

# UNO-Rome



## 2019 HANDBOOK

Dear 2019 UNO-Rome Participants:

As Program Coordinator for The UNO-Rome program, I look forward to helping each and every one of you prepare for an amazing summer in the eternal city! Whether you've never left the country before or this is just a pit-stop on a summer of travel, making the decision to study abroad in Rome will change your life. I am thrilled to have you with us this summer and to be able to show you one of the most beautiful countries in the world!

When you arrive in Rome, you will meet our UNO staff and faculty. Our faculty is dedicated to maximizing your time in Rome and to truly allowing the city and the surrounding area to become your classroom. Our staff and student ambassadors will also be on site to help answer any questions that you have and ensure that you have a wonderful summer.

The following information will ensure that your summer in Rome is a fun and comfortable one. **Please read this handbook carefully** and keep it somewhere that you can easily reference it as it covers a lot of vital information, about travel in general and about specifics for our program. We know that The UNO-Rome program will be one of the most memorable and life-changing experiences you will ever have. We look forward to having you on our program this year!

Sincerely,

Robyn White

Program Coordinator  
UNO-Rome program



*Students and faculty from the UNO-Rome program posing for a photo in Florence during the weekend group trip*

# Rome: The Eternal City



**The UNO-Rome program takes place in....ROME!** Rome, Italy's capital, is a sprawling, cosmopolitan city with nearly 3,000 years of globally influential art, architecture and culture on display. Ancient ruins such as the Forum and the Colosseum evoke the power of the former Roman Empire. Vatican City, headquarters of the Roman Catholic Church, has St. Peter's Basilica and the Vatican Museums, which house masterpieces such as Michelangelo's Sistine Chapel frescoes. And then there's the food... 😊

If you are unfamiliar with Rome, there are a TON of things to do and foods to try. If you have not already visited our program website, it's a great idea to do this **BEFORE** you leave for the program so you can arrive with a few ideas of what you'd like to do during your free time. **Please visit** <http://new.uno.edu/studyabroad/rome/rome> **for more information on things to do and see in Rome on your free time.**

## Arriving in Rome

The program **begins on Sunday, June 30**, so please **ARRIVE** in ROME on this day.

***This means you should depart from the U.S. the day before, on Saturday, June 29***

The easiest way to arrive is to fly into Rome's Leonardo da Vinci-Fiumicino Airport (airport code FCO) and take a taxi from the airport to the apartments. We will share everyone's flight itineraries with the group so that you can split a taxi with anyone else on the program who arrives at the same time that you do. It should be a flat €48 fare from Fiumicino airport to the apartments.

We ask students to arrive at the apartments anytime from 8 am – 5 pm on Sunday, June 30

Tour of neighborhood in afternoon

Welcome pizza dinner ~7 pm

*If you arrive after 5 pm, we will coordinate arrival instructions for you.*



Remember that you cannot check in earlier than **June 30th**. If you arrive earlier, please check into a hostel or hotel. We cannot book hotels for you but we typically recommend booking a room nearby at Casa Santa Lucia Filippini: <https://www.romacasaperferie.it/> or finding a hotel with good reviews on TripAdvisor.com.

Our **EMERGENCY NUMBER IN ROME on June 30th** (if calling from the U.S.) is 504-220-5349. If you are calling from Italy, you must dial 001 first (001-504-220-4349). If you cannot get to a phone, we can be reached via email at: LVerner@uno.edu

*REMEMBER: There is a 7-hour difference between New Orleans (CST) and Rome. When it is 12:00 noon here, it is 7:00 p.m. in Rome! Also, when dialing the U.S. remember to dial 001-area code-number.*

For non-emergencies, if you need to reach us, please call our main number in New Orleans (504) 280-7455 and someone will get in touch with us.

When you arrive in Rome on June 30<sup>th</sup>, simply give the taxi driver this address:

**12 Via Ippolito Nievo (incrocio/cross-street: Viale di Trastevere)**

*\*If your flight is delayed or cancelled, either contact us directly (via phone or email) or contact someone at home who will in turn contact our emergency number in Rome (504-220-5349). This is extremely important so that we know you're okay!*

## Housing

Students are housed in shared apartments in the Trastevere neighborhood of Rome. Most rooms will house 2-3 students and are basic but comfortable. Rooms will have a bed, desk, kitchenette, small refrigerator, and bathroom with shower. The studios **are air-conditioned** which will make the heat much more bearable throughout your stay. Students are responsible for any damage done to their rooms.



*Exterior of apartment building. The entrance is to the left.*

**Upon arrival** be sure to note any problem so that you will not be held accountable for it at the end of the program.



*Sample student bedroom and living room*

**VISITORS:** If you have a friend or relative passing through Rome that wants to come see you in the apartments, you will need to request permission from the Academic Director **at least 2 days prior to the visit**. Any visitor coming to see you at the apartments must submit a copy of their passport to the Academic Director **only if and after approval is granted** for them to visit. Needless to say, do not invite local friends that you make to come see you at the apartments. Also, overnight guests are simply not allowed under any circumstances. **If you are caught sneaking in guests overnight, you will be immediately expelled from the program.** This has happened in prior summers as early as the first night of the program—it is not worth the risk!

**Breaking any of these rules will jeopardize your room privilege at the apartments and you will be asked to vacate the premises immediately. The security of our group is our first priority and the security staff take this very seriously!**

## Linens & Laundry

Bed linens are provided, but you must bring your own towels and face cloths. Remember that you can leave these behind after the program ends to make room for your new souvenirs 😊

Each student apartment is equipped with a washing machine. Clothes can be air-dried in the apartment as there is no dryer. Do not hang clothes out of your window! Hangers are not provided, so you may want to bring some wire hangers that you can discard after the program.



# Cell Phones

All program participants are required to have a working cell phone for the duration of the program. This is so that you can keep in contact with other participants, but more importantly so that you can contact the program administrators in case of an emergency (and so they can contact you, too). Students will also be required to enroll in **Keynect**, a program that allows us to quickly and easily communicate with students in the rare event of an emergency. (More info. on this to follow via email).

Sprint & T-Mobile have good unlimited plans for data while you're abroad. AT&T and Verizon have international plans, but they can be very expensive (as high as \$10/day!), so consider getting a data plan and using it sparingly. Regardless of what provider you have, **please research your international options before you depart!** Although our office has not used either of these providers, there are some companies that allow you to rent a cell phone for a short period overseas: visit [cellhire.com](http://cellhire.com) or [travelcell.com](http://travelcell.com) for more information.

Many students download Facebook Messenger and WhatsApp in order to communicate with each other on site, which you should download before you leave. Wi-Fi is available in the apartments. After you arrive in Italy, you can also look into purchasing an Italian sim card to put into your smart phone (as long as your phone is unlocked). These can be purchased from Vodafone, TIM, TRE, and WIND. Remember to take your passport with you when purchasing a SIM card as this is a requirement throughout Europe.

# Packing

Please **pack lightly!** You will be tempted to acquire a new wardrobe for this exciting trip. Please don't. Classes are very casual; you may wear pants, shorts and t-shirts, etc. It is a good idea to also pack a light scarf or shawl, as some churches require ladies to have their shoulders covered when entering. In the afternoons, students usually go shopping or sightseeing, so remember that you **be wearing casual clothes 98% of the time.** One or two dressy outfits will be enough for restaurants or special parties.

**If you can't carry your suitcase on your own, you have over packed. Limit yourself to one suitcase and one carry-on total and your trip will be a happier one.** It is important to have some empty space in your bags for souvenirs and purchases made while on your trip. A small backpack or carryon is a good idea for those who go on weekend trips. You will also find it helpful for grocery shopping and for laundry day.

**Note: Because of new regulations, airlines may be charging for checked luggage and will charge for overweight luggage. Please check with the airline you are using for luggage regulations!**

## **Carry on Packing List (must haves):**

- Any medications that you take on a daily basis
- Passport
- Any money that you're taking with you
- Cell phone charger
- Arrival information sheet (with the apartment address, etc.)
- At least one change of clothes
- Basic toiletries
- A scarf or jacket (in case you get cold easily on the plane)

## WHAT ELSE TO PACK FOR YOUR TRIP:

- ◇ 1 light sweater (nights CAN BE cool)
- ◇ 1-2 nice outfits for going out at night
- ◇ 2-3 pairs of jeans/pants
- ◇ 2-3 pairs of shorts
- ◇ 4-5 casual shirts and t- shirts
- ◇ 1 pair comfortable walking shoes
- ◇ 1 pair of sandals for walking
- ◇ 1 pair of beach sandals
- ◇ 1 swimsuit
- ◇ 1 beach towel
- ◇ Plenty of underwear and socks
- ◇ Pajamas
- ◇ All your cosmetics/medicines/toiletries
- ◇ A backpack
- ◇ A carry on piece of luggage for your Florence and /or Optional weekend
- ◇ Towel and soap
- ◇ Laptop/class materials (listed on separate handout for each class)
- ◇ Working cell phone (your own, with an International plan or rented)
- ◇ Some wire hangers to hang/dry clothes



Remember this is an apartment, not a hotel. You may also want to consult our Amazon program list for a few other optional items that may make your summer easier: <http://a.co/2B9pali>

**Please note: Since you will be able to wash your clothes, pack enough outfits to last you one week. PLEASE DO NOT PACK AN ITEM FOR EACH DAY OF THE FIVE WEEKS! You'll want some extra room in your suitcase for your new purchases ☺**

**Also, please note that while a towel is provided for you at the apartment, you will be fined if the towel is returned soiled (i.e. makeup stains, etc.). These towels are also not for use at the beach, so please bring both a beach towel and regular towel which you can then discard before you leave.**

## **Electric Appliances**

Do not expect your American appliances to work in Italy without proper conversion equipment, since Italian voltage differs from American. In order to use hair dryers, razors, etc. you **MUST purchase both a converter (for the voltage) and an adapter (for the plug to fit the wall socket).** Some of the newer appliances have built-in converter (simply a switch for 220v), but these still require the wall-socket adapter. Please purchase the proper equipment before you arrive. Laptops and cell phones now have built-in converters so all you need is a wall socket adapter. **It is also a good idea to bring multiple adapters so that you can charge more than one thing at a time. A converter and adapter set is on our Amazon list: <http://a.co/2B9pali>**





# Internet Access

Each apartment is equipped with Wi-Fi. We recommend that students bring a laptop/netbook with them for note taking and to submit assignments. We encourage you to use the Internet to keep in touch with those at home, but remember not to spend all of your time connected to your phone or on social media. Make the most of your experience by doing just that—EXPERIENCING! — and being truly 'present' while you're abroad.

# Mail

As we are temporary guests at our housing in Rome, we do not have mailboxes or a mailing address for items to be mailed to you at. In the past, friends and family that have tried to mail packages have received the packages returned to sender months later—please do not have anyone try to send you mail during the program as it will be marked undeliverable.

# Transportation

## TAXIS:

Tipping is about 10 to 15% of the metered charge. Sometimes the taxi driver will charge extra per piece of luggage that is carried in the trunk. Also, night rates are higher. No more than three (sometimes four if the driver is in a good mood) passengers are allowed in a taxi. **Please only use reputable, marked taxis for transportation.** We recommend Taxi Roma Samarcanda (phone number 06 5551), which you can also book online: <https://065551.it/en/> and Cooperativa Radiotaxi (phone number: 06 3570) <https://www.3570.it/>. It may be a good idea to book these taxis a day before you need them to avoid a rush if you are leaving soon after class ends on a Thursday, for example.

## UBERS:

Uber exists in Rome, although it was only recently legalized in Rome. We recommend using the aforementioned reputable taxi companies instead of Ubers in Rome.

## PUBLIC TRANSPORTATION:

Buses are very convenient and available throughout the city. Each student will receive a public transportation pass valid for the entire month of July, which can be used on buses, trams, and the metro as well. There is a tram stop (#8) directly outside of the apartment building (pictured right), which makes getting around Rome easy. You may also want to download MOOVIT, which is a transit app that will suggest routes and track public transit in Rome. You can also plan your route within Rome using this website, which is the city's transportation website:

<https://www.atac.roma.it/index.asp?lingua=ENG>





## INDIVIDUAL TRAVEL:

We encourage you to travel and to make the most of your European trip. Please inform us of your plans and when to expect you back at the apartments. Other than the first weekend (our group trip to Florence), students are allowed to travel only on days when no classes are scheduled (Friday, Saturday and Sunday).

Always remember to use caution when traveling. Make sure your bag is always fully closed. It's also helpful to board buses or metros (in bigger cities) with your bag in front of you so you can keep an eye on it at all times. In general just remember BAYS:

Be

Aware of

Your

Surroundings!

## PHOTOS:

You will definitely want your camera to bring all of your memories home. Consider bringing a real camera with you instead of relying on your smart phone to capture your amazing summer! In the rare event that your phone gets misplaced, lost, stolen, or breaks during your trip it would be terrible to lose all of your photos! Please consider bringing a real camera with you to keep your memories safe.

You can find a high quality, inexpensive digital camera on Amazon, often lower than \$100. See our Amazon list (link on page 7) for a recommendation.



## Money/Budgeting

The Euro is the currency used in over 20 European countries including France, Spain, and Italy. The exchange rate varies, but currently **1 euro is equal to \$1.20 US (approximate)**. It is very helpful to have some dollars changed into Euros before your trip. Any major bank in your home city can do this. About 50 Euros should be helpful for the first few days. **The easiest, most convenient way to get money once in Rome is from an ATM.** They take MasterCard or Visa debit cards and use the same pin number as you would at home. Simply call your bank before you leave and tell them the countries you plan to visit and they should enable your card to work overseas. **BE SURE TO CALL YOUR BANK BEFORE YOU DEPART!** Also, **DO NOT BRING TRAVELER'S CHEQUES** as they are very difficult to get exchanged. Lastly, remember that when you make a purchase in Rome, tax is included in the price. Whatever price is marked is what you pay (including at cafes when eating out).



Students often ask, "How much money should I bring?" This is a highly individualized question. The program includes some meals. You are responsible for: lunch and dinner daily, all meals on the weekends, laundry, personal expenditures such as souvenirs, snacks, etc. It is our suggestion to budget at least \$150 per week for your spending money.

Some students might be able to do fine with \$500 spending money total and others, with the same amount, are already broke at the end of the first week. It is useful to bring a credit card, but try to budget yourself wisely. A cup of coffee in a cute sidewalk café can cost as much as 4 Euros. It's not wise to bring a lot of cash for your spending money.

The best way to use your money is to use an ATM machine. If you bring a credit card, VISA is generally accepted throughout Rome, often in preference to AMERICAN EXPRESS or DISCOVER. If you plan to use your credit card for cash advances, be sure to know your PIN number before you leave the states and check with your local bank to see that it is an international PIN number accepted overseas. Also, let your bank know that you will be travelling overseas so they don't think your card has been stolen.

You can also use our Budgeting tool, which you can download here: <http://new.uno.edu/studyabroad/rome/forms> to help you budget for the summer. You can download this Google Doc as an Excel spreadsheet to help estimate how much money you'll spend this summer.

**\*Remember to also make copies of your credit/debit cards and leave them with a friend or family member at home. It will be much easier to call and report them as lost or stolen with this information handy\***



## **TIPPING**

Most restaurants include a 15 percent service charge and tax in their prices- referred to as "il coperto" or "servizio incluso". If a meal or service has been particularly good, leaving some extra change is customary, as is leaving the waiter the small change from your bill if you have paid in cash. If service is not included in the price ("servizio non incluso") a 15% tip is customary. Most, if not all, restaurants in Rome will post their menu and price list outside so you can select the type of food you like and the price range you need. A prix fixe menu is usually the best bet since for one price you get about three courses (appetizer, entree, and desert) but be careful of extras such as coffee and wine, sometimes they add up more than the meal itself!



### **VALUE ADDED TAX (VAT):**

If you are lucky enough to have a lot of spending money available, don't forget this important little item that will save you even more: VAT. Visitors carrying their passports can get a refund of the value added tax on purchases of around \$250 or more at any single store.

### **RETURNING HOME:**

At customs, you are allowed a total of **\$800.00** worth of purchases, including one liter of alcohol (if you are over 21 years of age), duty free. After that you will have to pay duty. Remember that certain things are not allowed to come into the U.S.: Fresh fruits and vegetables, meat byproducts, medicine or narcotics, plants or pets are not allowed to enter the States.

## **Food and Italian Culture**

### **FOOD STORES:**

When you arrive in Rome, your Academic Director will take you on a walking tour through your neighborhood. She will point out bakeries, grocery stores, the closest ATM, etc. to you. Since every apartment has a kitchenette, it is a good idea to cook at home a few times each week in order to save a bit of money and truly experience life as a local by visiting local grocery stores. They're quite different from the ones here in the U.S!

### **MEALS:**

Breakfast for the group will be provided on class days. You will be responsible for cooking your own lunches and dinners. Many students opt to cook in their apartments (see kitchen photo to the right), others prefer to eat out more at local cafes. Trastevere has a ton of great options for whatever your budget may be.

**Robyn's favorite Trastevere snacks:**

**Fatamorgana Gelato and Il Suppli**



### **FLEXIBILITY**

You will hear this word many times during your stay. You are in Rome to learn about another country, its customs, and way of life. Forget how you are "used to doing things". The food, people and the sights all are different. If you are not open to new ideas, your stay will not be as pleasant. Forget macaroni and cheese and fast food! Expand your horizons and your taste buds by trying something new, like prosciutto and melon (a delicious combination). Rome has a tremendous variety of fresh fruits and vegetables, great seafood and foods distinct to the region (many of which you can purchase at the Farmer's market nearby). You'd be surprised how happy a simple meal of bread, cheese and fruit can make you!



## ITALIAN LANGUAGE

It's amazing how different your experience can be if you try to blend in and communicate in the language in which you are immersed. While you certainly don't need to be able to speak Italian, Italians are especially appreciative of any attempt to speak their language. You need not be fluent, only try. A list of useful phrases will be shared with you at orientation in Rome to assist you.



## HOURS OF OPERATION FOR BUSINESSES:

Basic hours of business are 8 or 9 am until 12 or 1pm. Most businesses are closed for 2 hours for lunch, reopening at 2 or 3pm. Closing time is usually 6:30 or 7pm. Many restaurants, shops, etc. are **closed on Sunday and/or Mondays**, so consider this when making plans to shop for food etc., or to eat out.

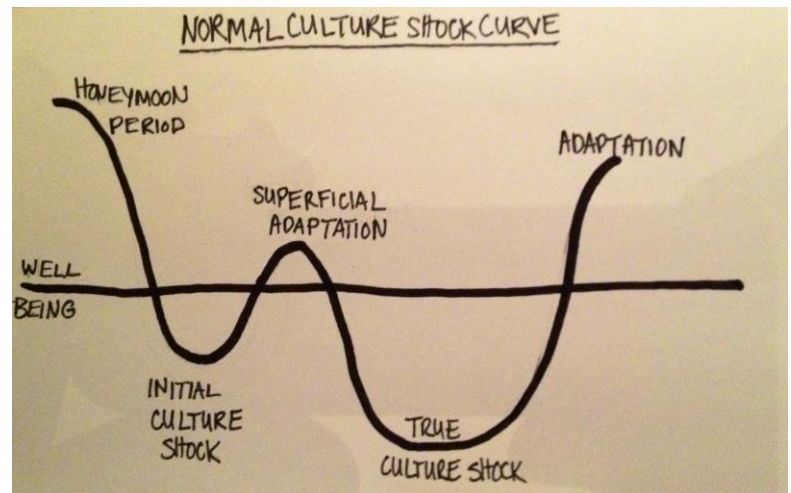
## WEATHER:

The weather in Rome in the summer is usually pleasant, although it varies from year to year. You may have some cool nights where you will need a light jacket or sweater. In previous years we have also experienced **extreme heat**, where the temperatures have reached into the 90s. You will need to prepare for this change of weather, so please pack accordingly (light/flowy/breathable fabrics, etc.).

# Culture Shock

It is normal to feel anxious about your trip. Everyone is excited and nervous about the whole experience, so don't feel like you're the only one. Calm down, rest, and be open to the wonderful experiences you will have in Rome.

Even for those who have traveled abroad before, it can be somewhat of a shock to be immersed into a new setting in a new country so quickly. Some students even experience homesickness, and develop stomach problems or flu like symptoms! Just remember to keep an open mind and to remind yourself of why you decided to come to Rome in the first place. You signed up for a summer of learning and adventure, and even if you have a rough first few days, things will get back to normal and four weeks in Rome will fly by!



# What to Expect: Week 1 and Beyond

Arrivals on Sunday, June 30

*Pizza party that evening*

*Ambassadors meeting, general orientation, tour of neighborhood, welcome dinner*

Normal classes on Monday, July 1 - Thursday, July 4

Group trip to Florence early AM on Friday, July 5 – Sunday, July 7

Return to Rome PM on Sunday, July 7

Normal classes on Monday, July 8



## **FLORENCE WEEKEND**

Our program includes a weekend in Florence! We will travel to this incredible city with the high-speed train in Italy, which takes less than 2 hours!

You will have a combination of group activities as well as free time to explore Florence on your own. Many students take advantage of the markets (pictured right) for leather souvenirs, and indulge in amazing Florentine cuisine during this trip.



## **BOOKS:**

Books for your classes must be purchased ahead of time so that you take them with you to Rome. Please refer to your course description for the books needed. **You must have your books before departure. They cannot be purchased in Rome or mailed to you.**

## **CLASSES**

For the most part, Rome will be your classroom. Professors on the program go to great lengths to showcase the city and make your learning truly experiential while you are there.

You can expect to spend a few days inside the classroom, certainly, but many days you'll be traveling to a nearby gallery as a group for class.





## OVERVIEW OF PROGRAM

Classes: Monday-Thursday

9:00-11:00 Class 1

11:00-1:00 Class 2

1:00-2:00 lunch

2:00-4:00 Class 3

4:00-6:00 Class 4

Classes generally end @ 6:00 p.m. on **Monday** and **Wednesday**; classes will meet on a rotating schedule **Tuesday** and **Thursday** (to be discussed more at orientation on-site)

## MID-WEEK FIELDTRIPS

As a group, we will take field trips each week, typically on Tuesday and Thursday afternoons. The exact times for these trips will be announced usually a day or two prior to departure, as these times are subject to the availability and opening hours of galleries, museums, etc.

## FREE WEEKENDS

Classes usually end by 5 or 6 pm on Thursdays, allowing students time to travel on their own from Thursday evening- Sunday. There are tons of affordable travel options from Rome:

Rome to Belgium via Ryan Air (2 hours): \$75 r/t

Rome to Venice via train (3.5 hours) \$130 r/t

Rome to Amsterdam via Easy Jet (2.5 hours) \$90 r/t

Rome to Switzerland via Easy Jet (1.5 hours) \$80 r/t

Some students plan each weekend for travel before they depart; others like to leave the weekends open so they can make plans with students they meet on site. Past participants recommend leaving at least one weekend free or unplanned so that you can make time to explore either Rome or explore a new place you wouldn't have known about before arriving.





# Safety Information

## EMERGENCIES AND/OR EVACUATION PLANS:

We do not anticipate any problems or emergencies, but as a safety measure you need to know where to go, whom to call and how to report. When you arrive in Rome, you will be given a walking tour of the neighborhood and shown the different places that are assigned as official emergency meeting places. In case of an emergency, you will be able to use this plan in order to have a quick and safe group assembly. You'll also be given local emergency phone numbers, the local American Embassy numbers, as well as a plan to leave the country if necessary. It is important that you take these measures seriously and adhere to the instructions given by the group leader. **Our office number in New Orleans is (504) 280-7455 and will be the official number for your family to call and get any pertinent information.**

All participants will also need to download **KeyNect**, which we will email you about prior to departure. This enables us to contact all program participants at once in the rare event of an emergency.

## PASSPORTS

You need a current passport to enter Italy. Your passport must also be valid for at least 6 months beyond your departure date. Passports can take a while to process, so apply early. **If you have not applied for your passport yet, please do this IMMEDIATELY!**

Visit [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html) for more information.

Always remember to keep your passport in a safe place. This is the most important document you have!

IT IS IMPERATIVE THAT YOU MAKE COPIES OF YOUR PASSPORT (INSIDE COVER, PHOTO PAGE, NUMBER) BEFORE YOU LEAVE THE STATES AND LEAVE ONE COPY WITH A RELATIVE OR FRIEND AT HOME AND SEND THE OTHER ONE SENT TO OUR OFFICE. This way, if you lose this document, copies can be faxed to the embassy.

**IF YOU LOSE YOUR PASSPORT** while in Italy, immediately report it to the UNO-Rome staff and the nearest U.S. Consulate to get a temporary passport issued.

## PERSONAL ITEMS

**DON'T BRING ANYTHING WITH YOU THAT YOU DO NOT WANT TO LOSE.** This is no time to flaunt your grandmother's jewelry! When packing your suitcase, be sure your name is on the outside tag (you may want to use the blue luggage tags provided) as well as inside your bag. If for any reason your luggage gets lost, your identification will be available inside.

Rome is a city where you have to be aware of your valuables. Petty theft is the major concern so precautions should always be taken when traveling or staying in a new city. Most dangers lie in crowds, where pickpockets can easily work. Don't leave your purse or bag(s) unattended (especially in the outdoor cafes where street performers depend on your change for a living) or your wallets in plain sight. Guard your money well and carry your bag in front of you on the metro or in crowded areas.



## **INSURANCE**

All students will be covered by a comprehensive study abroad insurance plan that is included in the cost of the program. This policy provides for accidents, medical expenses, emergency medical and evacuation, repatriation of remains, and family assistance coverage. A brochure fully detailing the insurance plan will be provided to each student. This policy does not cover trip cancellation or baggage insurance. **Students will be covered for the duration of the program only.** Extended coverage at additional cost is also available, please see <http://new.uno.edu/studyabroad/insurance> for more information.

## **MEDICAL EMERGENCIES**

If for any reason you don't feel well, **you must contact the Academic Director first.** Unless it's a life-threatening situation, do not go to an emergency room. If you have a minor ailment, the Italian pharmacists can give you medicines over the counter.

It is a good idea to bring a few items that can make your trip more comfortable such as aspirin or Tylenol, Imodium AD tablets, Dramamine, band-aids, and any prescription you are taking. Take all medicine in your carry-on, not packed in your suitcase. Bring a copy of the prescription, since refilling it in Italy will not be possible. Make sure that all medicine is properly labeled and bring enough to last you for the entire trip. If you use contacts or eyeglasses, it is a good idea to take an extra pair with you. Losing such items can be bothersome and hard to replace.



## **MEDICAL RESPONSIBILITY**

As a student you should be aware that there are certain risks inherent in international travel and that the University of New Orleans, as a State of Louisiana educational institution, cannot assume responsibility for all or certain aspects of your activities while traveling. You should also be aware of your personal medical needs and consult with a medical doctor and/or mental health provider before your departure regarding any personal needs while abroad. **Also, be sure that you have returned the "Report of Medical History" form to the UNO-Rome office.**

## **SAFETY FIRST!**

Rome is not a city known for crime; however, precautions should always be taken when traveling or staying in a new city. Most dangers lie in crowds, where pickpockets can easily work. Don't leave your purse or bag(s) unattended (especially in the outdoor cafés where street performers depend on your change for a living) or your wallets in plain sight. Guard your money well and acquaint yourself with the currency before your trip. Also, **DON'T EVER WALK ALONE AT NIGHT. ALWAYS STAY WITH A GROUP, NO MATTER HOW SAFE YOU FEEL IN THIS CITY.** Use your common sense, think before you act, and try to avoid problems that can spoil a good trip. If for any reason you encounter a problem, **CONTACT THE ACADEMIC DIRECTOR IMMEDIATELY!**

### **SAFETY TIPS:**

**When traveling overseas, there are a number of precautions that you should follow in order to travel safely:**

- 1) Do not leave your bags or belongings unattended at any time.
- 2) Do not let anyone give you something to carry when traveling.
- 3) Never keep all your documents and money in one place and make duplicate copies of your documents (especially your passport).
- 4) Always be alert to your surroundings and be cautious when traveling.
- 5) **Do not get involved in drugs and beware of becoming intoxicated.**
- 6) Let people know where you are going and when you expect to return.
- 7) Have sufficient funds and/or a credit card on hand to purchase emergency items such as transportation tickets.
- 8) Be cautious when you meet new people and **never bring them into the apartments.**
- 9) Report any unusual activity or suspicious persons to the Academic Director.
- 10) Be aware of the political situation wherever you are. Stay away from places that are experiencing political unrest.
- 11) Keep away from areas known to have large concentrations of residents aligned with interests unfriendly to the United States or its allies.
- 12) Be conservative in your dress and never wear expensive jewelry when traveling.
- 13) Don't flash your money and be discreet when showing your passport (and keep your passport in your room unless you're traveling).
- 14) Keep away from political demonstrations. (Even if you agree with them!)
- 15) Avoid the media and don't feel like you have to comment or give an interview.

These are just a few general rules you should of which to be aware. Most often, common sense will tell you what to do. That is why it is imperative that you avoid a situation in which common sense does not prevail—so please avoid being intoxicated and using drugs.





Remember that traveling ANYWHERE has certain risks, but although lack of familiarity, medical care, geography, etc. play roles, **the number one factor for injuries of U.S. Citizens Abroad is behavior.**

**Remember that program sponsors (UNO) generally:**

- A. Cannot guarantee or assure the safety and/or security of participants or eliminate all risks from the study abroad environments.
- B. Cannot monitor or control all of the daily personal decisions, choices, and activities of participants.
- C. Cannot prevent participants from engaging in illegal, dangerous, or unwise activities.
- D. Cannot assure that U.S. standards of due process apply in overseas legal proceedings, or provide or pay for legal representation for participants.
- E. Cannot assume responsibility for actions or for events that are not part of the program, nor for those that are beyond the control of the sponsor and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information.
- F. Cannot assure that home-country cultural values and norms will apply in the host country.

**Responsibilities of Participants:**

In study abroad, as in other settings, participants can have a major impact on their own health and safety through the decisions they make before and during their program and by their day-to-day choices and behaviors. Participants should:

- A. Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.
- B. Read and carefully consider all materials issued by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country(ies).
- C. Conduct their own research on the country(ies) they plan to visit with particular emphasis on health and safety concerns, as well as the social, cultural, and political situations.
- D. Consider their physical and mental health, and other personal circumstances when applying for or accepting a place in a program, and make available to the sponsor accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.
- E. Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
- F. Inform parents/guardians/families and any others who may need to know about their participation in the study abroad program, provide them with emergency contact information, and keep them informed of their whereabouts and activities.
- G. Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program.
- H. Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals before and/or during the program.



- I. Accept responsibility for their own decisions and actions.
- J. Obey host-country laws.
- K. Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.
- L. Avoid illegal drugs and excessive or irresponsible consumption of alcohol.
- M. Follow the program policies for keeping program staff informed of their whereabouts and well-being.
- N. Become familiar with the procedures for obtaining emergency health and legal system services in the host country.

### **Recommendations to Parents/Guardians/Families**

In study abroad, as in other settings, parents, guardians, and families can play an important role in the health and safety of participants by helping them make decisions and by influencing their behavior overseas.

#### **Parents/guardians/families should:**

- A. Be informed about and involved in the decision of the participant to enroll in a particular program.
- B. Obtain and carefully evaluate participant program materials, as well as related health, safety, and security information.
- C. Discuss with the participant any of his/her travel plans and activities that may be independent of the study abroad program.
- D. Engage the participant in a thorough discussion of safety and behavior issues, insurance needs, and emergency procedures related to living abroad.
- E. Be responsive to requests from the program sponsor for information regarding the participant.
- F. Be aware that the participant rather than the program may most appropriately provide some information.
- G. Keep in touch with the participant while he/she is overseas. It is often helpful to establish how often you and your student will be in touch before departure (i.e. every Monday night, etc.)  
*Keep in mind that Rome is 7 hours ahead of Central Time Zone, which means it's midnight in Rome when it's 5:00 p.m. in New Orleans/6:00 p.m. in Philadelphia.*
- H. Encourage the participant, especially if they call home feeling homesick. Help them to remember why they set out on this adventure in the first place!

#### **TRAVEL ADVISORY**

You should realize that anytime you travel abroad there is potential for danger due to crime, political unrest, unforeseen "Acts of God," strikes that will delay your travel plans, etc. We simply cannot list every possible scenario in this handbook. We therefore recommend that if you have concerns about traveling you contact the U.S. Government Travel Advisory. This can be found at: [www.state.gov](http://www.state.gov)

#### **VISAS**

Americans staying in Italy less than three months no longer need visas. Even if you are studying in Italy, this applies to you, unless you are there for a semester or year round program. **If you do not have American citizenship** check with your particular country's consulate to find out the Italian government's requirements.

## **STUDENT REGULATIONS**

As a participant in the program, you are expected to comply with program regulations. These rules of conduct govern a set of citizenship standards: living together in harmony in the apartments, respecting your neighbors and the citizens of Rome, avoidance of drunkenness, disorderly conduct, drugs, dishonesty, criminal acts, academic cheating, damaging property, etc. You are also governed by the University of New Orleans' policy and procedures regarding student, as well as the Italian government while abroad.

**Students must conduct themselves in appropriate manner and abide by all policies outlined in the UNO Judicial Code:**

<http://www.uno.edu/student-affairs/documents/Student-Code-of-Conduct-rev-2018.pdf>

**Cheating, plagiarism, and academic misconduct will not be tolerated.**

Students have been expelled from the program for not complying with these rules as early as DAY ONE and as late as the LAST WEEK of the program! Please abide by these rules to have a safe and productive experience.



## **STUDENTS WITH DISABILITIES**

It is the policy of the University of New Orleans, on a flexible and individualized basis, to provide reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities are strongly urged to inform us of their disability and specific needs, and accommodations **prior to program departure**. Students with disabilities are also encouraged to contact their instructors to discuss their individual needs within the academic context of the class requirements.

### **Pre-Departure Checklist for students:**

- Leave a copy of your itinerary, phone number, and address of the places where you will be staying with a family member or trusted friend.
- Leave copies at home of your passport, credit cards, and any important documents.
- Review program information on our website: [new.uno.edu/studyabroad/rome](http://new.uno.edu/studyabroad/rome)
- Call your bank(s) before your departure and tell them you'll want to use your debit/credit cards while you're in Rome this summer.
- Call your cell phone provider to look into cell phone plans that will give you access internationally.
- Make sure you've ordered all class materials so that you are able to take them with you before departing for the program.
- Consult the UNO-Rome Amazon "wishlist" for items most students purchase to bring abroad for the summer: <http://a.co/2B9pali>
- Email your flight itineraries to [GOFMC@UNO.EDU](mailto:GOFMC@UNO.EDU) if you have not already done so
- Keep this guide somewhere handy (inbox, printed, etc.) so you can refer to it on site as well
- Download KeyNect by texting UNOROME to the following numbers: 444-999; Tap the link that is texted to you and fill out required info in your internet browser. More info. on this to follow via email.
- Download WhatsApp on your mobile phone (this is what most students use to keep in touch throughout the program...and once they return :)



# WHAT TO DO ON TRAVEL DAY

## JET LAG:



If you have not traveled overseas, jet lag might be a problem. It is best to be well rested and avoid alcohol, caffeine, and rich foods during the flight to Rome. Do not nap too long upon arrival, no matter how tired you are. This throws your body clock off and could prolong your adjustment for several days. Instead, get out into the sunlight and take a walk. This gets your circulation going and helps your body adjust to the new time.

When preparing to leave for the trip, be well rested and have all your travel documents easily accessible. Arrive to the airport at least **TWO** hours before your departure time.

- 1) Verify that all the information on your ticket is correct and know your flight times and connections. Everyone should have ample time to make connections.
- 2) WHEN BOARDING YOUR FLIGHT IN YOUR HOME CITY, MAKE SURE YOUR LUGGAGE IS CHECKED ALL THE WAY TO YOUR FINAL FLIGHT DESTINATION.
- 3) If for some, unforeseen reason, you **miss** your connection in your home city, notify the airline counter **immediately** so that they can arrange a later flight. Call home, let them know your change of plans, and **have them contact us** with your new arrival plans.
- 4) Remember to be flexible, curious, and approach things with an open mind. Travel is an adventure in itself. You may miss a train or arrive in Italy only to find out that your luggage is still in the U.S.! Expect the unexpected and remember to relax—it's part of the journey!



**...and Buon Viaggio!**