1. PAYMENTS DUE

The program fee balance ($200) is due on November 5. Students who received a scholarship must check the student portal (go to http://www.udel.edu/global/ and click on “Study Abroad” and select the last option in the drop-down menu: “Check your application”) to determine their exact balance due.

Airline tickets will not be distributed to students who have not paid their program fee in full.

The University will bill you for tuition in November. Tuition is due by December 1. TUITION PAYMENTS SHOULD NOT BE CONFUSED WITH PROGRAM FEE PAYMENTS. THESE PAYMENTS MUST ALWAYS BE KEPT COMPLETELY SEPARATE.

- Program fee payments should be made online by using the “Payment by Online Check” form available at https://primus.nss.udel.edu/casforms/studyabroad/winter/
- For tuition, parents should wait until they receive a bill.

2. REGISTRATION

The pre-registration for Winter Session begins on Saturday, November 5. All students must take 7 credits (SPAN306, UNIV362 and one of the Literature courses: SPAN355 or SPAN455), as well as the 0-credit UNIV370-053 course. NOTE: All Spanish courses (and UNIV 362) must be taken for credit and grade.

3. CLASSES

Tentative schedule of classes and activities can be found at the Panama12W portal: https://sites.google.com/a/udel.edu/panama12w/

Print a copy of the current schedule for your records and check this site regularly for updates. Note: Punctuality and attendance are mandatory unless you are ill.

4. BOOKS

SPAN306:

- Versant Spanish Oral Proficiency Test
  (Note: Textbook and the test codes will be distributed at our next orientation meeting).

SPAN355/455:

- Materials will be distributed to you upon arrival in Panama
5. **TRAVEL DOCUMENTS**

All students **must have a valid passport through AUGUST 1, 2012**. Students who do not have a passport (or whose passports expire before August 1, 2012) should apply for one immediately. Application materials are available at the Main Street post office. Additional information can be found at:

[http://travel.state.gov/passport/passport_1738.html](http://travel.state.gov/passport/passport_1738.html)

Normal processing time is 6 weeks, but for an additional fee ($60 plus overnight delivery costs) you can have expedited service (usually 2-3 weeks).

**IMPORTANT DEADLINE:** Students **must deliver TWO copies of their passport signature page to IGS at Elliot Hall by October 21.**

6. **GENERAL RELEASE (WAIVER) FORMS & OTHER REQUIRED DOCUMENTS**

If you have not done so, be sure to complete your **Online Orientation ASAP.**

**IMPORTANT DEADLINES:** Students **must complete their Online General Release Waivers by October 21.**

Students will not be permitted to participate in the program if they do not submit their **General Release (Waiver) form.**

7. **HEALTH-RELATED ITEMS**

The University provides overseas medical insurance through HTH Worldwide. A registration e-mail will be sent to you shortly. Be sure to complete it by **October 27 at the latest.**

If you are taking any medication, bring an ample supply with you, as well as a clearly written copy of their generic (as opposed to brand name) prescription. Even students not on medication should bring with them a small supply of standard, over-the-counter products that they typically use (aspirin, cold medicine, etc.). Students who wear glasses or contact lenses should bring an extra pair with them.

**REMINDERS:** Watch the General Health Orientation Video and attend **one** of the Panama-specific Health Orientation Meetings:

- 10/27/2011  2:00 PM - 3:00 PM  Laurel Hall Conference Room
- 10/28/2011  3:00 PM - 4:00 PM  Laurel Hall Conference Room
8. UNIVERSITY POLICIES/PROCEDURES

The director, as a representative of the University while abroad, reserves the right to send students home in extreme cases of violation of University regulations.

Issues such as drinking, drugs, and engaging in illegal activities while abroad are addressed in the Program Orientation Video Series. Be sure to watch it before our next meeting on December 2nd.

9. HOUSING ISSUES

Due to the advanced Spanish proficiency of most participants, individual housing assignments will be the norm. However, a few double assignments are available. Students interested in having a roommate must inform Dr. Cubillos about their roommate preferences by Friday, October 21. Students who do not submit this information will be paired at the discretion of the Program Director.

Details of your housing assignment will be available at the pre-departure orientation meeting on December 2nd.

Keep in mind that you will be guests in someone’s home and that you should behave accordingly. Also, during weekend excursions you will be guests in hotels and need to be respectful of other guests as they come and go, particularly at night.

10. TELEPHONE

Students will most likely not be permitted to make long-distance calls from the home of their host. Purchase of a calling card to telephone the U.S is highly recommended (Note: this can be done in Panama). Calls to Panama from the US are allowed during reasonable hours (keep in mind the one-hour time difference).

11. MONEY MATTERS

For security reasons, consider bringing only a small amount of cash with you (no more than $300). Additional cash can be obtained from ATM machines (but please check with your bank first to make sure your card will work in Panama). For purchases and emergencies, we recommend bringing a major credit card (Visa, Master-Card or American Express).

Note: There will be no refunds for program activities in which you do not participate.
12. SERVICE LEARNING

Keep working on your recreational and cultural activities (prepare 14 sessions). Requested options:

- Story telling
- Dance
- Sports
- Arts and crafts
- Games, etc.

Consider bringing a care package for your children (fund raising opportunities??). Needed items:

- Towels
- Sheets
- Toothbrushes
- Toothpaste
- Baby soap and shampoo
- Baby shampoo
- Notebooks
- Pencils
- Coloring pens and crayons
- Coloring books
- Story books
- Toys
- Educational DVDs

Please contact the UNIV 362 TA (Miguel Angel Martos Maldonado) for details: martos@udel.edu

13. CULTURAL BLOG ENTRY

Personal Biography and video greeting (2 minutes). Both in Spanish. Due: November 15.

Blog site: http://sites.udel.edu/panama12w/

14. MYSPANISHLAB RECORDING

Do “Tarea para antes de viajar a Panamá” (La Ciudad de Panamá) by November 15. Login information will be e-mailed to you shortly.

14. PRE-DEPARTURE ORIENTATION MEETING

December 2, (12 pm, MDH 102) Pre-departure orientation, packing instructions, Ticket distribution

Note: For students with class conflicts, the alternate meeting time is December 2, 10 am, Room 201 Jastak-Burgess Hall