



THE WASHINGTON SEMESTER PROGRAM

Welcome Letter

Welcome to the Washington Semester Program. You are one of over 300 college and university students who will attend the program this semester. It should be a particularly interesting time to study in Washington. Our faculty and administrative team looks forward to meeting you and will make every effort to provide a rewarding experience for you. Now for some details:

1. *Registration*

The Registration Authorization Form you receive in the mail should be returned to us by **December 1, 2009**. If you are from one of the Washington Semester affiliated schools, please consult the faculty representative appointed to counsel your elective or research project choices. If you plan to take an elective in lieu of the research project, you should fill in the course number for at least three choices (in order of preference) on the enclosed Registration Authorization Form and be sure to have your Faculty Representative sign the form if you are from a member school. Also, be sure to choose an elective that meets after 5:00 p.m., regardless of the Program to which you have been admitted. Registration in elective courses is not guaranteed. However, we will do our best to accommodate you. If you do not get into one of your choices, we will work with you at the start of the semester to find an alternative course.

If you are from a non-member school, just complete the enclosed materials that are applicable to you and return them directly to us in the envelope provided. No advisor signature is necessary for non-member students.

2. *Program Deposit*

A \$200.00 non-refundable program deposit is required for all accepted Washington Semester students. The deposit will be deducted from your total program bill.

Please be sure to make note that your AU ID# is located in bold red letters on your Course Registration Authorization Form. Use this AU ID# on all forms which ask for ID #. It's very important that you check these numbers for accuracy on all information you receive and/or return to us.

PLEASE BE SURE THAT YOUR NAME AND YOUR AU ID# APPEAR ON THE FRONT OF YOUR CHECK OR MONEY ORDER.

3. *Housing*

We should receive your registration authorization form and \$200 program deposit (if not previously paid) no later than **December 1, 2009** for the spring semester if you want on-campus housing. Please keep in mind that you need to complete the online housing application **BEFORE November 25, 2009** (*see additional flyer for detailed instructions on completing the online housing application*). All room types are first-come, first-serve based on availability. *If you are requesting medical accommodations, be sure to send a letter from your physician to the Washington Semester office once you have completed the online housing application. Please be sure that you clarify on the housing application your desire to be housed in a single. Medical accommodation requests must be received by the deadline and will not be honored without the accompanying physician letters.* Room type preferences (single, double, or triple) cannot be guaranteed. Your bill will reflect the charge for the room type you are actually assigned.

IMPORTANT: If you have reserved a room and later decide to live off campus or withdraw from the Program altogether, you must inform us (*IN WRITING*) of your decision before November 25. After this date, you will be billed 25% of the housing charge (approximately \$900 for a triple room reservation cancellation).

4. Immunization Report

Washington, DC law requires that all students under the age of 26, enrolled in schools within the district, must be immunized against chicken pox, hepatitis B, measles, mumps and rubella. Students must have either had chicken pox or have two vaccinations at least 60 days apart. The hepatitis B vaccination must be given in three doses. The hepatitis B vaccination series must be started before your arrival, but can be completed after you arrive. **Two** vaccinations for measles, mumps and rubella given after one year of age and at least 30 days apart, and **one** Diphtheria/Tetanus booster given within the past ten years are required. Some states require fewer vaccinations, so you should check with your physician or school health center to find out if you are in compliance with DC law as soon as possible. If you don't have all the necessary immunizations or if your Diphtheria/Tetanus booster will be more than 10 years old when you participate in the program, please make arrangements to get the necessary shots. The American University Student Health Center can provide any of these immunizations or can continue with immunizations you may have begun with your personal physician. There is a fee for these immunizations. Please contact the Health Center for exact costs.

The enclosed immunization report from the Student Health Center should be completed by your personal physician and **FAXED** directly to the Student Health Center as soon as possible as well as either faxed or mailed to the Washington Semester Office. (*If at all possible, please try to keep a copy of the immunization report on hand in case questions about your compliance status arise.*) *Students who do not submit this form will have a stop placed on their account preventing them from receiving a transcript at the end of the semester, so make sure to stress the importance to your Physician or School Health Center. Insufficient or incomplete information could prevent you from receiving your final grades.* Questions about the Immunization Report should be directed to the Student Health Center at 202/885-3384.

5. Student Health Insurance Waiver Information

Most students under the age of 21 are covered by their parents' health insurance plan. You should check with your parents to find out if you are covered. American University's Student Health Insurance is automatically billed to your student account unless insurance information is provided prior to the beginning of the semester. If you do not want the insurance, you **MUST** complete and return the Insurance Waiver Information form. Failure to provide proof of health insurance coverage will result in American University's student health insurance being billed to your student account. This charge cannot be removed beyond the first week of the semester. If you are not covered or if your current insurance expires before the beginning of the semester, you will automatically be enrolled in the AU insurance plan. If you don't want the AU plan, please be sure to check your account early in the semester to verify that the charge has been removed if you submitted your waiver information. The waiver is the only means of having the insurance charge removed from your account. **Once posted, the charge cannot be removed late in the semester.**

Special note to International Environment & Development, Peace & Conflict Resolution, International Law & Organization, Contemporary Islam, and International Business & Trade – China semester students: Your health insurance must cover you **both in the U.S. and abroad since you will be traveling outside the U.S. as part of your program. If your current insurance does not cover you while out of the country, you must enroll in the AU insurance plan or an outside plan that will cover you in the U.S. and abroad.*

6. *Parking Policy*

All American University and Washington Semester students are required to sign the American University Parking Policy Agreement before they can be registered. Washington Semester students living in the Tenley Residence Halls should not bring cars to the program. If you must bring a car, an exception must be obtained from the Dean's office prior to applying for a parking permit online. Please see the parking policy forms for more information on the exception policy. Student parking is restricted at the Tenley Campus, as well as on the neighborhood streets surrounding all AU campuses. Students who are granted an exception to this policy **MUST** purchase a student parking permit at \$468.00/semester for the Nebraska Avenue Commuter lot (which is across the street from the main campus; approximately ½ mile from the Tenley Campus). You must sign and return the Parking Policy Agreement even if you are not requesting an exception to the "No-Car" policy.

Please do not hesitate to contact us at 202/895-4900 if you have any questions about the registration materials. Meanwhile, we look forward to receiving your forms and continuing with our preparations for your arrival!