



# THE WASHINGTON SEMESTER PROGRAM

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## Important Spring 2010 Information

### REGISTRATION:

**WASHINGTON SEMESTER STUDENTS MAY NOT REGISTER ON THE WEB.** Please disregard all information online about Web Registration. This is for American University students only. If you attempt to register this way, you will create many problems with your class schedule and bill. Please simply complete the enclosed Registration Authorization Form and return it to us. You may check course availability and descriptions on the AU web site, but please do not attempt to register for any classes online.

### INTERNSHIP DATABASE:

**THE INTERNSHIP DATABASE ON THE WEB IS ONLY AVAILABLE TO STUDENTS WHO HAVE RETURNED THEIR DEPOSIT.** Please see instructions on how to access the internship database at [wsp.american.edu](http://wsp.american.edu) under the “accepted students” link. If you have not returned your deposit yet, we suggest you do this soon so that you can access the internship database and give yourself adequate time to search for your spring 2010 internship. Your internship database user name will be the primary email contact you provided on your original program application and your password will be emailed to this address when you pay your program deposit. Please write it down and keep it handy for your records. All spring semester students who paid deposits will be given access on October 1, 2009.

### HEALTH INSURANCE WAIVER:

**YOUR HEALTH INSURANCE WAIVER FORM MUST BE RETURNED DIRECTLY TO THE WASHINGTON SEMESTER PROGRAM OFFICE BY DECEMBER 1, 2009.** Since many students are billed through their home school, an existing charge for the health insurance may not appear on the bill sent to your home address. It is very important to return the waiver form regardless of whether you accept or decline insurance. If you waive AU health insurance, be sure to provide complete and accurate information about your outside policy coverage on the form. Remember that the policy must cover you for the duration of the time you are on the Program. THIS WAIVER FORM IS THE ONLY MEANS BY WHICH YOUR INSURANCE CHARGE WILL BE WAIVED. If you do not return it, you WILL be charged for the AU Health Insurance Plan. It is also a good idea to check with us when you arrive in January to verify that the health insurance was indeed waived.

### MEAL PLAN:

**WASHINGTON SEMESTER STUDENTS LIVING IN UNIVERSITY HOUSING ARE REQUIRED TO HAVE A MEAL PLAN. YOU WILL BE AUTOMATICALLY ENROLLED IN THE 150 BLOCK MEAL PLAN EFFECTIVE JANUARY 6, 2010 IF YOU DO NOT ENROLL ONLINE.** However, you will have 15 days after the start of classes to change your meal plan. Decide if the 150-block plan is right for you or if you want to change to the 75, 100, 200 or Super Plan. You should only change your plan now if you are certain that you want to reduce or increase your meals and this can be done online through your my.american portal until **January 6, 2010**. Be sure to check with your home school if they are paying for your housing and meals. Some schools require the 150-block plan for their students and will still charge you for 150 meals even if you reduce your plan.