

2016-17 WCU TWARDOWSKI CAREER DEVELOPMENT CENTER CHECKLIST for the DISNEY WORLD COLLEGE STUDENT PROGRAM

1. Receive notification of acceptance from **DISNEY WORLD COLLEGE PROGRAM**.
2. **If your academic program is awarding credits for the experience, or if you anticipate taking courses through another university**, complete a **Transfer Credit Permission** form and **have it approved by the department chairperson**. Forms are available in the Registrar's office, and on the Registrar's website.
 - **Do not enroll in classes at WCU for the semester(s) you will be away.**
 - If you will **not** be transferring any coursework back to WCU, you do **not** need to notify the Registrar's office, and may skip to #3.
 - If you will be **transferring 1-11 credits**, you need to complete the Transfer Credit Permission form and submit it to the Registrar's office.
 - If you will be **transferring 12 or more credits**, you need to complete and submit the Transfer Credit Permission form and let the Registrar's office know that you will be transferring 12 or more credits, so that they can and insert CSE 199 on your record to designate that you are active in the student database but engaging in course study elsewhere for the semester.

You may submit the completed form and written notification of your intent to transfer 12 or more credits back to WCU, to Allison Smith, in the Registrar's office, or by email at asmith5@wcupa.edu .
3. **If you are receiving Financial Aid**, check in with the Financial Aid Office, 25 University Avenue, 610-436-2627 to advise them that you will be participating in an off campus **experiential learning program**. The **type of financial aid package that you have will determine** your next steps as a Disney World College Program participant. For example, certain types of loans will require exit interviews and need to begin being repaid if you are not in classes for six months. You may be able to work out special arrangements by directly contracting your lender. You should also complete and file your Free Application for Federal Student Aid (FAFSA) before March 1st to apply for aid for the coming year.
4. **Insurance is another key issue for students**. Check with the insurance program that you are listed with to be sure that you have coverage during an off campus experiential learning program...even if you are not getting academic credit for it. **Obtain verification for full time student status from your insurance company before withdrawing from classes**.
5. **Housing. Students residing on campus must complete and return the "Internship/Exchange Release Form and Housing Application."** The first part of the form processes the students release from their occupancy agreement. The second part of the form provides the student instructions on how to obtain housing upon their return to campus. Any Disney student not completing this form may forfeit the right to being released from their occupancy agreement and/or on campus housing. **Students must submit a copy of their Disney notification of acceptance along with the Internship/Exchange Release Form and Housing Applications**. Questions can be addressed to Susan Visoskas, Associate Director of Housing and Dining, svisoskas@wcupa.edu ; 202 Lawrence Center; 610-436-3306.
6. Be sure to obtain your advisor's counsel on the classes that you will be taking upon returning to WCU. Understand when the dates are for scheduling and be sure to e-mail and/or use MyWCU for scheduling during the appropriate times. Stay in touch with your advisor by e-mail or telephone during your Disney experience.

Best Wishes for an exciting educational adventure as a Disney College Program participant! If you have any questions, please be sure to contact TCDC at 610-436-2501.