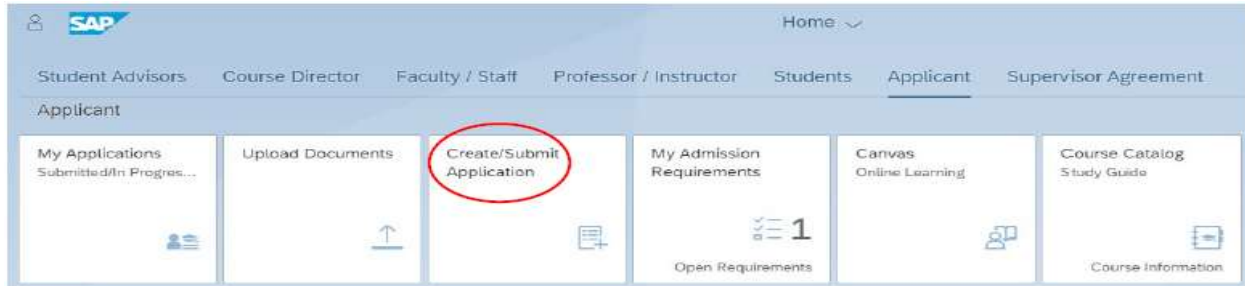


Air Force Culture and Language Center

1. Navigate to the AU Learner Portal Home screen <https://aueems.cce.af.mil/sap/bc/ui2/flp/#Shell-home>
2. Select the Create/Submit Application tile



3. Fill out the required information marked with an asterisk in order. *Note: This will create your new Enterprise Canvas Account and your Air University Profile

*School/Department: Air Force Culture and Language Center

*Type of student: Military

*Program Type: Associate Degree Programs

*Program of Study: Introduction to Culture Program (MAFCL...

*Academic Year: Academic Year 22/23

*Academic Session: Fiscal Year

Full time/Part time: Full Time Part Time

*EDIPI DOD ID Number:

School/Department: Air Force Culture and Language Center
Type of Student: Military
Program Type: Associate Degree Programs
Program of Study: Introduction to Culture Program (MAFCL002)
Academic Year: Academic Year 22/23
Full time/Part time: Not Applicable
EDIPI DOD ID Number: This should auto-fill via your CAC.

*Note: Typically once you begin selecting the values in these fields the rest will auto-populate.

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4. The applicant will continue the application by completing the Personal Details. This information is self-explanatory. Please fill out all questions with an asterisk (*) at minimum.

*Note: If you have an SSN it will be imported from MILPDS or DEERS.

*Note: Students without an SSN will select no to “Do you have a Social Security Number?” and will load their FIN in the box designated.

*Please use your .mil email address, if you have one

5. Once all red asterisk boxes are fill in click (Continue with application) in bottom right corner, you will see the following page

The screenshot displays a web application interface for the Air Force Culture and Language Center. On the left is a vertical navigation menu with the following items: Preliminary Details (highlighted), Personal Information, Address Information, Residence Information, Civilian Information, Military Information, Supervisor Information, Additional Questions, and Terms & Conditions. The main content area is titled 'Preliminary Details' and contains the following text:

For All programs:

- Military, Civilian, and Duty information is provided and verified by DEERS and MILPDS. These fields are visible for informational use only and cannot be edited by you nor AU faculty. If you notice an issue with this data, please check with those organizations to ensure they have your data correct.
- If these fields are not filled out currently, they will be populated by those institutions after submitting your application.

For PCE/PDE/Non-degreed PME Programs:

- No transcripts are required to be submitted by students to attend these programs. Please fill out the application and submit the rest of this application. Upon submission of the application, please check the Required Documents and My Admissions Requirements tiles on the home page to see what is required of you to be accepted into the program.

For Degreed Programs and Degree Granting PME programs:

- Air Force active duty, Air National Guard, and Air Force Reserve Command officers selected to attend AU degree programs will have their degree status verified by the AU registrar. No action is required by selectees.
- US Army, US Navy, US Marine Corps, US Coast Guard, and US civilian personnel must have at least a bachelor's degree from a regionally accredited institution and meet the rank requirement per program. Students must request that an official transcript be mailed from their degree-granting school to the AU registrar. The transcript must be received no later than 1 June of the academic year in which the student is attending. Students are responsible for the costs incurred in providing academic documents. Mail transcripts to:

Air University Registrar
ATTN: Admissions
60 W Shumacher Avenue
Maxwell AFB, AL 36112

At the bottom right of the form, there are three buttons: 'Save', 'Save and Return', and 'Submit'.

- **Personal Information** - Should be auto filled
- **Address Information**- Should be auto filled except your phone number
- **Residence Information** - Self-explanatory (start typing in the box to auto populate)
- **Civilian Information** - Should be auto filled

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*Note: This tab (if applicable) will be filled in by DEERS **after** the application is submitted. If there is erroneous information, no need to take action.

- **Military Information** - Should be auto filled

*Note: This tab (if applicable) will be filled in by MILPDS **after** the application is submitted. If there is erroneous information, this cannot be corrected thru the AU Learner Portal. Air Force Portal should be your next stop.

- **Additional Questions** - Will focus on what audience the applicant will apply under using the dropdowns under using the drop downs (Primary or secondary) status.

- **Terms & Conditions** - Student must check the "I agree" box

4. Once all information is complete the applicant can click "Submit" located in the bottom right corner of the screen.

*Note: If the application is not submitted and it is saved, it moves to the "My Applications" on the AU Learner Portal tile where the applicant can complete it at a later time. Once the applicant clicks on the application they will need to click continue at the bottom right of the screen to complete, if the applicant tries to start a new application for the same course the system will error with a duplicate application notification.

Once you have **successfully submitted** an application to the program

- a) We will review your application and notify you if you are accepted, denied, not-selected or if additional information is required to complete our review.
- b) The average "**turnaround**" time for application processing is 2-3 business days.
- c) If you receive an **application selected** message, your application is being processed and you should expect an application status message soon thereafter.
- d) If you receive an **application accepted** message you have met the criteria to participate in the program and you will be registered for the course automatically.
- e) If you receive an **application denied** message your records indicate you do not meet the criteria. If you believe you do, contact AFCLC (via afclc.enroll@us.af.mil) for further information.
- f) If you receive an **application not selected** message it means the number of applications submitted was so far in excess of the available seats that yours was not processed.

Note: We accept applications until the Application Window has closed. However, once the course has filled up, we will stop 'processing' applications and if the volume of applications grows too large, we may close the Application Window early.

What happens now that your application has now been accepted into the program?

Applicants will be prioritized according to registration submission date/time. Those who submitted earlier will have priority over those who submitted later. Registrants will be enrolled in this order up to the number of seats available in the course.

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Please note: To maximize opportunities for all Airmen, those who are already enrolled in another AFCLC course, which runs simultaneously, will be given a lower priority than those who are not enrolled in any other AFCLC course.

We will send you a notification e-mail no later than the Enrollment Notification date (see Academic Calendar) announcing whether or not your enrollment request was successful. If you were successful, it will contain details on when you can login, where to login, and your username and your password.

If you receive an unsuccessful notification e-mail, it means there were not enough seats to allow your enrollment.

IMPORTANT: "Enrollment Confirmation" (NO SHOW) Procedures

If you are successfully enrolled in a course you MUST login to the Canvas LMS, access the course and complete ALL the pre-course events by the Enrollment Confirmation Date, which is the 7th day after the Class Beginning date. If you have not completed these items by the end of the first week, you will be considered an enrollment NO SHOW.

Note: Don't worry! You don't need any advanced preparation for the pre-course events. As orientation and program evaluation tools they are a requirement to participate, but they are not part of your grade.

AFCLC Academic Calendar Date Definitions*

Event	Description
Enrollment Window Opens	First Day to Submit Your Application
Enrollment Window Closes	Last Day to Submit Your Application
Enrollment Notification	Date Enrollment Notifications Will Be Sent Out
Class Begins	First Day you can Access the Course
Class Ends	Last Day to Submit All Course Work or be Incomplete
Academic Session Ends	Last Day of the Academic Session

*See the separate AFCLC Academic Calendar downloadable file at <https://www.airuniversity.af.edu/AFCLC/>, then "Courses" menu, then "3C Courses (CCAF Credit)" item, then "View Course Details" link for the specific dates for each class/session.