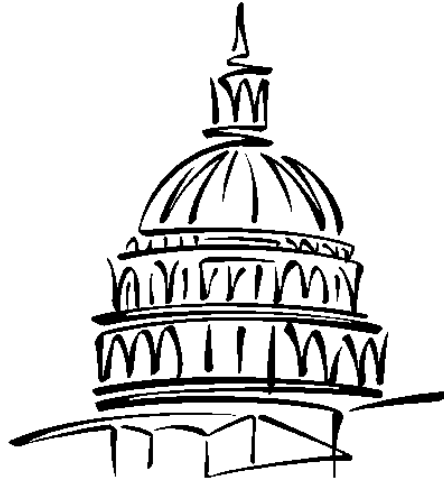


Washington University

College of Arts and Sciences



Washington, D.C. Programs

Handbook for The Washington University
Semester in D.C. Program

1779 Massachusetts Ave, NW
Suite 705
Washington, DC 20036
202-939-2868

November 1, 2010

To: Students Studying in Washington, D.C.

The journey you are about to undertake will be one of the most memorable of your life. We want to ensure this time away from the Washington University campus will be academically and personally successful as well as enjoyable for you.

This handbook addresses Washington University (WU) policies, procedures, and services that are applicable to participants in the programs that are offered by the College of Arts and Sciences (A&S) through Overseas Programs in the office of International and Area Studies. It provides guidance for A&S student and other WU students who participate in the Washington University Semester in D.C. Program.

Please take time to read this handbook carefully before you leave. It contains information that will be important to you before departure, while you are away from campus, and when you return. This handbook is available at <http://ias.wustl.edu/DCSemester> for future reference. If you have any questions, please do not hesitate to contact D.C. Programs by e-mail, telephone, fax, or mail.

Sincerely,

The D.C. Programs Staff

OVERSEAS PROGRAMS HANDBOOK FOR STUDY in WASHINGTON, D.C.

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IMPORTANT DEADLINES AND REMINDERS

For semester-based programs, please meet all applicable deadlines listed below.

PRE-DEPARTURE

Submit:

- ___ **INTENT TO PARTICIPATE FORM** Due no later than two weeks after you receive notice of your acceptance to the program.
- ___ **HEALTH INFORMATION FORM** Due by October 15 for spring/May 15 for fall participants. This form will be sent you as an e-mail attachment with your initial acceptance letter. Make sure to get a comprehensive medical exam. Obtain an adequate supply of prescriptions to get started in D.C. and pack an original copy of the written prescription.
- ___ **PARENTAL AGREEMENT FORM** Due by October 15 for spring/May 15 for fall participants. This form will be sent you as an e-mail attachment with your initial acceptance letter.
- ___ **RESPONSIBILITY & RISK FORM** Due by October 15 for spring/May 15 for fall participants. This form will be sent you as an e-mail attachment with your initial acceptance letter.
- ___ **INFORMATION RELEASE FORM** Due by October 15 for spring/May 15 for fall participants. This form will be sent you as an e-mail attachment with your initial acceptance letter.
- ___ **WU PROGRAM AGREEMENT** Due by October 15 for spring/May 15 for fall. Your program agreement will be sent to you as an email attachment. Retain a copy of the signed agreement for your file.
- ___ **D.C. HOUSING CONTRACT** Due by October 15 for spring/May 15 for fall participants. You will be notified by e-mail when this form is available for pick-up in McMillan 138.
- ___ **WU RESLIFE HOUSING CANCELLATION FORM** Due by November 12 for spring participants. This form can be found and submitted on the ResLife website.
- ___ **HUMAN STUDIES REVIEW** Due by May 15 for fall participants.
(Required for students conducting research on human subjects) Due December 10 for spring participants. See <http://hhsc.wustl.edu> for clarification of approval requirements. A copy of this form is at the back of this handbook.

Attend:

- ___ **ATTEND PRE-DEPARTURE BRIEFINGS** All required pre-departure briefings and relevant seminars will be outlined in the e-mail you receive after submitting your Intent to Participate form.

Discuss:

- __ **BUDGET PLANNING** Revisit how you will use and who will pay for credit and debit cards while in D.C. with your parents. Be realistic about how much money you need for travel and living expenses.
- __ **INSURANCE** Review coverage and claims procedures at <http://shs.wustl.edu> and discuss with parents. Note that WU students in D.C. are automatically enrolled in the mandatory WU insurance plan.
- __ **FINANCIAL AID** Speak with Student Financial Services about an award adjustment based upon the cost of study in D.C. including essential travel and living expenses. Sign Perkins Promissory Note if applicable, and any other relevant documents.
- __ **WU REGISTRATION PREP** Discuss WU course selection and authorization procedures for online registration for when you are in D.C. with academic advisors.
- __ **SCHOLARSHIPS** Note deadlines, requirements, and procedures for Fulbright, Rhodes, Marshall and other scholarship applications. Seek external sources for grants or scholarships.
- __ **POST D.C./POST GRAD PLANS** Meet with a career counselor to discuss senior year and post-graduate options (note opportunities you may miss while in D.C.). Make preliminary contact with faculty members whom you may ask for references.

Organize:

- __ **COPIES OF DOCUMENTS** Make copies of credit cards, passport and visa (if applicable), itineraries, medical documents, insurance plan, and other important documents. Leave one copy at home with family members and keep the other with you in a safe place, separate from the originals.
- __ **AIRFARE** Overseas Programs does not arrange travel for D.C. participants. We have found that students are more satisfied if they make their own travel arrangements. However, you should check with the other participants in the program about coordinating flights. Be sure you understand the rules regarding changes, cancellations, and refunds at the time you purchase your ticket.
- __ **PACKING** See list below to determine what to bring with you to D.C.

WHILE YOU ARE IN D.C.

Plan for next semester:

___ **HOUSING**

Submit an online housing reservation, located in the forms section of The Residential Life website <http://reslife.wustl.edu>, to reserve housing for your return to WU.

Due December 1 for fall participants

Due February 1 for spring participants

___ **WU COURSE REGISTRATION**

Register for WU classes via WebSTAC.

AFTER YOU RETURN

Fill out:

___ **CREDIT AWARD REQUEST**

Complete and return the Credit Award Request form by return email (Students enrolled in the non-WU elective in D.C. only). Due upon completion of your program .

___ **PROGRAM EVALUATION**

Complete the Program Evaluation that you receive via email. Due upon completion of your program.



LIVING IN WASHINGTON, D.C.

THE UCDC CENTER

All undergraduate students studying in Washington, D.C. are required to live at the University of California, District of Columbia Center. The center is located in the Dupont Circle neighborhood, close to the Washington University Suite. Approximately 270 students from eight University of California campuses, as well as Washington University, Columbia University, University of Pennsylvania, Notre Dame University, and University of Michigan Ann Arbor live at the center, sharing courses, extracurricular activities, and living space.

The UCDC Center is located at 1608 Rhode Island Avenue, NW Washington, D.C. 20036 (between 16th and 17th streets). The UCDC Center can be reached at 202-974-6214 or residentialservices@ucdc.edu.

GETTING TO THE UCDC CENTER

The three major airports in the area are Baltimore Washington International Thurgood Marshall Airport (BWI), Ronald Reagan National Airport (DCA) and Dulles International Airport (IAD). The best way to get to the Center from any of these airports is to take a taxi (202-331-1671) or Super Shuttle at 1-800- BLUEVAN. The costs for these services are:

Super Shuttle

BWI-\$30 for one, \$10 for each additional person

Dulles-\$25 for one, \$8 each additional person

National-\$12 for one, \$8 each additional person

(rates are approximate, please check with vendor for rates)

Taxi

BWI-\$58.00 for one, \$1 each additional person

Dulles-\$52.00 for one, \$1 each additional person

National-\$14.00 for one, \$1 each additional person

(Not including tip & luggage fee)

(rates are approximate, please check with vendor for rate).

You can also take the **Metro** from National Airport (Blue line to Farragut West station) or Metro and Metrobus from Dulles (Board Metrobus 5A, at Rosslyn, transfer to the Blue/Orange line and get off at Farragut West). It is about a ten-minute walk from the Farragut West station on the Orange/Blue line to the UCDC Center. MARC trains, weekday commuter trains, or Amtrak trains run from BWI to Union Station, and run approximately every hour. From Union Station, you can take the Red line on the Metro to the Farragut North station. It is about a ten-minute walk north on 17th street from the Farragut North station to the Center.

If you **drive**, there is street and garage parking near the UCDC Center. An outdoor pay surface parking lot is available next door and there are covered garages in the surrounding blocks on M street and 17th Street. Please note: students are not allowed to have a car with them for the semester while in DC.

If you arrive in D.C. via **Amtrak**, you will arrive at Union Station. You can take a cab from Union station (usually \$10-\$15 dollars), or take the metro to Dupont Circle or Farragut North stations.

MOVE-IN

Please plan to arrive in D.C. on one of the two designated move-in days. Once you get to the UCDC Center, you must check-in, get your photo taken for your UCDC I.D., and attend a mandatory orientation meeting at 7pm on the second day of move-in. There is a \$50 fine if you do not attend this meeting. After the UCDC meeting, there will be an additional meeting for WU undergraduates. If you arrive in D.C. prior to the scheduled move-in days, you will need to stay in a hotel until the designated day.

NEARBY HOTELS

The two closest hotels to the UC Washington Center are The Beacon Hotel and the Courtyard by Marriott. If you have guests visiting, they can call this number for information, rates and reservations: 1-800-821-4367 for The Beacon Hotel and 1-202-293-8000 for the Courtyard by Marriott. If you mention that you are with the UC Washington Center you may get a better rate. Also, Hotel Rouge, located at 1315 16th Street, NW, will give a 15% discount to UCDC guest. Guest can confirm their reservation by using the rate code 'UCD.' Call 1-800-556-6087 or visit rougehotel.com for reservations.

MAILING/SHIPPING INFORMATION

The address for the building is:

UC Washington Center

Your Name

1608 Rhode Island Ave., NW, 4th Fl, Box ____

Washington, DC 20036

UCDC will provide you with your box number when you arrive. If you are mailing anything to arrive here prior to your arrival, you can use the above address without the box number.

IMPORTANT MAILING INFORMATION

• **Due to limited space, we ask that you do not mail anything to the UC Washington Center more than 3 days prior to your arrival.**

• Perishable items mailed or shipped to the Center cannot be refrigerated. Please do not send anything that is perishable.

• Due to the volume of student turn-over each semester, the Center cannot forward mail at the end of the semester.

The U.S. Postal Service will NOT accept address forwarding cards from 1608 Rhode Island Ave., NW.

BUILDING AMMENITIES

Fitness Center On the 4th floor

Lifecycle ▪ Small Universal Weight Set ▪ Treadmills ▪ Stair Climber

You can also check out student membership rates at local Gyms:

Curves Downtown ▪ Bally Total Fitness ▪ Fitness First ▪ Gold's Gym International ▪ Washington Sports Club

▪ YMCA

Community Lounge On the 4th floor

VCR ▪ DVD ▪ Surround Sound Theater Speaker System ▪ 61" TV ▪ Resource Library

Laundry Facilities

On the 4th, 6th, and 10th floors

\$1.00 per wash ▪ \$1.00 for 45 minutes of drying time

Vending Machines

Located on the 1st, 4th, 6th, and 10th floors

Snacks ▪ Soda ▪ Water

Student Computer Lab

Located on the 3rd floor

Open 24 hours a day ▪ Network printers: .05 cents per page

APARTMENT INFORMATION

Students live in two-bedroom apartments, shared with three other students. The apartments come fully equipped with a fully stocked kitchen, furniture, and television. Limited weekly apartment cleaning service includes the bathroom, vacuuming the living room, and mopping the kitchen floor. Students are responsible for all other apartment cleaning including cleaning the apartment before departing at the end of the term. A network jack at each bedside is connected directly to the network. To use, A 10/100 Base T Ethernet card must be installed in computer. Students must abide by the rules set forth by the UCDC staff and Community Advisors.

We will show you the nearest grocery stores, drugstores, and other important locations nearby when you arrive in D.C.

Renters insurance is highly recommended. As stated in the housing contract, the university assumes no responsibility for and provides no insurance or financial protection for the residents' personal property.

The following things are provided for each apartment:

<i>Living Room</i>	White Kitchen Waste Basket	Dinner Plate (8)
Floor Lamp	Storage Bin	Soup/Cereal Bowl (8)
Table Lamp	<i>Appliances</i>	12" Platter (1)
Couch	Coffeemaker/Carafe	15" Serving Bowl (1)
Coffee Table	Toaster	Salt & Pepper Shaker
Side Table	Microwave	<i>Flatware</i>
Dining Table	Refrigerator	Teaspoon (8)
4 Dining Chairs	Range/Oven	Soup Spoon (8)
Television w/ cable	Garbage Disposal	Dinner Fork (8)
Remote	<i>Bake ware</i>	Salad Fork (8)
TV Armoire	Cookie Sheet	Dinner Knife (8)
Mirror	Mixing Bowl Small	Plastic Drinking Cups (12)
<i>Bedroom (per room)</i>	Mixing Bowl Medium	<i>Kitchen Accessories</i>
Iron	Mixing Bowl Large	Sink Set
Ironing Board	<i>Cookware</i>	Can Opener
Wardrobe Closet (2)	2 Qt saucepan	Can Piercer/Bottle
Desk Lamp (2)	1 Qt saucepan	4 qt Colander
Desk (2)	Dutch Oven (4 qt saucepan)	Cutting Board
Desk Chair (2)	10" fry pan	Flatware Tray
Clock (2)	Broiler Pan (top & bottom)	2 Cup Measuring Cup
Twin XL Bed Frame (2)	Microwave Bacon Tray	Measuring Spoon Set
Twin XL Mattress (2)	<i>Cutlery</i>	Paper Towel Holder
Waste Basket (2)	3" Paring Knife	Vegetable Peeler
<i>Full Bathroom</i>	5" Utility Knife	Covered Pitcher 2.25 qt
Double Vanity	8" Cooks Knife	<i>Kitchen Utensils</i>
Shower w/ shower curtain	8" Slicer, serrated	Basting Spoon
Toilet	<i>Dinnerware</i>	Slotted Spoon
<i>Kitchen</i>	Coffee Mug (8)	Kitchen Linens
Recycle Trash Can	Salad Plate (8)	Spatula/Turner

WHAT TO TAKE WITH YOU

Students consistently take too much. Try to minimize. Take no more than half of what you think you need. Be able to walk with luggage without assistance (e.g. one backpack plus one rolling suitcase). Remember to pack important documents in your carry-on baggage. Below are suggested items to take when you go to D.C. Some may not be applicable to you.

Official documents and other necessities

- Official government-issued I.D. and photocopy of passport (packed separately) with visa as required
- Washington University Student I.D.
- Airline ticket and photocopy of ticket (packed separately)
- Credit card, ATM debit card (some cards perform both functions), personal checks
- Emergency phone numbers for credit cards and credit card numbers (packed separately from cards)

Health needs

- Health insurance card and/or policy number with contact information
- Sufficient medication marked with generic name and dosage
- Photocopied prescriptions for medications, eyeglasses, contacts
- Health kit containing vitamins, aspirin, antacid, band-aids, etc.

School Supplies

- Backpack/book bag
- Laptop computer and charger (if you are comfortable taking it; beware of damage and/or theft)

Apartment (Bring or Purchase in D.C.)

- Twin XL sheet set and mattress pad
- Pillow
- Blankets
- Towels and washcloths
- Bathmat
- Toilet paper
- Dish towels
- Pot-holders
- Extra hangers
- Ethernet cord

Clothes

- Business Clothes for your Internship
- 1 full suit
- Winter shoes and accessories

Miscellaneous

- Cellular phone and charger
- Important phone numbers, addresses, and e-mail addresses (including your academic advisor)
- Maps and guidebooks
- Camera and charger
- Travel alarm clock
- Journal or diary
- Toiletries
- Feminine hygiene products
- Umbrella, rain jacket, and waterproof shoes
- Small travel bag for weekend trips (e.g. backpack)
- Photographs of home, family, and friends
- Small articles that will make you feel at home
- Comfortable walking shoes (preferably waterproof or water resistant)

THE WASHINGTON UNIVERSITY D.C. PROGRAMS OFFICE

The Washington University D.C. Programs Office Suite ("the Suite") is located at 1779 Massachusetts Ave, NW Suite 705, on the 7th floor of the Carnegie Endowment for International Peace. The office phone number is 202-939-2868. To get to the office via the Metro, take either the Red line to the Dupont Circle station or the Orange/Blue line to the Farragut West station. The office is only a short walk from the UCDC Center and right next door to the Brookings Institution.

The Washington University D.C. Programs Office is the site of both administrative and academic activities. The core course, American Democracy and the Policy Making Process, and the D.C. Colloquium are both held in the office space. In addition, the office is where you can find Professor Steve Jackson, the DC Programs Director and Suzanne Goldenkranz, the DC Programs Coordinator.

Professor Jackson can be reached at sijackson@wustl.edu.

Suzanne Goldenkranz can be reached at sgoldenkranz@wustl.edu

BUDGETING FOR D.C.

Credit cards, ATM (debit or check) cards, personal checks, and cash can all be used effectively in D.C. Before leaving home, you should alert your bank and credit card companies that you will be living in D.C. You should be prepared to quickly report and request replacement of any lost or stolen credit or debit cards. A photocopy of the card with a 24 hour customer service telephone number should be retained in a safe place. It is wise to carry a second (different) credit card in case your primary one malfunctions (e.g. due to damaged magnetic strip) or is lost or stolen. This spare card must be equally safeguarded. You need no more than two credit cards and one debit card. Always have a back-up plan and keep some cash on you for emergency situations.

Participants in the D.C. Program will have a variety of expenses associated with living and traveling in D.C. and, thus, will need access to a sufficient amount of money. Participants must become competent in managing and safeguarding their money. Below is an estimate of living expenses for a semester in D.C., but keep in mind that the amount you will need depends in part on your individual lifestyle.

TRANSPORTATION IN AND AROUND D.C.

METRO

WMATA (Washington Metro Area Transit Authority) is the over arching group that runs busses, metro, shuttles, and other systems in the metro DC area. The easiest way to use the system is by purchasing a SmarTrip, a card that can be used on both a bus and a metro. The SmarTrips can be purchased at select metro stations, as well as at local CVS pharmacies for \$5. The benefits are that they will not demagnetize, are insured for the value if lost, broken, or stolen, and expedite your traveling process by using a "tap" system. SmarTrips will let you carry a negative balance for a ride, so you don't have to worry about always having the right amount on their card. Lastly, you receive discounts on bus fare by using a SmarTrip rather than exact change.

How to refill your card: SmarTrips can be refilled at metro stations or on busses. Busses are cash only; metro stations will accept debit or credit card for payment. In order to refill your card, simply tap your card, then add your desired amount, and tap your card again where you see the symbol. The card is electronic.

Lastly, you will receive discounts for transfers between bus and rail or rail and bus with a SmarTrip and free transfers between busses. No transfers are given without a SmarTrip.

Fares for the metro are:

Peak (5 am-9:30 am and 3-7 pm): \$1.95 for most rides

Peak-of-the-Peak (4:30-6 pm): \$2.15 for most rides

Off-peak (non rush hour): \$1.60 for most rides

Fares for the bus are:

With SmarTrip: \$1.50

Without SmarTrip: \$1.70

The UCDC Center can be reached via Metro on the Red or Orange/Blue lines. It is approximately three blocks north up 17th Street (about a ten-minute walk) from the Farragut North Metro station on the Red line or Farragut West on the Orange/Blue line. It is approximately 3 blocks southeast down Massachusetts Avenue (about a fifteen minute walk) from the Dupont Circle Metro station on the Red line.

Maps, schedules, trip planners, and more are available at <http://www.wmata.com/>.

TAXI

Taxis are available all around Washington, DC and run 24 hours a day. If you are calling a cab, allow ample time for them to arrive. They are on the meter system, but be aware of any extra charges that are added for additional people, luggage, etc.

Diamond Cab: **(202) 387-6200**

AIR/TRAIN

See page 5 for details.

ACADMEICS

ACADEMIC CONSIDERATIONS WHILE IN D.C.

The D.C. Program is rigorous and challenging. In addition to the academic content of the courses themselves, students must be able to balance working full time four days a week and taking at least two three-credit courses (including being able to actively participate in their elective class after a full day of work one day a week).

Courses in D.C. are taken in conjunction with students and faculty from a variety of campuses and backgrounds. In addition to working with undergraduates from other universities in elective classes, WU undergraduates work side by side with professional and graduate students in the WU required core course and colloquium. Course work will be just as rigorous as courses taken on the Danforth Campus of Washington University, with expectations commensurate with students' academic level and experience.

ENROLLMENT, GRADES, TRANSCRIPTS, AND ACADEMIC CREDIT

Enrollment status while in D.C.: During the fall or spring semester, as a participant in one of the programs offered by the College of Arts and Sciences (A&S), you will be registered as a full time student at Washington University. While in D.C., the WU registration usually will appear in WebSTAC as 12-15 units of coursework.

You will be automatically enrolled in the courses which you indicated on the Study Plan in the application to the Semester in D.C. Program. If you indicated that you plan to take a non-WU elective, you will be enrolled in 3 credits of L99 placeholder credit. You will select the appropriate elective course from the UCDC Consortium Offerings once you arrive in Washington, D.C.

Courses and Academic Credit:

All A&S students participating in the Semester in D.C. Program will be enrolled in the following courses:

L32 4001: Seminar on American Democracy and the Policy Making Process (3 credits, letter grade, taught by WU Faculty)

L32 3001: Colloquium on American Democracy and the Policy Making Process (1 credit, pass/fail, taught by WU Faculty)

L43 2993: Internship in DC (6 credits, pass/fail, overseen by WU Faculty)*

All A&S students participating in the Semester in D.C. Program will be enrolled in ONE of the following courses:

L32 3002: Washington University Political Science Elective in DC (3 credits, letter grade, taught by WU Faculty)

L99 8001 (NON-WU Elective course) (3 credits, must receive a C- or better to receive credit, taught by Non-WU Faculty)**

All A&S students participating in the Semester in D.C. Program MAY CHOOSE to enroll in the following optional course:

WU Independent Study (course number and credit options assigned by relevant WU department, overseen by WU Faculty in St. Louis)

*Students may choose to substitute a 6-credit Directed Fieldwork course option for the internship. This must be arranged with the relevant SAA and faculty mentor prior to departure and indicated on the Study Plan.

****Students electing to take a course offered by the UCDC Consortium will be placed into 3 credits of L99 8001 placeholder credit while in D.C.. You must pass the course with a grade of C- or better to receive academic credit for the course on your WU transcript. The awarded credits may be used to satisfy major or minor requirements at departmental discretion. Upon return to WU, you will receive an e-mail with a Credit Award Request. Overseas Programs will review this together with your Study Plan and D.C. Certificate of Completion and forward your file to the appropriate office for evaluation and recording of credits. If you wish to receive general elective credit toward graduation for the course, Overseas Programs will assign the course number “L32 3003 DC Elective” to the work and forward the file to the College Office to have the credits recorded. If you plan to receive major/minor credit for the work, Overseas Programs will forward the file to the appropriate departmental Study Abroad Advisor (SAA). The SAA will then review the file, assign a course number to the credits, and forward the file to the College Office so that the credits may be recorded. If the department from which you plan to receive credit requires a portfolio or research paper, this project must be submitted before you can receive credit for your elective course in D.C. Once the credit has been awarded, it will appear on the academic record or transcript under the semester in which you studied in D.C.**

Study Plan: As part of the application process for admission to the D.C. Program you submitted an approved study plan to Overseas Programs. This explains how you intend to use the credits you earn in D.C. (general graduation credit vs. credit towards a specific major and/or minor). This plan will remain on file until your Certificate of Completion from the D.C. Program, which details the courses you took there, arrives. **You should amend this plan if you end up enrolling in significantly different courses than you had originally planned on taking.** This can be done by e-mail in consultation with your departmental SAA. Save the e-mail exchange. Upon completion of your program, the original plan of study with any amendments, plus your Certificate of Completion will be reviewed and processed by the Office of Overseas Programs, in consultation with your SAA as needed. Please refer to <http://www.artsci.wustl.edu/~overseas/advisors/saadirectory.html> for a list of departmental SAAs.

Distribution requirements: Up to 3 WU units of credit per semester in D.C. may be used to satisfy an area distribution requirement outside of a cluster if the course involves the appropriate subject matter. **Credit may only count towards LA, NS, TH, and SS, and will NOT be accepted for WI, QA, SD, or CD.** Preliminary guidance is available from your academic advisor or a college dean, but final approval depends upon a review of the coursework upon return to WU.

Major and minor requirements: Courses taken in D.C. may count towards satisfying the requirements of a WU major or minor. However, the appropriate department (or school) has the discretion to decide which courses will count and for which requirements and the minimum performance necessary.

Please make sure to keep track of deadlines within your majors and minors, as well as for leadership positions throughout campus because students in D.C. are not exempt from these deadlines.

WU Credits: Satisfactory academic performance in appropriate courses normally results in an award of 12-15 WU units of credit per semester in D.C. You are expected to maintain enrollment in the number and type of courses recommended by WU. Typically, no more than 6 or 9 units per semester away from campus may be used to satisfy the minimum requirements of a given major or minor, but each department sets its own limits and performance standards. The summer maximum is 10 units.

How will courses taken in D.C. appear on my transcript?

Classes taken in D.C., other than a non-WU elective, will appear like classes taken any other semester at WU. In addition, your transcript will show enrollment in a zero credit course, L99 8000 Semester in D.C. Program, for the semester you are in D.C. This is to document your participation in the D.C. Program and acknowledge that the credits earned in that semester were completed in Washington, D.C.

How will a non-WU elective appear on my transcript?

On your student record printout, if you look at the semester when you studied in D.C., you will see the L99 placeholder course, L99 8001 for your non-WU elective. If you have received the credits from your elective, L99 8001 will be listed as 0 credits. If L99 8001 is still listed as 3 credits, this is the placeholder credit and your credit has not been processed. If you have completed the Credit Award Request describe above, but have not received

credit, you can check with Overseas Programs about the status of the credits. Your registration time will not be affected by any potential delay in credit processing due to enrolling in a non-WU elective.

To find your credits from a non-WU elective taken in D.C. on the student record printout on WebSTAC, you should look in the “Other Credits” section. The course will show up in list format with a department (e.g., L32 Political Science) and course number (e.g., 3003) and number of credits (e.g., 3). The title of the course will show up as either “DC elective” or a specific course title.

Once the credit for your non-WU elective has been processed, if you look in the “Grades” section on WebSTAC you will see the L99 8001 placeholder course for 0 units of credit with an N grade, meaning no grade was reported. The assigned course number will appear with the appropriate number of credits and a notation that the course was taken on the Washington, D.C. program.

INTERNSHIPS

Prior to arrival in D.C., students will work closely with the Washington University Career Center and the Director of the WU D.C. Programs to find and secure an internship. The Career Center and the D.C. Programs Director will help students to identify their interests, find internship possibilities relevant to their interests, and understand the application process. Students will create their own resumes, cover letters, and/or application essays (under the supervision of these advisors) and work to secure their own internship for the semester.

While in D.C., students are required to attend their internship four days a week, Monday through Thursday, as if it were a real full-time job. This means that students are expected to act professionally and in accordance with all office policies, procedures, and customs set forth by the office in which they are interning, including but not limited to: standard work day hours, dress code, confidentiality protocol, etc.

Internships will be jointly supervised by an internship coordinator or other staff member of the internship location and the D.C. Programs Director. The D.C. Programs Coordinator may ask to see samples of work from the internship as well as pre-assigned journal entries about the internship experience or other assignments to monitor progress throughout the semester.

Interning in Washington, D.C. provides students with the opportunity to make vital connections in the field of their choice. These connections can be used as part of a network for future career opportunities, letters of recommendation, or for future internships in the field. In addition, students may find connections in other related or unrelated fields for future career opportunities through their experiences in D.C..

In the unlikely event that a student needs to be removed from an internship site for any reason, the D.C. Programs director will work closely with the student to determine the best course of action. Students are encouraged to voice concerns with their internship to Professor Jackson, who supervises the internship process. In conjunction with Professor Jackson, a course of action relating to the internship, onsite supervisor, and campus advisors will be created. Students should also work with Professor Jackson in the case that serious problems arise, including workplace harassment.

WITHDRAWAL POLICIES, PROCEDURES, AND DEADLINES

Withdrawal: Requests to withdraw from the Semester in D.C. Program must be made in writing to A&S Overseas Programs as soon as the decision is made. The date of the request may affect your enrollment status at WU and the amount of your refund, if any. See the refund policy below for clarification. Notification to your academic advisor, undergraduate school, or any other administrative office does not constitute withdrawal from study in D.C. status. Any request to withdraw must come directly from you and include your name, WU student ID number, program location, and date. You should also contact your academic advisor about the decision to return to WU for the semester and ensure that all holds are removed from your account to register for WU classes. If you receive any type of financial assistance, you must also notify Student Financial Services of the decision to return to WU. You should be aware that the courses available to you for the semester may be limited due to the late date of your subsequent registration.

Students who must withdraw due to emergency or illness should contact Overseas Programs for assistance and instructions as soon as this is possible.

Dismissal: Students dismissed from the Semester in D.C. Program for academic, disciplinary, or any other reason will forfeit WU tuition charges, and are not entitled to a refund.

Refunds: Students who withdraw prior to departure may be responsible for program costs incurred on their behalf by the university. WU has no obligation to make a refund if you voluntarily or involuntarily withdraw on or after the program commencement date or if you leave the program before the concluding date.

Unpaid fees will remain payable to WU as posted to your WU account. As required, program fees will be charged to your WU account. The refund, if any, will be authorized and calculated on a case-by-case basis. Refunds are first applied as credit to any unpaid program fees posted to the WU student account. Any remaining credit will be refunded by check according to policies and procedures set forth by WU Student Financial Services.

Withdrawal Deadlines:

For Fall Programs

- June 1

For Spring Programs

- November 1

Withdrawal from the Semester in D.C. Program prior to these dates will result in limited financial or academic consequences. Financial consequences would be limited to non-refundable application fees and deposits related to participation in the program. Withdrawal after these dates will result in the loss of any non-refundable deposits or program fees paid by WU on your behalf. Withdrawals after the WU registration dates for the following semester may lead to difficulty registering for classes.

Note: WU has no obligation to refund any portion of the program price and associated fees for withdrawals after the above-listed dates.

Example: If you withdraw from the D.C. program after your place has been reserved but before the program start date, you will be responsible for any unrecoverable costs that have been paid by WU on your behalf. Withdrawal from the D.C. program after the WU add/drop date for the current term will preclude joining classes in progress at WU.

FINANCIAL INFORMATION

PROGRAM PRICING

For the fall and spring semester programs, Washington University (WU) charges tuition equivalent to the on-campus tuition fee. WU tuition covers only the academic portion of the D.C. Program, therefore, WU student health insurance and housing are billed as additional and separate items on your WU account. Once accepted into the D.C. program, you will be issued a WU Program Agreement. The WU Program Agreement will provide clarification of what will be billed to your WU student account and the amount of each charge.

Airfare, local travel, food, incidental housing fees, athletic facilities, internet access, and miscellaneous personal expenses are not included in the program price. Any such fee paid by WU on your behalf will be billed to your WU account as a miscellaneous fee.

Billing: The WU tuition fee, WU health insurance and other appropriate charges, if any, will be posted to your WU student account. Financial assistance and other credits will be applied to this account in the usual manner.

Participants in the WU D.C. Programs may be billed by the program sponsor, host institution, and/or housing authority for additional legitimate charges. If so, such charges should be directly paid by you in a timely manner, clearing the account before departure from the program site. Normally, a program transcript will not be issued by the program sponsor or host institution until the account has been cleared.

Withdrawal/Dismissal: Please see page 14.

Non-Payment of tuition and fees: As with all Washington University bills, failure to pay the charges for the D.C. Program that have been correctly posted to a WU student account will result in a hold being placed on the account. This prevents future registration and precludes the issuance of transcripts until the account has been cleared. Late fees and other penalties may be applied. Similarly, a hold existing prior to departure will prevent registration for the D.C. Program.

Additional expenses: In addition to the program price, you should budget for travel expenses and normal academic and living expenses, such as books, public transportation, laundry, and purchase or rental of a cell phone. See previous page for details.

FINANCIAL ASSISTANCE

Students who receive financial assistance at Washington University in St. Louis may use their financial assistance award to participate in the Semester in D.C. program. Tuition for semester programs will be equal to the WU on-campus tuition price and will be posted to your student account, and your financial assistance award will be applied towards this amount.

Estimated expenses for a specific program will not include shopping, telephone calls, gifts, and other optional expenses. Additional funds should be included in the personal budget for these expenses.

Summer D.C. Program participants may request loans from the University to help cover the cost of the summer program. The Summer Financial Assistance Application is available at sfs.wustl.edu in mid-February each year. Charges for your summer program will be posted to your WU student account, and the loan amount will be applied towards this amount. You will be billed for the resulting difference on the regular billing cycle.

Important Information Regarding your Student Account and Financial Assistance Award

Any Washington University-provided scholarship, federal grant, state grant, or federal student loan in your financial assistance award will be applied to your student account provided that all documents requested by Student Financial Services have been completed. In addition, a limited number of Federal Work-Study jobs may be available. To learn more about how to complete the necessary documentation for your financial assistance award, visit **sfs.wustl.edu**.

You should contact any organizations from which you receive outside scholarships to verify that the scholarship awarded to you is eligible for participation in the Semester in D.C. program. If you expect to receive a check from an outside organization while studying in D.C., you should complete a Specific Power of Attorney form to allow Washington University to apply the scholarship check to your student account. Contact Student Financial Services to learn more about how to complete the Power of Attorney form.

Depending on your financial assistance award and other credits on your student account, a refund may be due to you while you are studying in D.C. Direct deposit of any resulting refunds into your United States checking or savings account is available. To learn more about this option, please contact Student Accounting online at **studentaccounting.wustl.edu**.

Students whose parents participate in the PEP program, TuitionPay Monthly Plan or whose parents receive the Employee Child Scholarship benefit from Washington University may use these funds to study in D.C.

For more information regarding WU's financial assistance policies and procedures, contact Student Financial Services in North Brookings Hall, Room 75, or by phone at (888) 547-6670 or (314) 935-5900.

HEALTH AND SAFETY

PERSONAL RESPONSIBILITY AND ASSUMPTION OF RISK

When applying to the Washington University (WU) sponsored Semester in D.C. Program and when signing the program agreement, you acknowledge the following:

Behavioral and academic standards: Admission to the D.C. Program may be denied or rescinded due to behavioral or academic concerns. Your WU judicial and academic records will be subject to review. As a participant, you will be expected to behave in a manner that is consistent with the behavioral standards of the WU Judicial Code. Disruptive behavior, academic dishonesty, and other improprieties will not be tolerated. Also, you must comply with the rules and regulations of any host institution and with the local laws and regulations in the foreign country or countries where you reside or travel during the program, including times when you are engaged in independent activities. Your participation in the program may be terminated by WU for violation of these standards, along with forfeiture of all program fees and loss of academic credit for the program. You may have to return to WU at your own expense to appeal a disciplinary decision.

Drug use and other illegal activities: The possession or use of any quantity of marijuana, cocaine, or other illegal substance is strictly prohibited for the duration of the program. This prohibition applies not only while you are in the company of fellow participants, but also while you are alone or with people not associated with the program. The consequences of substance abuse or other illegal activity at any time during the program include immediate expulsion from the program, forfeiture of all program fees, and loss of academic credit for the program. Washington University cannot obtain your release from jail; they can only aid in obtaining legal assistance for you.

Inherent conditions, hazards, and risks: Washington University acts only to provide the opportunity for study in D.C. and does not guarantee your satisfaction with the program or your well being. You will not be closely supervised while you are in D.C. You are responsible for using good judgment to ensure your own health, safety, and welfare. There are certain inherent conditions, hazards, and risks associated with travel and living in D.C. for which the University cannot and will not assume responsibility. These include, but are not limited to, inclement weather, natural disasters, labor disputes, riots, terrorism, delays or disruption of travel or accommodations, accidents, and disease. During the period of your participation in the program, and while you are en route to or returning from the program, WU will not be responsible for any injury or damage to you or your property or for any personal liability sustained or incurred by you.

MEDICAL NEEDS AND HEALTH INSURANCE

All WU fall and spring semester programs include WU student health insurance. Students who are enrolled at WU during the spring semester are covered during the summer through July 31. The WU plan is administered by Aetna Student Health (www.aetnastudenthealth.com/stu_conn/student_connection.aspx?GroupID=474928). The group policy number is 474928.

For 2010-2011, the cost of WU student health insurance is \$575 per year, billed at \$287.50 per semester. Coverage is effective 1 August 2010 through 31 July 2011. For summer participants, coverage automatically continues through 1 August provided you are not on a leave of absence the previous spring. If you are not enrolled at WU during the preceding semester, early coverage is not available if your program begins prior to 1 August or mid-January in the spring.

Details are available from the WU Student Health and Counseling Service (tel. 314-935-6666; <http://shs.wustl.edu/>). Inquiries regarding coverage and claims should be directed to the program administrator, Aetna Student Health. The administrator's telephone number is 866-525-1956. The address is: Aetna Student Health, P.O. Box 15708, Boston, MA 02215-0014.

Coverage: The WU student health insurance plan provides 50-80% reimbursement of approved amounts for covered medical services and fees related to emergencies, outpatient care, or hospitalization. It does not cover

prescription medication. Deductible amounts, if any, must be satisfied prior to reimbursement. The plan is effective worldwide and includes coverage for medical evacuation and repatriation of remains. Within the U.S., you should access an Aetna Network Provider. A list of providers may be found at aetnastudenthealth.com/wustl. Students who obtain medical care within 50 miles of the University are required to have a referral from student health services unless it is a medical emergency.

You are responsible for assessing your own medical needs. Physical or emotional problems may be exacerbated by stresses associated in a new location. You must be medically able and prepared to participate in the program, and must arrange for appropriate immunizations. You are responsible for verifying that the required WU health insurance is adequate for your medical needs. Also, you are responsible for complying with the appropriate claims procedures and deadlines.

Submitting Claims: Claims for reimbursement of medical expenses must be filed in a timely manner (e.g. within 90 days), including medical documentation and copies of paid receipts. Contact Aetna Student Health for clarification.

Tips on Staying Healthy While in D.C.:

- Be aware that health issues that are under control at home can become much worse while in a new location.
 - Examples include depression, eating disorders, allergies, asthma, eczema, psychological problems, alcohol and drug abuse, etc.
- Disclose any needs you may have beforehand to D.C. Programs.
 - Disabilities, dietary requirements, allergies, counseling needs, etc.
- Use latex condoms if you are sexually active.

SAFETY

Your safety and academic welfare is our priority, whether in St. Louis or elsewhere. While we cannot guarantee your safety and security while in D.C., we will continue to act in a responsible manner to promote your well-being. If a situation or cause for concern arises, we will evaluate and respond to the situation on a case-by-case basis. We are able and willing to close or cancel a program, but our experience has been that this is seldom necessary.

While in D.C., use good judgment in what you do and where you go. Carry your wallet deep in your pocket and keep purses zipped. Keep valuables with you in secure, inaccessible places (not in a shoulder bag or outer pocket of a backpack).

When you stop to consult a map or guidebook, step into a shop or café--don't stand out on a sidewalk where you can be easily identified as a tourist and targeted while you are distracted.

Keep photocopies of all important documents (passport, airline ticket, credit cards) and a list of important account numbers and contact telephone numbers in a secure location. Leave a complete set at home (e.g. with your parents) and another complete set at your D.C. residence (if safe to do so).

Be aware of your surroundings. If you get a "feeling" something is not right, pay attention to your instincts and find a place where you feel more secure. Leave the area as soon as it appears to be safe to do so.

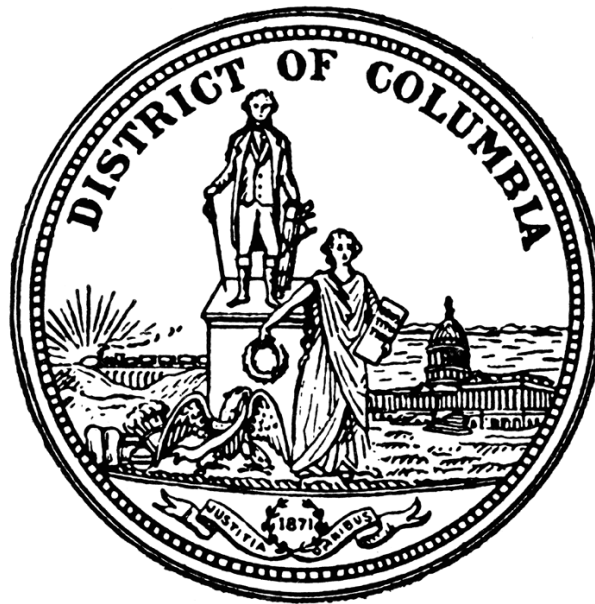
Consider investing in a personal alarm unit. Shouting/screaming and activating the alarm's piercing noise are likely to scare away potential villains. (Note: mace will not be allowed on airplanes.)

Avoid unnecessarily hazardous situations. Use good judgment in making travel plans and participating in extracurricular or recreational activities. By far, the most common causes of injury (and death) while studying in a

new location are vehicular accidents and risky forms of recreation. Think about what you eat and drink too. Contact Overseas Programs, your parents, and/or on-site personnel whenever something happens that may cause concern at home, even if you are not directly involved. Site directors or other program representatives are asked to inform us promptly as well. We consult with parents whenever we and/or they are concerned about the welfare of a student away from campus.

Tips on Staying Safe While in D.C.:

- Arm yourself with information!
 - Find out emergency phone numbers and actions to take.
 - Street-smart behavior
 - Where are the unsafe areas?
 - Can you walk by yourself at night?
 - What traffic or transportation precautions do you need to take?
- Watch your belongings and pockets very carefully at busy bus stations, train stations, markets, bazaars, and other locations frequented by tourists.
- Use common sense.
- Don't leave money unsecured at your residence.
- Don't purchase or use recreational drugs.
- Limit your alcohol intake.
- Don't leave anything unattended.



THE RETURN TO CAMPUS

The way of life in Washington, D.C. is different in many ways than that of St. Louis, and your life in D.C. will be structured significantly differently than it is while you are at Wash U. Because of these differences, you are likely to go through a period of readjustment upon your return to Wash U that is not unlike the “reverse culture shock” experienced by many study abroad participants.

What is “reverse culture shock” and why does it occur?

Often students expect to be able to pick up exactly where they left off. A problem arises when reality doesn't meet these expectations. Home may fall short of what you had envisioned, and things may have changed at home: your friends and family have their own lives, and things have happened since you've been gone. This is part of why home may feel strange at first

The inconsistency between expectations and reality, plus the lack of interest on the part of family and friends (nobody seems to really care about all of your “when I was in D.C.” stories) and missing new friends from D.C. may result in: frustration, feelings of alienation, and mutual misunderstandings between D.C. Program participants and their friends and family. Of course, the difficulty of readjustment will vary for different individuals, and each student goes through his/her own gradual readjustment to life at home. If return culture shock is severe, it is important that students are able to seek help/counseling to help them through this.

Eventually, things will start to seem a little more normal again, and you will probably fall back into some old routines, but things won't be exactly the same as how you left them. You have most likely developed new attitudes, beliefs, habits, as well as personal and professional goals, and you will see things differently now. The important thing is to try to incorporate the positive aspects of your D.C. experience with the positive aspects of your life at Wash U.

ACADEMIC REGISTRATION FOR RETURNING STUDENTS

Course Listings

Washington University course listings are available on-line six to nine weeks before registration begins and at least four weeks before the printed version is available. Students who are in D.C. can access course information through the WU homepage (www.wustl.edu) or directly at <https://acadinfo.wustl.edu>. Note: your web browser must support JavaScript in order to read the course listings on WebSTAC.

Printed course listings are issued in October for spring classes and March for fall classes. Overseas Programs sends a copy to each location where we have a WU site-director (e.g. D.C.). We encourage you to use the on-line course listings to make your course selections, but you may also use the printed copy at the Washington, D.C. Program office.

Registration Procedures

You must contact your Four Year Advisor and Major advisor(s) by e-mail, or other means, to obtain authorization to register. We also strongly encourage you to meet with your Four Year Advisor and Major advisor(s) prior to studying in D.C.. WU students who are studying in D.C. are permitted to register via WebSTAC on the WU website (<https://acadinfo.wustl.edu>). Your registration date will be determined by the number of WU units you have earned, and your registration time on that date will be determined at random. It is your responsibility to verify that your assigned registration time is correct for your level.

You will need your password and advisor authorization before you will be allowed to register on-line. **Failure to contact and receive advisor authorization will result in your not being able to register.** It is unacceptable to wait until the day before registration to contact your advisors; contact them at least two weeks prior to your assigned registration date and time.

Students belonging to WU schools other than A&S should contact their advisors and submit their registration requests directly to their own school or use the on-line registration system. Registration requests received by OSP from non-A&S students will be forwarded to the appropriate WU School.

HOUSING REGISTRATION FOR RETURNING STUDENTS

On-Campus Information

The office of Residential Life wants to make the process as smooth as possible for you to return to Residential Life assigned housing upon completion of your semester in D.C. Please follow the instructions below that are appropriate for your situation. All of this information can also be found at <http://housingselection.wustl.edu/>.

Priority Status: If you lived with Residential Life before going to D.C. you will retain the same priority as those students in your class who remained on campus.

If you did not live in Residential Life assigned housing before going to D.C., you are not eligible to participate in the Room Selection Process. You may however participate in open enrollment. Your contract will be accepted on a space available basis.

Application Procedures: Washington University students who are returning from D.C. must complete a housing contract. Students can complete this application using their WebSTAC account.

You will receive confirmation via email once the office of Residential Life receives your Returning/Exchange Student Housing Application. Please note that once you have submitted a Preliminary Housing Reservation form or an on-line housing contract, your request is subject to all the normal housing terms and conditions.

Deadlines: Please submit the on-line Returning/Exchange Student Housing Application to the office of Residential Life by:

March 1 – If you will be participating in a full academic year or spring semester study abroad program and want to request Residential Life assigned housing for the fall semester.

December 1 – If you will be participating in a fall semester study abroad program and want to request housing for the spring semester.

Room Selection Process: Check the Residential Life website (<http://housingselection.wustl.edu/>) for the current room selection procedures and timelines as these change from year to year. In order to receive a lottery number you must meet the room selection lottery deadlines. A lottery number is required to participate in the room selection process. Late submission of the Returning/Exchange Student Housing Application will result in your being assigned the last lottery number for your class.

Proxy for Fall Housing: You may need a proxy (a designee who you authorize to make decisions for you) if you are applying for housing for the fall semester. This can be another student who is currently on campus. The proxy is not responsible for submitting your housing contract and/or advance payment in a timely manner.

Non-refundable Advance Payment: A non-refundable advance payment of \$450.00 must be sent to the office of Residential Life immediately after you submit your contract on-line. Please make the check payable to Washington University. If you are receiving financial aid and choose not to submit an advance payment, \$450 will be billed to your account. If you have a Stafford or Perkins Loan, or another need-based Washington University (WU) scholarship, including PEP, the advance payment will be automatically deducted from your financial aid award. You are responsible for the advance payment and risk loss of the advance payment if they choose to cancel their contract at a later date.

Off-campus housing resources

Quadrangle Housing - manages Washington University owned properties near the Danforth Campus that are available to undergraduate students.

Phone: 314-935-9511 or 800-874-4330

Website: www.offcampushousing.wustl.edu

Note: Quadrangle Housing does not offer students who study abroad or who have extended internships away from St. Louis the option of suspending their rent payments while they are away. Instead, residents will have the option of subleasing their apartment or continuing to pay their full rent.

Quadrangle will also be happy to assist students who need storage services while they are away.

Apartment Referral Service - provides listings of privately managed apartments near Washington University and in the greater St. Louis community.

Phone: 314-935-5092

Website: <http://ars.wustl.edu/>

Apartment Search - locally owned and operated and has listings throughout the metropolitan St. Louis area.

Phone: 314-727-3999

Website: www.apartment-search.com

CAREER PLANNING AND POST-GRADUATE FELLOWSHIPS

CAREER PLANNING

Prior to departure, you should meet with a career advisor to discuss how your time in D.C. can help advance your career-related plans. You should also complete your on-line profile with the Career Center's job and internship data base, CareerLink. This will ensure that you receive tailored communications about opportunities and events of interest during your semester away from school. You will stay in the loop with information, and feel more connected when you return. Keep in touch with your career advisor via e-mail while in D.C. He or she will be glad to hear from you! You can contact the Career Center at 314-935-5930 (314-935-5905 fax), or see their website at <http://careercenter.wustl.edu>.

Before your trip to D.C., you are advised to identify the interests and skills you want to develop or refine in D.C. – with special focus on those that will be transferable to your first destination after college

It's also a great idea to be pro-active about your senior year and post-graduate planning. Become familiar with key information and resources including:

- CareerLink (keep your profile fresh while you're in D.C.!)
- job fairs
- interview prep (depending on your interests, you may need to access this immediately upon return to WU)
- graduate/professional school application deadlines
- how to engage in a self-directed job search – including informational interviews with professionals in D.C.
-

FULBRIGHT PROGRAM AND OTHER OPPORTUNITIES

Fulbright Program: This program offers recent graduates and graduate students an unusual and prestigious opportunity to further their knowledge and understanding of another culture. It provides a stipend for one year of study, research, or teaching abroad. If this is of interest to you, you should consider applying for a Fulbright grant. Applicants must be U.S. citizens and possess language skills commensurate with the proposed project.

There are several categories of grants for which you might be eligible. You can study for a year at a university abroad and/or conduct research. Also, teaching assistantships are available in many countries. Teaching assistants usually teach English at the secondary level. In some countries they must be proficient in the language of the country in which they teach. In some countries applicants can design a course of study at a university or a research project to accompany a teaching assistantship.

Writing workshops are held in September to help applicants prepare their Fulbright grant applications. Because the deadline for the Fulbright grant comes early in the fall semester of the senior year, interested juniors should make preparations before going to D.C.

For more information, contact Dr. Amy Suelzer at 314-935-5958 or acsuelze@wustl.edu. Also, see www.fulbrightonline.org.

Rhodes and Marshall Scholarships: Any student with an outstanding academic record and proven leadership abilities should consider applying for a Rhodes scholarship or a Marshall Scholarship. These scholarships are awarded to exceptional seniors and graduate students in all fields of study. Preferably, you should begin preparing in your junior year. Applications are due in September. For more information see: www.rhodesscholar.org and www.britcoun.org/usa. Contact Dean Joy Kiefer at 314-935-8136 or jkiefer@wustl.edu if you are interested.

JUNIOR JUMPSTART INFORMATION

While You Are Away: No matter what your potential field of study, studying in a new location is a rich, meaningful experience. Take advantage of your time in D.C. to explore new cultures and ideas. While you are in D.C., there are important steps you can take in preparation for your transition out of Washington University and on to the next chapter of your life.

The information below is intended as a quick reference while you are away. The best advice, regardless of your field, is to maintain contact with your professors, advisors, and the contact people listed under each field below.

Pre-Law: If you plan to attend law school immediately after college (or if you would like to keep that option available), there are steps you should take junior year and the following summer to be on track to apply to law school in the fall of your senior year.

Junior year:

- Add your name to the pre-law mailing list (contact prelaw@artsci.wustl.edu).
- **Prepare for** and take the LSAT: best date is June, but those in D.C. in the spring could plan to take it in early fall of your Senior year, at the latest.
- Think about who you would like to ask for letters of recommendation.

Summer following Junior year:

- Research law schools to educate yourself about your options.
- Check the LSAC website (www.lsac.org) for information about Law School Forums. If there are any in your area, attend!
- Begin requesting application materials from law schools.
- Begin drafting the personal statement and preparing your resume.

Aim to have your applications completed by early November of your senior year to maximize your chances for admission. For specific questions, email Dean Kristin Kerth, kkerth@wustl.edu.

Life Sciences: Be sure to weigh the pros and cons of studying in D.C. and its timing with an Arts and Sciences Life Sciences advisor.

Junior year:

- Enjoy your courses. You can certainly talk about your experiences in D.C. in application essays and in interviews.
- Consider carefully the demands of MCAT or GRE testing, applying, and interviewing in determining the ideal time for you to study in D.C.
- Secure letters of recommendations.
- **Consider planning for a transitional year.** Many students find that study away from campus fits more comfortably into a pre-professional preparation schedule if they are planning to finish their applications in the summer after the senior year rather than the summer after the junior year. Generally, students' applications are only enhanced by building credentials for an additional year before applying.

For specific questions, email Dean Carolyn Herman, cherman@wustl.edu.

The Career Track: The key to career planning success while studying in D.C. is to make progress before you leave so that you can take action on your search when you return. Your steps may look different depending upon your year in school and your professional goals.

Junior and Senior year in D.C.:

- Stay in contact with your Career Advisor. An Advisor would be happy to answer your questions, review your resume and cover letters, and provide coaching via e-mail.
- Network. If you are interested in working in D.C., schedule informational interviews and meetings with professionals in your industries and organizations of interest.
- Think ahead. You can access internship and job listings via eRecruiting, The Career Center's on-line database. Go to <http://careers.wustl.edu> to review listings and actively plan to apply for opportunities while you are in D.C.

Summer following Junior year and upon on your return:

- We strongly encourage you to meet with your Career Advisor before classes begin or during the first four weeks of class to ensure you have access to all opportunities.
- Make sure you are aware of the recruiting timeline for the industries you plan to target. Finance, banking, consulting and retail merchandising are just a few examples of industries that tend to recruit in the fall semester, with deadlines as early as September.

For specific questions, contact Carol Moakley, Team Leader, Career Development, cmoakley@wustl.edu.

Graduate School: If you do not know whether graduate school is right for you, contact faculty and graduate students in your department at Washington University. Plan to attend conferences and university departmental seminars, colloquiums, workshops, etc.

Junior year:

- Talk to faculty, especially potential recommenders, about your plans; get their advice.
- Consider the professors you encounter in D.C. as potential recommenders if you have established a good rapport with them.
- Start thinking about the GRE, especially Subject Tests (where appropriate).
- Draw up a tentative list of programs to apply to; note deadlines.

Summer following Junior year:

- Take GRE General Test if ready, or schedule and start preparing for it.
- Request letters of recommendation; faculty may have more time during summer.
- Begin writing your Statement of Purpose.
-

Senior year Fall Semester:

- Have the Statement of Purpose critiqued, preferably by faculty advisors. It should be both an intellectual biography and a (tentative) research agenda. You are writing for an audience of faculty in the department. Show a fit between your interests and those of the department's faculty!
- Contact faculty of programs to which you are applying.
- Take GRE Subject and/or General Tests. Most departments require the GRE General Test, but use it only for a very rough first cut of people who fail to reach a moderate threshold. Check with individual departments to see whether they require one of these tests, recommend it, or have no preference.
- Apply for scholarships with early deadlines (e.g. Javits, NSF, Soros).
- Request letters of recommendation (at least one month before deadline). Give your recommenders a copy of your Statement of Purpose and other application materials.
- Have transcripts forwarded to programs. (If possible, arrange with Student Records to send a transcript that includes your senior fall grades.)
- Submit completed applications (by mail and/or online).
- Complete financial aid forms and apply for relevant scholarships. (Note: These deadlines might be a lot earlier than regular admissions deadlines.)

For specific information, email

Dean Dirk Killen, dkillen@wustl.edu (terminal or professional Master's program (i.e., MSW, MBA, MFA, etc.))

Jason Woods, jason.woods@wustl.edu (Natural Sciences and Mathematics)

Andrew Butler, butler@wustl.edu (Psychology)

PRE-APPROVAL FOR HUMAN STUDIES

(For independent research data collection involving human subjects)

Education: All students planning to do research involving human participants during their semester in D.C. must complete an on-line tutorial in ethical conduct called “CITI.” Completion of the CITI course is required for a passing grade in SA101 for all students in the SIT sub-section. Students must obtain a special Research User ID (called an “N” number) to access research-related University systems.

IMPORTANT: Do not try to access CITI with the WUSTL-key you created for your Student ID or Employee ID. They will not work. You must use an “N” number, which will be assigned to you for research-related activities.

See [CITI Instructions for Undergraduate Students](http://hrpohome.wustl.edu/study_team/CITI/CITI%20sign%20on%20for%20UG%20students.pdf) (http://hrpohome.wustl.edu/study_team/CITI/CITI%20sign%20on%20for%20UG%20students.pdf), which describes how to obtain an “N” number and how to log into CITI.

Prior Review and Approval: Research involving human participants is monitored by the Washington University Human Resource Protection Office (“HRPO”). HRPO requirements are dependent on the purpose of the research activity. Only activities which meet the federal definitions of [research](http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm#46.102) and [human participants](http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm#46.102) (<http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm#46.102>) must be reviewed and approved by HRPO.

Study abroad programs that provide students with the opportunity of a research experience as part of the curriculum typically do not need review and approval by HRPO. Independent research conducted outside of an academic environment may or may not require HRPO approval. Review the list below to determine if prior review and approval by HRPO applies to your research.

Research Activity	Policy
<p>Research part of educational curriculum</p> <p>Examples:</p> <ul style="list-style-type: none"> School for International Training/World Learning (“SIT”) Other study abroad programs which include an independent study project in the curriculum 	<p><i>Prior HRPO review and approval <u>not</u> required.</i></p> <ul style="list-style-type: none"> Course-related activities designed specifically for educational or teaching purposes where information is collected from human participants as part of a class exercise not intended for use outside of the classroom does not meet the federal definition of <i>research</i>; therefore, HRPO review and approval is not required.
<p><i>Study abroad programs which require directed research as part of the curriculum or offered as an elective (e.g., Psychology major)</i></p>	<p><i>Prior HRPO review and approval <u>not</u> required.</i></p> <ul style="list-style-type: none"> Directed research that is conducted with program faculty who have undergone their own ethics review and approval process does not require additional review and approval by HRPO.
<p><i>Student-initiated independent research conducted outside of the study abroad program with the intention of:</i></p> <ul style="list-style-type: none"> <i>using the information collected in an honors thesis; or</i> <i>presenting or publishing results outside of the classroom.</i> 	<p><i>Prior HRPO review and approval <u>required</u>.</i></p> <ul style="list-style-type: none"> Information collected about living individuals for use in an honors thesis or presentation/publication outside of the classroom is considered research and must be reviewed and approved by HRPO. Students who conduct independent ethnographic research while abroad (e.g., interviews, surveys, behavioral observation) must contact HRPO <i>before</i> collecting any information from research participants.

Procedure to Obtain HRPO Review and Approval: Student-initiated independent research conducted outside of the study abroad program with the intention of using the information in an honors thesis or presenting/publishing results outside of the classroom.

- Before leaving for your semester abroad, complete and submit the following forms:
 - [New Study Application](http://hrpohome.wustl.edu/study_team/forms/behavioral/HRPO_Beh_Forms/AppNewExempt.doc) (http://hrpohome.wustl.edu/study_team/forms/behavioral/HRPO_Beh_Forms/AppNewExempt.doc)
 - [Protocol](http://hrpohome.wustl.edu/study_team/forms/behavioral/HRPO_Beh_Forms/BehavExemptProtocolTemplate.doc) (http://hrpohome.wustl.edu/study_team/forms/behavioral/HRPO_Beh_Forms/BehavExemptProtocolTemplate.doc)
- To complete the application you will need:
 - to describe the specific objective(s) of your research and be able to describe the types of questions you will ask or observations you will make in order to meet those objectives;
 - the name and contact information of an individual who has expertise in the local research context in the location you've chosen. This individual may be a faculty member at WU or someone outside of the University;
 - a WU faculty member to serve as your research advisor. Ideally, this individual should be someone whose own research is in the same area as yours.
- Allow a minimum of three (3) weeks for HRPO review and approval.
- You must have HRPO approval in writing before you begin your research. **You may not begin to collect data that you intend to use in your senior honors thesis or presentation outside of the classroom, unless you have prior approval from HRPO. To do so may jeopardize your ability to use the data for a research purpose.**

For questions about HRPO policies related to undergraduate student research or the HRPO review process, please contact:

Deanna Johnson, IRB Behavioral Coordinator
Phone: 314-633-7479 johnsonde@wusm.wustl.edu

or

Gerri Fisher, Manager of Behavioral Expedited Review
Phone: 314-633-7477 fisherg@wusm.wustl.EDU

UNIVERSITY CONTACTS

Overseas Programs within the office of International and Area Studies is the primary contact. However, some questions or concerns may be more appropriately directed to another office. All WU offices have the same address with the exception of the campus box number. The address format is:

Department or Office
Campus Box #####
Washington University
One Brookings Drive
St. Louis, MO 63130-4899

Overseas Programs

Mark Beirn, Associate Director
Tayana Grubor, Secretary
Robin Meyer, D.C. Program Coordinator

Campus Box 1088
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International and Area Studies

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mkdaniel@wustl.edu

Student Financial Services

Victoria Mueller, Asst Dir-External Scholarships Programs
Campus Box 1041
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Toll Free: 888-547-6670
Fax: 314-935-4037
E-mail: financial@wustl.edu
<http://sfswest.wustl.edu/sfs/sfshome.aspx>

TuitionPay Plan

Academic Management Services
One AMS Place
P.O. Box 991
Swansea, MA 02777-0991
Toll Free: 888-643-0040
(or contact Student Financial Services above)

Residential Life

Rhonda Kiely, Assistant Director
Campus Box 1250
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rkiely@wustl.edu

Student Billing

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Human Resource Protection Office

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Partners in Education with Parents

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Student Health and Counseling Service

Debra Harp, Associate Director
Campus Box 1201
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Email: Debra_Harp@wustl.edu
Insurance: <http://shs.wustl.edu>
www.aetnastudenthealth.com
www.oncallinternational.com