

**Field Study & Approved Summer
Pre-departure Guidebook**

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Emergencies

- IT'S ALWAYS BETTER TO FIRST CONTACT SOMEONE ON-SITE IN CASE OF EMERGENCY. This may be the appropriate emergency services (police, ambulance, etc.), the program contact or your program faculty-staff leader on-site, or the insurance company EIIA/Europe Assistance.
- Be aware of the clinics and hospitals near your program location and if you are abroad, make sure you know the equivalent of "911" in your host country and your insurance contact number. For all programs, make sure you know how to contact your program contacts if you encounter an emergency situation.
- **Rollins College Emergency contact**
 - Emergency Line and Immediate Assistance Campus Security 24/7 at 407-646-2999
 - For emergencies that occur when students are away from campus (i.e. serious illness, injury or accident, missing student, sexual or violent assault, criminal arrest of a student, natural disaster, terrorist attack, etc.)
 - And for situations requiring IMMEDIATE ASSISTANCE outside of regular business
 - If the line is not picked up, leave a message with your contact information
 - If your situation requires immediate assistance, IP staff will follow-up with you within 90 minutes
 - If your situation does not require immediate assistance, your request will be addressed during regular office hours
- IF YOU NEED IMMEDIATE ASSISTANCE IT IS USUALLY BETTER TO CONTACT SOMEONE ON-SITE YOUR PROGRAM DIRECTOR, ADMINISTRATOR, FACULTY MEMBER, ETC.

Appeals to International Programs Policies

- The Office of International Programs has a number of student policies governing application and acceptance; program payments, scholarships, withdrawals and refunds; transfer and approval of grades and credits; and student conduct for study away and program dismissals.
- All of these policies for students are published on the website and/or in the written pre-departure materials provided to all outbound study away students.
- Appeals to any Office of International Programs policy must be made in writing to the Director of International Programs.

- Appeals will be considered on a case-by-case basis and the Director of International Programs may request additional information and/or request an interview with the complainant.
- All policy appeals must be addressed within one year of the original incident or action that prompts the complaint.

Academics

- **Registration and Grading:** During your Rollins Field Study or Approved Summer Program, you will be registered for Rollins courses and the exact course and grade information will appear on your transcript.
 - You will earn 2-8 credits depending on your program.
 - Courses may be credit/no credit or graded with a letter grade; make sure you know how your course is being graded. Please make sure you understand the academic expectations for your course(s).
- The only exception to this is the HKBU program, for which students receive study abroad transfer credits. Study abroad transfer credits will display in the transfer credit section of the transcript with the actual, letter grades and will be factored into your Rollins GPA.
 - You will need to complete a *Request for Permission to Study Outside the College* **before** departure in order to receive credit for your courses and to have courses approved to count towards major, minor, or Gen. Ed. Requirements: https://www.rollins.edu/student-records/forms/Permission_to_Study_Outside_Interactive.pdf.
 - If your courses change once you are abroad, you will need to have the new courses approved and should notify IP of the change. Please note that Student Records reserves the right to charge a \$50 late fee per course for accepting credits that were not pre-approved.
 - Please refer to the HKBU program handbook for further information about registering for courses and having them approved to count at Rollins.
- **Credit for Holt Students:** Holt students participating in a CLA field study must consult with advisors in Holt to confirm credit approval, which is NOT guaranteed. Holt graduate students who wish to participate in an undergraduate CLA field study must first have the graduate credit approved within their Holt program by arranging to do an independent study with the field study faculty leader. The independent study can vary in credit depending on the specific Holt graduate program and the aims of the student and faculty member. The student will then pay the appropriate Holt tuition for the graduate credits associated with the independent study plus the program fee.
- **Credit/No Credit:** Some field study courses are offered only as Credit/No Credit. However, if a course on a Field Study or Approved Summer program is being offered for a grade you can do the following. Note that any course taken C/NC *won't count towards major/minor requirements and won't count towards Gen. Eds.* You can use the C/NC course only as general credits towards graduation.
 - You may choose to take a course abroad as Credit/No credit *before the program departure date*. You must follow Rollins policy to do this—the completed CR/NC declaration form (available on the Student Records website) must be received in Student Records within the above timeframe and IP should be copied on the request in order to verify the program calendar for Records. You **MUST** receive the equivalent of a C- or better to receive academic credit.
 - You may choose to use your one-time, late Credit/No Credit. *You must submit this request by the last day of the program according to the program calendar*. You **MUST** receive the equivalent of a C- or better to receive academic credit.
 - For HKBU courses only: IF HKBU allows you to take one or more courses for credit/no credit, you can opt to do so. If you pass those courses (as defined by HKBU), Rollins will receive a transcript showing the C/NC grade and the course will transfer back to Rollins with just the credits, and no grade.

- **Academic Appeals (For HKBU Program Only)**: Note that Rollins College will NOT accept appeals for the following:
 - Grade appeal for courses taken on an Approved Program for which you earn transfer credit. These are courses offered at another institution and Rollins cannot fairly evaluate the student work outside of the context of the full course. You may, however, choose to pursue a grade appeal through your host institution. If you do this, staff and faculty at Rollins College can review the process at the host institution to insure that it meets Rollins expectations for a fair and ethical grade appeal process.
 - Adjustments to the grade and credit translation for your program. When study away programs are approved, the curriculum committees on campus review and approve a fair and acceptable translation for grades and credits for all programs where the credit and grading scales used at the host institution are not comparable to standard US scales.

Financial Information

- **Program Payments**: Each program is priced individually, and costs can vary year-to-year as exchange rates and other changeable factors influence the on-site costs. The program price typically includes the credits earned, housing, medical and emergency insurance, program administration at Rollins College and most program activities and excursions. While this is typical, each program is different and you must refer to program details to determine exactly what costs are included and what additional costs you may incur. Fees for Field Study and Approved Summer programs will be billed to your student account.
- **Holt Students**: Holt students participating in a CLA Field Study or Approved Summer Program generally pay the same program price as CLA students. The only exception is when a Holt graduate student participates in an undergraduate field study, in which case the student pays the program fee plus Holt graduate tuition for an associated independent study—see section above about “Credit for Holt Students”. Holt Students participating in *Holt Field Studies* pay the relevant Holt tuition for the number of credits associated with the Field Study PLUS a program fee to cover the costs of the travel portion of the course.
- **Tuition Remission**: Students who receive tuition remission at Rollins may apply that remission to one Rollins study away program during their academic career at the College. Tuition remission applies to any Rollins Approved Summer or Approved Semester program or any Rollins Field Study. For Approved Semester Programs, tuition remission applies to the full Rollins College tuition charge less any funding from the Florida Resident Access Grant. For Approved Summer programs, tuition charges range from \$600 to \$3,000 depending on the program. For Field Studies, tuition remission applies only to the embedded Course Credit and Administrative Fee, which ranges from \$400-\$800 depending on the number of credits earned on a specific Field Study. Rollins students receiving tuition remission at the College may participate in multiple study away programs, however, the actual tuition remission can only be applied to one study away program.
- **Refund & Cancellation Policy**:
 - A student who wishes to withdraw from a Rollins or Rollins-Approved Study Away Program must notify the Office of International Programs (IP) of the intent to withdraw in writing. Students considering a leave from a Rollins or Rollins-Approved Study Away Program should consider the following.
 - Payment of all program fees must be made by the communicated deadline. IP will retain \$500 in all cases of withdrawal; beyond that, IP will retain all non-recoverable expenses committed to or incurred on the student’s behalf. Any remaining portion of the program fee will be returned to the student.

- Should the program be cancelled due to circumstances at Rollins and/or a decision made by the IP, every attempt will be made to recuperate all possible funds on behalf of the student. However, there is no guarantee all funds can be recovered.
 - If a student has received a scholarship through IP for participation in a Rollins or Rollins Approved Study Away Program, the scholarship will be rescinded.
 - In cases of withdrawal from an Approved Semester Program, Rollins College will calculate any pro-rated amounts of Financial Aid based on the date of withdrawal and the program's academic calendar for the relevant term.
 - For transcript notation, in processing withdrawals from a Field Study or Approved Summer program, Rollins will adhere as closely as possible to the on-campus policy given the program calendar and the date of withdrawal.
- **Financial Aid and Scholarships:** Typically, there is limited financial aid available for Field Studies. We encourage you to speak with the Financial Aid office as soon as possible. Don't assume that you will be able to receive enough aid to cover all costs associated with your study abroad experience: do your homework so that you aren't surprised with bills you can't pay!
 - If a student has received a scholarship for a Rollins Field Study or Approved Summer program, and that student withdraws from the program, then the scholarship will be rescinded and the student will still remain responsible for all non-recoverable as described above.

Student Conduct and Study Away Rules

- We have very reasonable behavior expectations for the students participating on our programs. First of all, you must remember that on this program you will be representing Rollins College.
- Rollins College Regulations: Students participating in an off-campus program are still bound by the Rollins College Code of Community Standards and that violations to that Code may result in specific sanctions, a full hearing process upon return to Rollins College, and/or expulsion from the program. Follow this link for the full Rollins Code of Community Standards: <https://www.rollins.edu/community-standards-responsibility/documents/rollins-college-code-of-community-standards.pdf>.
- Host Institution/Organization Regulations and Host Country Laws: Participants must abide by all rules and regulations as set by any host institution/organization, as well as all local laws, especially those pertaining to the student's legal status in the host country for programs abroad.
- Good Standing: All students are required to maintain good college standing after they are accepted by a program. This means that they must maintain good academic standing as well as good social standing. Students who violate the Rollins judicial code or the Rollins academic honor code after they are accepted may be withdrawn from the program.
- Appropriate Behavior: Students are expected to conduct themselves in a responsible and mature manner at all times. This includes being sensitive to cultural dress, norms and behavior in the sites visited, as well as avoiding behavior that is disruptive to the program and being respectful of all other program participants, faculty and staff.
- Travel Coordination: Schedules for trips, movement at airports, and other areas concerning travel arrangements will require students to be regimented. Students are obliged to cooperate in this regard, realizing that it is imperative to follow the directions of program faculty and staff at such times.

- Attendance: It is essential for students to attend all classes and other scheduled activities while on an off-campus program. The future of our programs depends upon the goodwill of our coordinators, professors and staff off campus. Rollins must protect that goodwill by requiring students be present at every scheduled class and activity.
- Motor Vehicle Policy for International Programs: Students may not, under any circumstances operate any motorized vehicle. The operation of a motorized vehicle by a student will result in dismissal from the program.
- Visitors: Due to the short and intensive nature of these programs, you may not have visitors during Rollins Field Studies. Visits to participants by family members or friends on Approved Summer Programs must first be approved by the on-site staff and students must follow the rules of the host institution or provider in this regard. All visitors must make their own arrangements for travel, housing and food. In general, visitors will not be able to stay in program accommodation, or participate in courses, program activities (including group meals) or program excursions
- Alcohol Policy: The majority of programs (see note below about zero tolerance programs) utilize a responsible use policy for the consumption of alcohol which allows students over the legal drinking age in the program location to drink alcohol. Rollins College and International Programs (IP) maintain a zero tolerance policy for any behavior, whether associated with the use of alcohol or not, that endangers the student or any other individual associated with the program, increases health and safety risks, or creates significant disruptions or delays to the program. Any student who is abusing alcohol or engaging in the afore-mentioned behaviors risks immediate dismissal from the program. Students acknowledge and agree to the responsible use alcohol policy upon signing the required Conditions of Participation and Assumption of Risk form.

Note about Zero Tolerance Programs: In certain cases, IP and the Program Leader(s) may set a zero tolerance alcohol policy for a program. In these cases, IP takes into consideration the program location(s), the program structure and itinerary, general risks associated with the program, and specific risks related to alcohol consumption in the host country including attitudes towards alcohol consumption, access to alcohol, and laws regarding alcohol purchase and consumption. If a program has a zero tolerance policy, it will be stated on the IP website and will be communicated to students during the mandatory pre-departure orientation. In addition, students will sign an addendum to the "Conditions of Participation and Assumption of Risk" form that details the zero tolerance alcohol policy for that program.

- Use of Illegal Drugs: Rollins College has a zero tolerance policy for students using illegal drugs during any Field Study or Approved Summer Program. Any student who uses, buys, or sells illegal drugs will be expelled from the program and immediately returned home at his/her own expense. One violation will be cause for removal from the program. Separation from the program will result in loss of academic credit. The cost of legal advice, fines and return travel must be borne by the violator. Furthermore, Rollins prohibits the unlawful possession, distribution, or use of illicit drugs and/or controlled substances on any property owned by the college or in any program or activity sponsored by the college in any location.
- Alcohol and Drug Use Abroad: Alcohol and drug use is the major cause of health problems and death overseas, particularly in study abroad programs. This includes serious injuries, assault, date rape and drowning. Alcohol and drug use abroad affects the ability to comprehend dangerous situations and impairs judgment are also connected in many instances to cases of lost or stolen property. Foreign visitors in countries abroad are particularly vulnerable when it concerns violations--intentional or unintentional--of local

rules and regulations concerning alcohol and, in particular, drugs. The process of law and punishment is far more arbitrary than within the US and more often than not may lead to prolonged imprisonment under substandard conditions. Consequently, it is of utmost importance for the welfare of the individual that extreme caution and prudence be applied when it concerns these matters. The use, purchase, or sale of illegal drugs (hallucinogens, narcotics, stimulants, or depressants) is a critical issue for health and safety.

The following sections in this guidebook are designed for international programs but still contain useful information for students doing any program, regardless of whether it is in the US or abroad

International Insurance

- All students who have registered for a study abroad program or travel experience through International Programs have coverage through EIA and Europ Assistance for *emergency* medical expenses, medical evacuation and repatriation, security and natural disaster evacuation, trip cancellation/interruption, and lost/stolen checked baggage. This coverage applies during the dates of the Rollins-sponsored or affiliated travel outside your home country as well as during personal travel directly preceding or following the dates of the Rollins-sponsored or affiliated travel. You may also have additional coverage or access to healthcare through your specific program provider or host country/institution.
- Most countries require proof of emergency insurance coverage when applying for a visa—IP can provide this proof for you upon request.
- **Group ID:** C2EII
- **Contact Information:**
 - Toll free in the US or Canada: +1 (855) 901-6712
 - Collect outside of the US: +1 (240) 330-1551
 - Mention that your coverage is through EIA and Rollins College
 - Write down your claim number
 - Email: ops@europassistance-usa.com
 - Website: <https://eservices.europassistance-usa.com/sites/EIA>
 - To register use Group ID: C2EII and Activation Code: 150424
 - You can open a case on the website and have a representative call you back
- **Website Resources:** The website has a LOT of helpful resources and information
 - Print ID cards and access plan information – the International Plan FAQs are really helpful!
 - Sign up for health and safety alerts for your destination
 - Get information about your destination including travel basics, location-specific health and security information, emergency numbers, currency and current exchange rate, etc.
 - Get translations for branded medicines and medical terms and phrases
 - Find out whether you need a visa or vaccinations for your destination
 - Find healthcare providers in your destination
- **Plan Overview:**
 - Emergency Medical up to \$100,000 with zero deductible
 - Medical Evacuation/Repatriation up to \$1,000,000
 - Accident Death or Dismemberment up to \$200,000
 - Trip Interruption/Cancellation up to \$2000
 - Lost or stolen checked baggage up to \$500 with some items excluded
 - Natural Disaster Evacuation up to \$100,000
 - Security Evacuation 100% of usual and customary charges
 - *This information is intended as an overview ONLY - please see the website for further information on*

coverage and limitations/exclusions

- **Exclusions Overview:**
 - Routine and ongoing care is generally NOT covered
 - Mental healthcare outside of a crisis or emergency is generally NOT covered
 - Excluded athletic activities: Football, Boxing, Gymnastics, Ice Hockey, Lacrosse, Martial Arts, Rodeo, Skiing (water or snow), Swimming, Diving, Wrestling, Basketball, Baseball, and Equestrian when participating in the event professionally or when representing the institution's athletic program. Pick-up games are covered.
 - Excluded activities: skydiving/parachuting; hang gliding; bungee jumping; mountain climbing; pot-holing; zip-lining; and motorcycle riding. Scuba diving, snorkeling and skiing are ONLY covered if part of the curriculum for course credit.
 - *This information is intended as an overview ONLY - please see the website for further information on coverage and limitations/exclusions*
- **IMPORTANT NOTE:** *If you require routine and/or ongoing care, or will be participating in competitive or intramural athletics for a sport that is not covered, please contact International Programs to discuss options for coverage during your time abroad*
- **Paying for Covered Medical Expenses and Submitting Claims:**
 - If you have used one of the medical facilities within the Europ Assistance network (available on the website), they have agreements in place for the faculties to accept the guaranteed payments. In these cases, Europ Assistance will pay directly for the services. Some locations will only accept local currency (cash) and if possible, Europ Assistance will send a local agent to take care of the bill. If the local agent is not available (or local) or if the facility is out of network, you will have to pay for the services and then be reimbursed through Europ Assistance.
 - If you paid for emergency medical services out of your pocket, you can be reimbursed by submitting the Medical Expense Claim Form on the Europ Assistance site. Send the the claim form and receipts showing proof of payment. to the address listed on the claim form. Reimbursement is generally provided within 30 days of completing a submission.
- **Other Assistance Provided through Europ Assistance:**
 - Emergency Telephone Translation Assistance: multilingual counselors are available for telephone translation services in all major languages.
 - Assistance in cases of trip interruption/cancellation, lost baggage, lost documents, etc.
 - Information about the legality of prescription medications in your destination country
 - Assistance for other issues including legal concerns, emergency travel, etc.
- **Property Insurance:** It is an excellent idea to purchase insurance to cover, at least partially, theft of personal belongings while traveling. Many homeowners' insurance policies contain a clause that extends this coverage worldwide, however, you should verify this with your parents or insurance agent before you depart. The insurance company usually requires a copy of the police report filed at the time of the theft. **Theft is not an altogether uncommon occurrence and you would be well-advised to take preventive measures.**

Health Considerations

- **Before You Go:** It is best to do as much preventive health maintenance as possible before going abroad. You should have complete physical, dental and eye exams, and consider any flare ups that may come up while you are away. Write any medical conditions or allergies, and emergency contact names in the front of your passport. We strongly recommend bringing a small first aid kit with basic supplies, including medication for pain relief, band-aids, diarrhea, constipation or other stomach problems, motion sickness, sunscreen and insect repellent. Sometimes specific over-the-counter medications can be difficult to find or expensive to purchase abroad. Also, some prescription drugs (most commonly those prescribed for ADD & ADHD) are

illegal in certain countries. Make sure to discuss this with your prescribing doctor to plan for alternatives during your time abroad.

- **Immunizations and Centers for Disease Control Travel Information:** An excellent source of general health and immunizations information for travelers is the United States Centers for Disease Control (CDC). Visit their website at www.cdc.gov. For their Travelers' Hotline, call toll free 1-877-FYI-TRIP. International Programs will provide you with specific information regarding immunizations and CDC advice for your host country.
- **Prescriptions:** If you take any prescription medications (even if they are seasonal as with allergies), we **strongly encourage** you to bring enough of the medication to cover the entire time you are abroad as it may be **extremely difficult** or **impossible** to procure certain medications overseas (especially ADD & ADHD medications). Remember that some prescription drugs (most commonly those prescribed for ADD & ADHD) are illegal in certain countries so you may need to discuss a plan for alternatives with your prescribing doctor before you go abroad. For any and all prescription medications, bring a current copy of the prescription written with the generic name of the drug. This makes it much easier to fill the prescription should you need to while you are abroad. If you need to carry your prescriptions on the plane with you in your carry-on baggage, make sure the medication is in the original container and is prescribed directly to you. Liquid medications over 3 ounces are allowed—they are an exception to the liquid regulations. Be aware that prescription drugs that are illegal in the country you are traveling to could be confiscated upon arrival during standard luggage checks. Again, you may want to discuss options with your prescribing physician before you depart.
- **Health Care Abroad:** Your program should provide information about nearby physicians, clinics, and hospitals. You may also want to search for in-network providers on the EIIA/Europ Assitance insurance website.. In countries where English is not the official language, there may be facilities where English-speaking staff are available or your program officials/leaders will make every effort to provide you with the assistance of a translator. If you have a condition for which you anticipate care, we strongly recommend you let the International Programs office know before you leave, particularly since routine or ongoing care is NOT covered under the standard insurance policy. Medical or mental health services will be much easier to plan for if International Programs and the on-site program coordinator knows your needs in advance. In addition, International Programs will assist you in reviewing and considering coverage options and associated costs. Your privacy will be protected, and you can work with us to be sure that only those who need to know are involved in any communication. Keep in mind that health care and medical practice can be different in other countries, even those where English is spoken and we perceive there to be fewer cultural differences.
- **Mental Health:** Whether or not you have had issues with mental health in the past, study abroad does involve a number of factors that can trigger or aggravate mental health conditions. For example, you will be adjusting to a new environment and new routine; you won't have your normal support systems, including family and friends; the excitement and challenge of adjusting to a new country can cause dramatic changes in your emotions and state of mind; and your everyday behaviors might shift due to a different schedule or issues as simple as jetlag. If you have any concerns, you can speak with a counselor at CAPS before your departure. The counselor may be able to assist you in decreasing the stress associated with travel, provide tips for how to manage issues such as depression or anxiety, and secure any desired releases of information, at student's request and consent, to inform others about how they may assist you in managing any acute or chronic issues.
 - Participants under the care of a psychologist or psychiatrist will want to discuss their study abroad plans in advance with the therapist and assess their readiness to handle the changes and stresses of

living abroad for a period to time. You may wish to speak with a Counselor at the Wellness Center on campus before your departure; (407) 628-6340. This service is free to Rollins students. As with other health issues it is advisable to let IP know if treatment should continue abroad, particularly since this treatment will not be covered by the standard insurance policy. In most program locations, a range of psychological health services are available and International Programs can assist in reviewing and considering coverage options and associated costs. It is particularly useful for students to work with us to help us anticipate the care that can be provided and to be sure arrangements are made shortly after arrival. Participants' privacy will be protected.

- While abroad, you have access to a mental health counselor at Well Connect 24 hours a day, 7 days a week. Well Connect is an excellent resource to talk to in order to work through a mental health crisis. Reach Well Connect by calling 833-848-1761. You can also use the online resource Well Track at www.welltrack.com while abroad to maintain your mental health. To login to Well Track, use your Rollins login.
- There are also several steps you can take to prepare for your time abroad. Find out (if you don't already know) how alcohol might interact with any medications you are taking. Take some time to make a medical plan, with help from your family and doctor. This plan might include ways to manage your medication while traveling, a plan for support systems, and a plan for continuous care if needed. Make sure to confirm the availability and legality of medications: Adderall, for example, is illegal in many countries.

Safety and Security

- **Protecting Your Documents:** Your passport is your most important document by far and you will want to make two complete copies of the entire passport (every page) before you depart. Leave one copy with someone here, and bring one with you. Having the copy makes it much easier for the US Embassy to process a replacement if your passport is lost or stolen. Day-to-day, leave your passport somewhere safe and tucked away. You can make a copy of the information page to carry in your wallet or you may want a different form of picture ID for everyday use. You should carry your passport with you when you are traveling, even if you are traveling within your host country. We recommend simply creating a folder where you will keep your passport copy, information about your credit and ATM cards, prescription copies, insurance information and any other important documents. You may never even open the folder, but if you do have a problem, all of the crucial information you need will be together and easy to find!
- **Protecting Your Valuables: Theft and Pickpockets:** The issue of theft and pickpockets is one of the most common safety concerns that study abroad students face. Think about where you typically keep your valuables and how you typically carry your valuables. You may need to change your habits while you are abroad. Money belts that lie flat against your body under clothing, pouches that hang around your neck, and other hidden locations close to your body are the safest route to go. If you are using a regular bag, make sure it can be zipped closed and that your valuables are in an inside pocket as close to your body as possible. Plus, get in the habit of holding your bag across your chest or keeping your hand on your bag. If you typically carry your wallet in your back pocket, switch to a front pocket. Be aware of yourself and the space around you. Pickpockets work in crowded areas, at tourist attractions and on public transportation. Be particularly careful when traveling (on trains and buses) and when staying at youth hostels. Also, you should be aware that pickpockets can be quite sophisticated and can use scams to distract you (like spilling something on you or asking you a question) and will also sometimes slash bags or bag straps. If you stay aware and alert, you will cut down on your chances of being robbed.

- **Local Laws and Penalties for Drug Possession:** Make sure you understand the basics about local laws for your host country. The below US State Department resources are an excellent place to research local laws and regulations. In many countries penalties for possession or trafficking of illegal drugs are the same. According to the State Department, if you are arrested, you can expect the following:
 - Few countries provide a jury trial,
 - Most countries do not accept bail,
 - Pre-trial detention, often in solitary confinement, may last months,
 - Prisons may lack even minimal comforts such as bed, toilet, and washbasin,
 - Diets are often inadequate and require supplements from relatives and friends,
 - Officials may not speak English,
 - Physical abuse, confiscations of personal property, inhumane treatment, and extortions are possible,
 - If you are convicted, you may face one of the following sentences:
 - Two to ten years in most countries,
 - A minimum of six years of hard labor and a stiff fine,
 - The death sentence in some countries.

- **Resources: US Embassies and Consulates; US State Department:** If you are a US citizen, it is a great idea to register with the US Embassy in the location where you will be living—the embassy can provide assistance in a variety of situations. To register:
 - Go to <https://travelregistration.state.gov/>.
 - Create an account by clicking on the "Create an Account" link and following the instructions.
 - Then view your profile and add trips or overseas residences to register with a specific US Embassy or Consulate. Click on the "Add Trip" button or "Add Overseas Residence" buttons to add this information. Follow through the pages, and complete as much information as you have available.
 - You will receive a confirmation email to ensure that you are registered correctly.

- The State Department provides excellent travel and safety information—you have received the State Department information for your host country already. However, you can monitor the State Department website yourself, and even sign up for updates and notices for your destination country. Be sure to utilize this excellent resource if you are traveling to other countries as well:
 - US State Department Safety Abroad Publication:
 - <https://travel.state.gov/content/travel/en/international-travel/before-you-go/travelers-checklist.html>
 - US State Department Travel Warnings & Consular Information:
 - <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories/worldwide-caution.html>
 - US State Department Information for Students Traveling Abroad:
 - <https://travel.state.gov/content/travel/en/international-travel/before-you-go/travelers-with-special-considerations/students.html>
 - US State Department Country Information:
 - <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>
 - Rollins College follows the US State Department and Embassy policy for evacuation from locations outside the US.

Sexual Assault and Harassment

Sexual assault and sexual harassment can happen anywhere, to men and to women, and unfortunately study abroad is no exception. In order to ensure your safety, there are a number of factors to consider and proactive steps to take while you are abroad.

▪ **Being Aware of Legal and Cultural Differences**

- Different countries have different laws and cultural norms for sexual harassment and even for sexual assault. There may be a higher tolerance for certain behaviors that we would find unacceptable.
- For example, in some Mediterranean countries, catcalling is fairly common and generally tolerated. This can be pretty disconcerting or even upsetting for someone from a country like the US where this behavior is generally considered harassment. Similarly, for LGBTI travelers to Uganda, the laws and cultural attitudes towards homosexuality are very different from the United States, and in Morocco, women travelers should be aware that they may encounter higher risks for assault when walking alone in certain parts of cities or in rural areas.
- Keep in mind that dating norms and acceptable dress and behavior can also vary country to country, or even within countries. Remember that what you wear or how you behave can be easily misread or misunderstood.
- For example, in some cultures women would not normally approach a man in a bar. If you are in a country where women mostly wear long skirts and long sleeves, and you are in a tank top and shorts, you'll stand out. Conceptions of personal space can vary widely, as can senses of humor, and norms for what is considered flirtatious.
- Given all of this, be more cautious and take your time to observe and become aware of the cultural norms. Notice how people interact, how they dress, how they engage in social situations. You should learn a bit about your host country and culture and the resources provided here are a great place to start.

▪ **How to Maintain a Safe Environment**

Given these challenges, you should have an "if you wouldn't do it at home, don't do it abroad" mentality. It is important to:

- Know your surroundings
 - Trust your instincts
 - Know where you are and where you are going and how you will return
 - Stay in contact with friends – let them know where you are
 - Use the buddy system
 - Drink responsibly
 - Respect the cultural norms and customs of the country in which you are traveling
 - Learn the local emergency contact number for medical and law enforcement help
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- Remember that just like here in the US, risks of sexual assault and harassment are increased with use of alcohol. If your program allows you to drink, drink responsibly and use the buddy system when out at night. And don't forget that date-rape drugs are used abroad too, so keep a close eye on your drink and don't allow others to purchase drinks for you.
 - Just like you would here, be a good bystander. Intervene if a fellow student is engaging in risky behavior and you can do so safely.

- Essentially, use common sense and follow the same precautions as in the US with added awareness since you may not know the new surroundings and/or cultural norms.
 - Follow your intuition. Many victims have a “feeling” that something isn’t right just before an assault takes place. So trust your gut.
- Behaviors that call attention to you as an individual or as a foreigner can be risky. When you are out and about, conducting yourself in a modest way will protect you from theft and undesirable encounters with strangers. Ways to avoid unwanted attention include:
 - Conservative dress or clothing that is not provocative and extreme,
 - Avoiding boisterous behavior,
 - Conversing with your travel companions quietly,
 - Using the foreign language you know or are studying,
 - Not being free with information about yourself or other students with strangers,
 - Not giving out addresses or telephone numbers to strangers,
 - Keeping your daily travel schedules private,
 - Being street wise and aware of your immediate surroundings,
 - Appearing confident, even if you are unsure of your surroundings,
 - Avoiding deserted areas and exercising caution in crowds,
 - Learning which areas are considered unsafe by local residents and staying away from them,
 - Avoiding to impair your judgment with drugs or excessive consumption of alcohol,
 - Not leaving valuables unattended,
 - Refraining from civil disturbances,
 - Avoiding demonstration because of the risk of unexpected violence.
 - **LGBTQ+ Safety:** Members of the LGBTQ+ community can face unique challenges when traveling abroad. Local laws, penalties, and attitudes may affect safety and ease of travel in some countries. Legal protections vary from country to country and you should know and understand the basics for the country or countries you will travel in and to. The US State Department’s site is an excellent resource and they also have specific country information. <https://travel.state.gov/content/travel/en/international-travel/before-you-go/travelers-with-special-considerations/lgbti.html>.
 - **In Case of an Incident:** While you are abroad, it is important to remember that you have access to a variety of resources and support networks in case of an emergency and/or incident. Because there are so many options open to you, there are multiple avenues possible for seeking help, all depending on your personal needs.
 1. The first step is to get to a safe space. Remember, if you are in immediate need of help/are in a dangerous situation call your program specific emergency contacts and/or the local authorities.
 2. What happened was not your fault. Something happened to you that you didn’t want to happen—and that’s not OK.
 3. If you need any immediate medical attention, your program offers health services and/or has provided you with names of local clinics and hospitals. You can also contact your international health insurance company (see the insurance section in this handbook) for help finding local resources. You can notify program leaders or staff at any time that you need to go to a clinic or hospital. It is not necessary to elaborate on your reasons. However, be aware that laws regarding medical intervention for sexual assault

can vary country to country, so if you don't need immediate medical attention, you may want to discuss options before seeking help.

4. If you want to speak to someone in confidence after the incident about your options and possible steps to take, there are a number of resources available to you, including mental health professionals or clergy members, as well as victim advocates through CAPS at Rollins, who are reachable by phone from abroad (see the resources and support section below).
5. If you disclose an incident of sexual harassment or sexual assault to a Rollins faculty or staff member or a member of your program staff, he or she is required to inform the IP Director and the Title IX Coordinator at Rollins College. This doesn't mean you have to do anything you don't want to do, it just means that we need to make sure you have the support you need and want, and that we may need to gather some information from you to help keep you and other students safe. Keep in mind that program staff are likely best positioned to provide you with detailed information about any local laws and cultural norms that you should be aware of in regards to medical intervention, legal options, etc.
6. It is your decision whether or not to press charges through local law enforcement. If you are interested in pursuing legal action, please keep in mind that laws also differ country to country; check the State Department website (<https://travel.state.gov/content/travel/en/international-travel/emergencies/crime.html>) for more information about a country's criminal justice system. Please remember that if you choose not to report the crime immediately, but change your mind later, forensic and other evidence may be lost. If you have physical injuries, seek medical help right away.
7. Once you have gotten any immediate help you need, you may want to speak with a mental health counselor, once or on an ongoing basis. Your international health insurance covers you for mental health services and your program or the insurance company can help you find local resources. Remember that you don't need to disclose your reason for needing support.

▪ **Resources and Support**

- The State Department: the State Department websites for travel information provide helpful tips about some of the cultural and legal differences related to sexual assault and harassment.
- Rollins sexual misconduct and harassment policy: <http://www.rollins.edu/sexualmisconduct/policies.html>
- Rollins Counseling and Psychological Services (CAPS)
 - CAPS at Rollins offers an atmosphere where personal concerns of any nature (including incidences of rape/sexual assault, physical assault, verbal and sexual abuse, intimate partner violence, stalking, hate crimes, etc.) can be examined and discussed freely and confidentially. Even while you are abroad, the professionals at CAPS can provide support, access to necessary resources, and assist in weighing options.
 - The on-call victim advocate can be reached from abroad by calling **1-407-500-4325**. Due to the logistical difficulties in providing these services to a student who is traveling, most of the services will be coordinated through a combination of phone sessions and linking to local referral options for medical and/or psychological care in your location, if desired. Once you return to Rollins, CAPS can provide you with continued counseling services to assist you further.

- CAPS Crisis Counseling After-Hours: For after-hours crisis counseling while abroad, you may also call Well Connect toll free 833-848-1761. You will be directed to a licensed counselor who will provide in-the-moment crisis counseling.
- Pathways to Safety: is an organization that provides information and support related to interpersonal and gender-based violence abroad. They have a crisis line and other resources available through their website: <https://pathwaystosafety.org>.

Preparations for International Travel

- **Passports and Visas**: You need a valid passport in order to travel abroad; in fact, you won't even be able to board the plane without one. If you don't have a passport, it's time to apply for one. Please visit this link to learn more: http://travel.state.gov/passport/get/first/first_830.html. If you already have a passport, check the expiration date; if your passport expires within six months of the end of your program you need to renew it: http://travel.state.gov/passport/renew/renew_833.html. For US passports, you should submit your new application or renewal application as soon as possible and no later than 10-12 weeks before your departure. Depending on where you are going, your citizenship, and the length of your stay, you may need a visa as well. You may also need to provide proof of health insurance for your visa application.
- For additional information about passports and visas including tips for visa applications: <https://www.rollins.edu/international-programs/additional-info/pre-departure.html>
- Reminder: if you book a flight through another country, check and make sure you don't need a transit visa. Some countries require one even if you aren't leaving the airport.
- **Non US Citizens, Dual Citizens, Permanent Residents, Green Card Holders**: If you are not a US citizen, are a dual citizen, or reside in the US but do not yet have US citizenship, you may need to follow different regulations regarding visas. Visit the US consulate website of the country you will be visiting to determine specific entrance requirements based on your citizenship. You may need to apply for your visa from your country of citizenship and may need to visit your destination country consulate's website in your home country. For example, if you are a Brazilian citizen traveling to Spain, you should go to the website of the Spanish consulate in Brazil for further information.
- **International Students**: Please confer with the Office of International Student and Scholar Services as soon as possible to discuss your travel plans. If you do not obtain the needed information and signatures, you may face significant immigration problems that could interfere with your degree program at Rollins.
- **On-Campus Housing**: Some program dates may coincide closely with winter break and summer breaks. It is possible for students to arrange to move into housing early or stay a few days late, but it is the student's responsibility to arrange this. Please contact Juan Escobar to inquire about this, JESCOBAR@Rollins.edu.
- **Group Flights**: Rollins arranges group flights for some Field Studies but does not arrange group flights for any Approved Summer programs. If your Field Study incorporates a group flight, you may NOT request any changes or deviations to your flight.
- **Tips for Booking Your Own Flight**: If you are booking your own flight, you must plan to arrive on the specific date the program begins and within a specific timeframe, depending on whether your program provides transportation from the airport. There are excellent resources to use when searching for competitively-priced

flights and you may also be able to use airline miles if you belong to an airline mileage program. Make sure to leave yourself plenty of time between flights if you have international connections—keep in mind that when you first enter a country (or in the case of Europe, wherever you enter the EU), you will need to go through immigration and customs, which can be a lengthy process. Read carefully the airline policies regarding cancellation and flight changes; sometimes changes aren't allowed, or incur high fees, so this is something to consider if you want flexibility.

- We strongly advise students to purchase airline tickets that permit a change of date or cancellation of the flight; current airline guidelines indicate this is normally allowed with a penalty. *Students should not purchase non-refundable airline tickets* even though they may be less expensive. Non-refundable tickets do not provide adequate protection for unforeseen circumstances. Be sure to read all of the provisions associated with any airline ticket purchase.
- These websites may be helpful for booking flights:
 - www.studentuniverse.com
 - www.kayak.com
 - www.statravel.com (need an ISIC, see below, in order to book with them)
 - www.expedia.com, www.orbitz.com, www.vayama.com, etc.
 - When reviewing flight prices on sites like these, it's also helpful to double-check directly with the airline as sometimes the fare is actually cheaper through the airline. In other words, use the search engines to compare prices, but then you may want to book through the airline.
- **Airline Rules and Regulations:** Whatever airline or flight you select, make sure you know your airline's baggage allowances—airlines are strict these days and fees for going over the allowance are hefty. Checked baggage can be lost or delayed on international flights so put any crucial items in your carry-on bag. Before you leave for the airport, make sure you have any important documents, like your passport and flight confirmation, with you! You should arrive at the airport 3 hours before your scheduled departure time for an international flight, and 1.5 hours before the scheduled departure time for a domestic flight.
- When you arrive at the airport you will check-in at your airline counter, receive your boarding pass, and check your baggage. Once you are done, proceed immediately through security, since the lines can be quite long. Make sure you are comfortable with the security rules and you know what you can and can't carry on the plane. Liquids and gels must be carried in containers 3 ounces or smaller and must go through security in a clear, 1 quart plastic bag. Be careful to avoid any items that could be used as weapons, for example nail scissors or metal nail files.
- Once you have cleared security, check the departure monitors in the airport to verify your departure gate and make sure to be at your gate an hour before the scheduled departure time. Boarding for international flights typically begins 45 minutes to an hour before departure.
- **Immigration and Customs:** While you are on the plane, the flight attendants will distribute any necessary passport control and customs documents. Usually these ask for your passport information, the dates of your stay in-country and your contact information in-country (address and phone number), so make sure you have this information on hand. The documents may also ask if you have anything to declare for customs. Most study abroad students should not have anything to declare: items that need to be declared include large amounts of cash or goods, plants and soil, animals, and foods like meats, fruits and vegetables.
- Once you de-plane, follow the signs to passport control. Make sure you get in the correct line; there are usually separate lines for citizens of the host country and visitors to the host country. You will need to show

the border agent your passport and the documents you completed on the plane. You may also be asked to show additional documentation. If you are prepared and answer questions honestly, you should pass through without any problems. After having your passport stamped at passport control, you will go to pick up your checked baggage. Once you have your bags, proceed through customs—following signs for “nothing to declare.” Hopefully you won’t be stopped, but be aware that they can stop you and search your baggage. After customs, you will find yourself in the arrivals lobby of the airport.

- **Packing Advice:** Packing for study abroad can be a real challenge. Try to pack smart and pack light. Clothing that can be layered or mixed-and-matched is one way to do both. Take the time to research the weather for your destination, and consider your host culture as well; what might be typical clothing in the US could be very odd in your program location. Also think about the activities that are part of your field study—do you need hiking boots? Sunscreen? Bugspray? Etc. Toiletries (shampoo, toothpaste, shaving gel, etc.) are heavy and take up a lot of room—bring travel sizes! Don’t bring any really valuable items with you.
 - Many other countries have different plugs and different voltages so you will need a plug adaptor and voltage converter for any electronics (digital cameras, cell phones, etc.). You can buy them at any big store like Wal-Mart or Target or any electronics store. Be aware that appliances that heat up, like hair dryers, will generally break, even with the voltage converter. You can do without, or buy a version made for travel that has a built-in voltage converter.
 - We would recommend bringing an umbrella and/or a rain jacket and clothing you can wear in layers for different temperatures.
 - Comfortable walking shoes are a MUST for pretty much every location. You will be walking more day-to-day and traveling and exploring.
 - Bring some basic first aid supplies including basic over-the-counter drugs such as cold medicine, Tylenol, or Advil, digestive aids such as Pepto-Bismol and Tums, band-aids, etc.
 - Bring your contact lenses and your contact lens solution.
 - Laptop – unless it’s required or recommended for your program, we would recommend not bringing one as they are valuable, can be lost or stolen, and add to your luggage load.
 - Other items past students have found helpful are: a stain remover (such as Tide to Go); reusable shopping bags (many countries charge you for plastic or paper bags at the store); a mid-sized backpack or smaller bag that is easy to haul around for weekend travels; ear plugs, an eye mask, and headphones (useful during long trips by bus & train); a guidebook; small gifts for your host family, roommate or language partner; and basic school supplies (i.e. pens, notebooks, etc.), particularly for more expensive program locations.

Communicating with Home

- **Cell Phones & Landline Telephones:** Increasingly, students wish to have a cell phone while abroad. One option is to bring your phone from the US and add the option of international usage to your existing service plan. This may or may not be possible or affordable, depending on your service provider (Verizon, Sprint, etc.) and your phone itself. You should start by contacting your service provider and asking about the ability and cost for doing so. Your phone should be tri-band or quad-band so that it can connect to cellular networks outside of the US. You should also be aware of the cost for adding international voice, text, and data services to your existing plan. It may be very high!
- The second option is to use your US cell phone on a cellular network in your destination country. To do this, your phone must have a removable SIM-card – a tiny, removable chip that connects the phone to a specific

cellular network. First you should call your US service provider and ask for the “unlocking code.” This code will enable the phone to disconnect from the US network so that it can connect to other networks. Once you arrive to your destination country, you can then purchase a new SIM-card and swap it out for your US SIM-card. Now you are connected to the other network and will pay local rates for voice, text, and data. If your phone is capable of doing this, it is usually the most inexpensive option.

- A third option is to buy a cheap, pay-as-you-go phone once you arrive to your destination. If you do so, be aware that only some phones you purchase abroad can work on US networks. Shop around for a phone with these thoughts in mind:
 - Rates on local and long distance calls,
 - Roaming rates if you will be traveling around the country or out of the country,
 - The cost of incoming calls (in many countries they are free)
- Increasingly, students are bringing their US cell phone to use as a WiFi device with the cellular data turned off. This gives you access to WiFi services with no extra charges. However, different programs have different WiFi availability which will impact how useful it is to have a device for WiFi only.
- Of course, you can always use an international calling card for calls back to the US. These cards can be purchased in many convenience stores and will work on both cell phones and landlines.
- **Internet:** Laptops are valuable and can be lost or stolen. So unless it is required by your Field Study or Approved Summer Program, we do NOT recommend that you bring one. Most laptops have built in voltage converters, but you still need a plug adaptor to charge it. Your laptop, or any other computer, can be a great way to communicate with friends and family via email and services like Skype. Be aware that internet access in your destination may be less accessible and much slower than you are used to here. However, many countries have internet cafés, which provide internet access and computer usage for a fee, usually based on how long you use the service. This can be an excellent way to stay connected without bringing your own computer.

Managing Your Money While You Are Away

- While you are abroad, you will need to have access to money. You’ll need to think about your location and your host culture. In some countries cash will be used for everything, even for very large purchases. In other places, you may be able to use a credit card frequently. Availability of ATMs will vary from location to location.
- **Exchange Rates and Currency Exchange:** You should become familiar with the exchange rate for the local currency of your destination. Knowing the exchange rate will help you budget while abroad. www.oanda.com is an excellent resource for exchange rates. You may decide you want to change some money before you depart—that’s fine, but you won’t get as good of an exchange rate here as you will at your destination, so we recommend changing only a small amount before leaving.
- **ATMs:** ATMs are generally the most convenient way to access local currency while abroad. ATMs are convenient and generally offer good exchange rates. Contact your bank to find out more about using your ATM card abroad. Some banks charge fees for using ATMs abroad, and not all ATM cards will work internationally. If your bank charges a fee, you will want to limit the number of your ATM withdrawals so as not to incur excessive fees. Typically your card must be on an international bank network and have a 4-digit pin. Plus and Cirrus, associated with Visa and MasterCard, are the most common international bank networks.

Make sure to let your bank know you will be using the card abroad so they don't block your account due to suspicious activity. Finally, make sure to bring with you the instructions about what to do if your card (or pin number) is lost or stolen. One way to avoid ATM fees is to find out whether your destination country has any US or international banks (i.e. HSBC, Citibank, etc.), or banks that have relationships with US banks (i.e. Bank of America and Barclays).

- **Credit Cards**: Credit cards are another good financial resource abroad, especially for online purchases (like plane or train tickets) and for unexpected emergencies (like a medical situation where you might need to pay out of pocket and then submit an insurance claim to be reimbursed). Generally MasterCard and Visa are much more widely accepted abroad than American Express or Discover. The same rules apply for credit cards as for ATM cards: you'll need to contact your credit card company to find out about usage fees and to let them know you will be using the card abroad. Credit cards with cash advance privileges are particularly useful for accessing cash if you have a problem with your ATM card/account. While credit cards are useful, keep in mind that they may not be widely accepted in some locations. In many locations such as Europe and Australia and New Zealand a chip on a credit or debit card is needed to make purchases. Talk to your bank about getting a card with a chip on in before you go abroad and also about setting up a 4 digit pin number with the chip.
- **Travelers Checks**: Travelers Checks are a very safe way to carry funds abroad, but are no longer very widely accepted and can be a bit inconvenient. They may also have confusing and inconsistent policies regarding procedures for purchasing travelers checks and fees for cashing travelers checks overseas. They are an excellent form of back-up, however, in case of issues with your bank account or credit card.
- **Budgeting**: Make sure you know your limits and have discussed your budget and spending plans with anyone who is providing funding or assistance. Also understand what costs are not covered by the Field Study.

Cultural Adjustment

- On a Field Study, you will most likely not experience all the stages of culture shock and cultural adjustment. The early stages of cultural adjustment are detailed below. During a short-trip, you may find yourself experiencing bits and pieces of these different stages all at once.
- **Initial Excitement and Fascination**: After you are accepted to your Field Study, you will experience feelings of excitement and anticipation as you count down the days until departure. Your expectations are probably high during this stage, though you may also experience some anxiety about the upcoming trip. This combination of exhilaration and anxiety usually continues into the beginning of your time abroad. You may find yourself running on adrenalin and trying to cram in as much as possible.
- **Initial Culture Shock**: After the initial fascination and excitement, you will begin to feel the stress of living outside your comfort zone. The constant differences, especially as they pertain to daily life, will start to wear on you and you may feel tired, anxious and frustrated. You may experience changes in your sleeping habits, difficulties dealing with others, language struggles, and mental fatigue. Everything seems new and you might long for the comforts of home (this is why this stage is often connected to homesickness). To help get through this stage; you should force yourself to stay engaged with your host country and program. Spend time with others—new friends or old friends—and try to find places in your new home that feel comfortable.
- **Surface Adjustment**: After you have been abroad for a bit, you will begin to adjust to the new environment and the small differences that felt so inconvenient and frustrating may start to feel normal. What you had thought of as new and strange begins to feel familiar. You've had time to explore your surroundings and find that they feel like home. A big part of this stage is developing a connection to the country and people. If you

are studying somewhere where they do not speak your native language, you will find that using the foreign language seems to be easier.

- **Managing Homesickness, Loneliness, Off-Days and Other Likely Problems:** You are probably looking forward to an amazing time abroad and your excitement may be creating unrealistic expectations. Remember that your experiences abroad will encompass good and bad moments, cranky mornings, amazing experiences, bad luck, loneliness, incredible connections, annoyances, life-changing moments, frustrations, laughter... you get the idea. Basically, your time abroad will be like any other time in your life—filled with ups and downs, complications and surprises. DO NOT expect a perfect time, or you will be disappointed. When you are abroad, and you encounter all the ordinary ups and downs of life, they will likely feel more challenging than normal because you are handling them *in addition to* the stages of cultural adjustment discussed above. Even the most experienced traveler encounters bumps in the road (literally and figuratively). So how do you handle it when you are having a bad minute/hour/day/week at home? Try to utilize the same strategies abroad and, if you really become overwhelmed, ask for help!

While significant effort is made to keep the information in this handbook accurate, this handbook is not intended to be a binding document and all information contained herein is subject to change.