



# **Global Experiences Handbook for Students**

Brought to you by the  
**University of Wisconsin-Whitewater**  
**Center for Global Education**

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# Congratulations!

Your decision to study abroad will not only develop you personally and professionally, it will give you experiences that others can only dream about. Aside from credits on your transcript, your experiences will help you develop a better understanding of yourself and the world, and where you belong in it. As you prepare for your experiences abroad, there are a number of things that may be on your mind -- questions, concerns, and perhaps some worries. This is quite normal and to be expected. Your upcoming adventure is something new and different from what you have experienced before. Concerns range from personal aspects of your life to organizational and practical issues of travel and how another university operates, to rather complex issues of living in and dealing with another language and culture. This orientation and corresponding packet of information is intended to provide some guidelines, suggestions, and questions for you to think about as you embark on your study abroad and create memories that will last a lifetime.

As you are going abroad to study, there are some things you have to prepare for and keep up with throughout your stay. You need to keep in contact with a number of people and offices at UW Whitewater that are important to the academic and administrative dimensions of your study abroad program. These people and offices are here to help you. The following people can answer most questions or concerns.

## **Center for Global Education**

University of Wisconsin-Whitewater  
Hyland Hall, Suite 1227  
800 W. Main St.  
Whitewater, WI 53190

Phone: 262-472-5759

Fax: 262-472-1491

[www.uww.edu/international](http://www.uww.edu/international)

## **Mikaela Auerbach**

Global Experiences Coordinator

[auerbacm@uww.edu](mailto:auerbacm@uww.edu)

Office: 262-472-5379

Out-of-hour emergencies: 920-410-8339

## **Dan Colleran**

Global Experiences Coordinator

[collerad@uww.edu](mailto:collerad@uww.edu)

Office: 262-472-5757

## **Candace Chenoweth**

[chenowec@uww.edu](mailto:chenowec@uww.edu)

Director, Center for Global Education

# Adjusting to another culture

## Tourist or traveler?

Living abroad, especially for the first time, can be exhilarating, exciting and stressful. You will be encountering many new things such as food, customs, manner of doing things and different ways of viewing, thinking about and understanding the world. These can result in uncertainty and confusion as to how you will react, interact, be accepted and how you will perceive yourself. Every country of the world has its own rich history that shapes the ways its people relate to one another and how they will relate to you. The unique person you are before you ever begin to pack your bags, let alone arrive at your destination, will, to a great degree, affect the experience that you will have. According to the editors of *Transitions*, "Tourists are those who bring their homes with them to wherever they go, and apply them to whatever they see. They are closed to experience outside of the superficial. Travelers leave home at home, bringing only themselves and a desire to see and feel and take in and grow and learn."

## What is culture?

Culture is a set of values, beliefs, assumptions and understandings about the world, human beings and society. All people have culture and it provides a way of interpreting and living in the world. It makes life predictable, understandable and meaningful.

## Important cultural differences

There are many ways that cultures differ and you can't assume things will be done the same overseas. Attitudes toward women and minority groups vary greatly from country to country and among cultures. It is important to consider that even if you are among the majority at home, you may become part of the minority abroad.

## Cultural adjustment

The adjustments we must make to a new culture are invariably of two kinds: we have to adjust or get used to behavior on the part of the local people which annoys, confuses or otherwise unsettles us; and we have to adjust our own behavior so that it does not annoy, confuse or otherwise unsettle the local people. Self-awareness is crucial to intercultural learning. Our predispositions, expectations and reactions affect our perceptions. Our perceptions affect our judgments, how we solve problems and make decisions and ultimately how we are perceived by others." Your own behavior affects how members of your host culture react to you. Of course, you can't expect the host culture to "adjust" to your behavior; the burden is on the student to adjust to the host culture. So, in addition to observing the behavior of those around you, it is worthwhile to reflect on your own habits.

## Stages of cultural adjustment

A large body of social research indicates that newcomers to a culture pass through a similar adjustment process, although each individual's situation and response are unique. The length of time to adjust and how deeply one is affected depend on many things, including your own background and culture, the difference between your home and host cultures, and your role in the new culture.

### 1. Honeymoon

The first few days and weeks abroad will probably be exciting, stimulating and alive. All you see will be strange, new and rich with tradition. Sounds, smells, gestures and movements will crowd your sensory antennae, leaving you exhilarated and exhausted. This is the Honeymoon period. Enjoy it.

### 2. Hostility

At the same time you may begin to experience the first symptoms of culture shock, the unpleasant disorientation that afflicts every visitor who enters a strange world. It's unfair, but often true, that the more eager you are to enter into the host culture and really understand what its people are like, the more severe your shock may be. Tourists who come only to gaze, taste and move on are insulated from the shock. They live in hotels, take taxis, use credit cards and go home in a few weeks. But you will try to live like a local, in the "real world," and you may find it hard at first.

### 3. Humor

As you begin to understand the communication strategies and values of your host culture, you start a climb out of the doldrums. You will notice yourself more willing to become involved, developing a daily pattern, adapting to new ways and having more satisfying interactions with your hosts.

### 4. Home

Eventually, you will move into the final stage of adjustment, putting your host culture into perspective with your own culture and your personal values. You will have a solid level of comfort in your host culture and will have regained confidence in yourself and your ability to be a participant of your host culture. As you can imagine, each study abroad student's experience and situation is different. Progress toward cultural integration is not always steady. If you are going abroad for a semester or less, you might not achieve seamless integration with the host culture. Remember, you spent much of your pre-adolescent years learning the behavioral norms of your own culture. It takes time to learn the nuances and to gain a sense of acceptable behavior in various contexts.

### **Culture shock/cultural fatigue**

Every person in a new environment will experience culture shock to a greater or lesser degree because we are all human and cultural beings. Culture shock does not result from a specific event or series of events. It comes instead from the experience of encountering ways of doing, organizing, perceiving or valuing things that are different from your customs, assumptions, values and behaviors – things that you've always believed, perhaps unconsciously, are simply “natural” and “right.” Culture shock builds up slowly, from a series of small events that are difficult to identify. Some students identify it as homesickness. You feel tired and inclined to daydream about hamburgers and stereos. You're weary of beating your head against a wall of indifference, of having people stare, of having to be everlastingly polite instead of natural. All that keeps you from packing to go home is the promise of holiday travel and the embarrassment of it all. Everyone's timeline of adjustment is different, but most travelers on a prolonged sojourn in another culture experience a recurrence of culture shock symptoms on their path of cultural learning and integration.

### **Recognizing culture shock**

Severe culture shock is typically expressed in the following ways: feelings of isolation and loneliness, sleeping too much or tiring easily, finding it difficult to sleep, suffering body pains (head, neck, stomach), homesickness, eating disorders, anger towards local people, “bashing” local culture as irrational or stupid, or concluding that any acceptance of different ways of thinking or behaving is a “compromise of your principles” and therefore unacceptable.

### **Coping strategies: culture shock/cultural fatigue**

Understand that there are going to be ambiguities, uncertainties, confusion and that your expectations may in fact turn out differently. Remember to “expect the unexpected.” Observe and learn from local people how they act in situations you find confusing. Try to understand what they believe and why they behave the way they do. Avoid judging things as right or wrong. Regard them as merely different. Realize that although it may not make sense to you, it makes sense to them, and you can learn why it makes sense to them. Believe that you can learn the skills to adjust and learn. Accept the reality that you are going to make mistakes, like a child learning about his or her own culture, and that at times you may make a fool of yourself. This is particularly true if you are struggling with another language. There will be times when you will feel dumb or stupid. When this happens, step back and remind yourself that language skills do not equal intelligence. Avoid having friends only from your own culture. Make friends with local people and students and participate as much as possible in local events, clubs and social life. However, maintain ties to your own culture and fellow students as they can provide a refuge and a place to let off steam. Do not set overly high goals for yourself. This may foster a sense of failure if unattained. Be realistic and acknowledge your progress in adjusting to a new culture.

At times, stop and take stock of what you have learned and applied since you first arrived. Recognize that you can make the adjustment. Don't compare your rate of cultural adjustment with those around you. Everyone deals with and copes with cultural adjustment in accordance with who they are. You may find some people adjusting quicker than you and this can cause some anxiety and doubt about your abilities. Recognize that each person has unique experiences and personalities that impact the rate of adjustment.

### **Return culture shock**

The last thing on your mind during your journey will be preparing to come back home. Many people who have been abroad agree that the re-entry adjustment can be as traumatic as the adjustment to a new culture. You will return with different perspectives because you will have something with which to make comparisons. You will be dying to tell everyone about what you did, thought and felt. A common frustration is that friends and relatives only want to hear you say, “It was really great!” but are not actually interested in hearing anything beyond that. If you are gone for an extended period of time, your friends will get used to life without you. Communication is the key to overcoming this obstacle. Explain how you are feeling and share some information with your friends and family about cultural re-entry. In many ways, both you and your home have changed. Being able to recognize the changes in yourself and the new skills you have developed may be difficult at first. These skills will serve you well in the future and can be important in a number of ways.

## Common Expectations Gone Awry!

Learning about another culture entails experiencing not only "Culture" with a big "C"--like museums and a foreign university--but also the process of traveling/"moving" and "culture" with a little "c," consisting of everyday life. Following is a list of everyday occurrences that often throw students off, sometimes because going abroad is stressful overall, and sometimes precisely because these occurrences feel like they should be "givens," while they are actually "culture." If you encounter any of these issues, think of them as learning experiences. Try not to panic, ask a lot of questions, and address only the issue at hand rather than generalizing about an entire country or group of people.

- Your flight has been delayed, and you are positive that you will not arrive in time for the Welcome Dinner
- You arrive on time, but your baggage has been lost
- You cannot find the program representatives who are supposed to meet you at the airport
- There's no email in your room, and no computer room in your dorm!
- You've tried to call the U.S. for two days now and can't get a line out.
- The elevator doesn't work, and your room is on the 5th floor
- You love your homestay family, but they expect you to be home for dinner and definitely don't want you coming home after 9pm (or after dark, in some places, if you're a woman).
- The neighborhood doesn't feel "safe"
- Your housing does not feel "up to par": the room seems a bit dirty, the bed is too hard, there are no top sheets (only a comforter), and the commute to classes is too long
- You are anxious to explore, but your program requires you to attend a tedious orientation, much of which seems to repeat some of the things you learned about
- You thought study abroad was going to give you lots of free time to explore and travel, but it turns out that you actually have a lot of work to do.
- You've studied Spanish/French/German, etc. for many years, but when you try to speak, no one seems to understand you. And sometimes the locals just give up and talk to you in English.
- Registration is a nightmare: the system seems completely unorganized, and two of the four classes that you had planned to take are either full or not being offered this term
- Your classes seem completely unstructured and easy: there is no required reading list, but there is a recommended" reading list consisting of 200 books
- Host nationals don't seem to have any interest in making friends with you. You've already been on the program for one month, and you haven't made any close friends with host nationals, or even friends to hang out with.
- For women: every day when you walk to school, you get whistled at by men you pass. On the buses, you get grabbed. You start to think that this country certainly is far behind in women's rights!
- You know that you're expected to be polite, but you don't know how you're going to stomach the unappetizing looking meal that has been put in front of you.

## Common Physical & Psychological Symptoms of Cultural Stress

- Exhaustion/fatigue/depression. You do not feel like getting out of bed, going to classes, exercising, etc.
- Major concern over small health problems, such as minor pains, skin blemishes, etc.
- Excessive swearing!
- Increased use of alcohol/drugs.
- Craving for things from home (food, amenities, etc.).
- Strong desire to interact only with Americans/foreigners. You do not want to hang out with any host nationals!
- Fits of anger and frustration, or alternatively, depression alternating with elation. Overreact to minor problems
- Superior attitude toward host nationals: why do they act in these stupid/crazy/weird ways? You find yourself complaining about and criticizing everything.
- No appetite/too much appetite.
- Feelings of rejection, isolation, and loneliness. "No one likes me, I can't make good friends here like I can in the U.S."
- Homesickness.
- Feeling like a child.

## Dealing with Cultural Stress/Common Problems: Some Coping Strategies

- Expect change, difference, and ambiguity. Think of these things as opportunities for learning, rather than as problems to be overcome. Expect that during much of your time abroad, especially initially, you will not completely understand how things work or what they mean.

- Learn to be comfortable failing at some tasks, feeling stupid (like a 5-year-old!), and asking people for help, often with basic things.

- From time to time, **remind yourself of your reasons for and objectives in going abroad**--and even rethink them so that they are more in line with the reality of what you're experiencing. Cultural learning is never an easy process, and it is largely by feeling *uncomfortable* that you will learn the most, both about the new culture and about yourself.

- Develop the habit of analyzing your negative reactions. Frustration and other feelings of discomfort are generally traceable to a specific cause of action--usually an ambiguity, a disparity between expectations and reality, an unrealistic goal, a sense that things should move more quickly or differently, a cultural blunder, etc. If you can analyze your feelings, you can learn from them.

- Expect inconveniences, like long commutes! Your goal is to live like a "local"--and generally, the locals

don't live in the center of town, especially if you're in a big city.

- Take care of your health: eat properly, exercise, and get plenty of rest.

- Seek out other people. Don't withdraw into yourself. Look for opportunities to interact both with Americans and with host nationals. Get involved in university clubs or community activities, use university facilities (like gyms, libraries, etc.), get a part-time job, etc. Spend some weekends at home, rather than traveling, so that you can get to know people.

- If you encounter problems--e.g., your luggage is lost, your flight is delayed, etc.--do not panic. Instead, refer to your program literature, which often explains how to handle common problems and has a contact number for emergencies (or things that may simply feel like emergencies). Read over the literature, ask questions of people around, and handle the problem step-by-step until it's solved. **Bring your program pre-departure literature with you, in your carry-on luggage!**

- If you have problems/concerns, you should contact local staff *first*, for they are the people who will most likely be able to help you figure out what to do.

- Trust your program. They have been running study abroad programs for a long time, and they

generally (although not always, of course) know what students need. Thus, for example, if they require that you attend an orientation, trust that are telling you things that will be helpful to you as you begin your stay abroad--and pay attention, even if information seems repetitious or like common sense.

- If you have any recurring medical concerns, make sure to tell program staff about it as soon as possible (preferably before you even leave the U.S.!) so that they can be prepared to help you if necessary.

- Plan small tasks each day that will help you meet people and accomplish something--like preparing a new food, talking to someone new, accepting an invitation to go somewhere, etc.

- **Remember the ways you have been able to reduce stress in difficult situations in the past and apply those methods in your present circumstances.** For example, you might take a long walk, go to a movie theater, or write a letter to a close friend or relative

### Remember:

**Most people who live in a foreign country for an extended period of time experience cultural stress. It is normal to feel overwhelmed and frustrated. This is all part of the cultural learning process!**

# Packing

## Clothing

Safety begins when you pack. To avoid being a target, dress conservatively. A flashy wardrobe or one that is too casual can mark you as a tourist. As much as possible, avoid the appearance of affluence. Keep in mind that in very few other cultures (if any) do students have the large number and variety of clothing items that the typical American student does. No one will be surprised to see you repeatedly in the same outfit. Bring clothes that go well together in a variety of combinations.

Think utility. Are your clothes easy to launder (shrink, fade, bleed, pill, and wrinkle-resistant)? Can they be easily washed by hand? Will they dry quickly? Are they heavy or bulky? Do tops and bottoms mix and match? Consider climate. For instance, students going to Britain might consider that the weather is not as severe as one might expect, due to the fact that the Gulf Stream serves to moderate temperature extremes. The actual climate, however, is much wetter than here, so that the cold seems colder and the warmer temperatures seem warmer. Another factor to consider is that generally residences and classrooms abroad are not heated to the same extent as here (the average temperature indoors is between 50 and 60 degrees). Therefore, the best way to keep warm is to follow the trend of the “layered look” -- a jacket over a sweater over shirt over an undershirt, for example. Casual items such as jeans, shirts, sweaters and appropriate outerwear are essential on all programs. You should also bring a sturdy pair of comfortable walking shoes, which will adequately support your tired feet when walking for miles and miles. Remember, dress casually but you will need to dress up occasionally for the opera, concert, dining out or clubbing.

## Luggage

Remember that you will be responsible for carrying your own bags on and off trains, through subways, up and down stairs and escalators and racing through terminals, so be sure that you can handle the burden. Select a lightweight suitcase, avoiding those with zippers that can break easily. The biggest mistake that inexperienced travelers make is taking too many clothes and too many suitcases. Students are advised of this every year, yet repeatedly they take too much with them and, inevitably, they regret it. Here's what we suggest: lay out what you think you need and then pack half of it! Remember, they wear clothes in other countries!

You'll be able to buy things there, and most of the time, they'll be cheaper and more fashionable in the host country.

The best luggage is lightweight canvas or soft plastic (not heavy, hard material). Consider taking a backpack, as it will come in handy. An expandable bag with “fat” wheels is a good “carry-on” for flights and short trips, too. Remember that airlines require identification on all bags checked regardless of type. Put your name, address, telephone numbers and e-mail address outside and inside(!) of each piece of luggage. Use covered luggage tags to avoid casual observation of your identity or nationality.

There are regulations on the weight and dimensions of baggage on international carriers. Be sure to read your airline ticket for the regulations specific to your airline as the regulations change from time to time or check with your travel agent.

## Toilet articles

In nearly all locations, most items will be available to meet your needs in terms of toiletries or cosmetics. If you are attached to a particular brand of an item, you may want to bring that item, but remember that it is fun to try out foreign toiletries. Toiletries may be expensive in locations such as Western Europe where the dollar is weak, but you will have to balance packing toiletries against the space and weight limits of your luggage.

If you are on a short trip, you may want to pack toiletries. Pack only as many items as you will use. Small samples are excellent, or you can transfer small amounts of shampoo and other products to smaller vials or bottles. Liquids travel best in plastic containers, but don't fill them to the top. Place liquid items in a sealable plastic bag.

Almost all the time, nonprescription drugs can be found abroad. However, the names, dosages, and forms of the drug may be different. In some locations, non-prescription items are not shelved on the floor where you can pick it up yourself – you may have to ask a pharmacist for the item even if you do not need a prescription.

## Prescription medications

Take an adequate supply of prescription medications for your entire trip and keep them in the original pharmacy containers to avoid problems when passing through customs. It is also wise to take a copy of your prescriptions and the generic names for the drugs. If a medication is unusual or contains

narcotics, carry a letter from your doctor attesting to your need to take the drug. If you have any doubt about the legality of carrying a certain drug into a country, consult the embassy or consulate of that country first or ask the coordinator of your program abroad.

Not all forms of contraception are available in other countries. Do you know how to say "condom" in your host language?

### **Electrical appliances**

In most parts of the world, electricity is more expensive than in the U.S. If you will be living with a host family, please take note of the everyday use of electricity in your host country. The electrical current in many foreign countries differs from that of the U.S., which operates at 110 volts alternating at 60 cycles. In much of the rest of the world the standard current is 220 volts at 50 cycles. In addition, plug prongs are often different. If you don't use the proper converter or transformer, and plug adapter, you risk burning out your appliance and causing an electrical short. The best advice is to do without gadgets or purchase them there. If you must take a few gadgets to a country where the voltage is higher, you can purchase a current converter, which "steps down" the higher voltage abroad, and adapters to change your plug prongs to the local variety, but the difference in the rate of cycles will cause your equipment to operate more slowly. This makes it difficult to operate appliances such as clocks and hair dryers.

### **Electronic equipment**

#### **Should you take your laptop, iPod, camera etc.?**

Laptops, iPods, and cameras are visible and valuable items that you will have to watch carefully and constantly. There are no programs that require a laptop, but as at UW-W, you may find it useful to have a laptop for your personal and academic use. You may need an adaptor for the wall plug to charge electronic equipment because the prongs will be different on the wall, but most laptops and other electronic equipment (e.g. iPod and camera chargers) will convert electricity and run on both 110 and 220 volt electricity without a voltage converter.

### **Miscellaneous items**

Check with specific program information in your orientation packet to learn exactly what will be supplied in your living situation. Dormitories overseas typically provide most necessary items for day-to-day living with the possible exception of towels and washcloths. Students housed with families should check to see if they should take their own towels and washcloths. Sheets are usually provided in all living situations. Many overseas residence halls have a kitchen on every floor that students can use, but they must provide their own utensils. By all means plan on purchasing these items abroad; there is always the possibility that other students will lend you equipment or leave it behind when they go home. If you are a great sports buff you may want to bring your own equipment such as a tennis racket or baseball mitt, but most sports gear is readily available to students for modest rental fees. If you will be staying in hostels during your travels, an unfitted sheet is essential. Other miscellaneous items you could consider taking include photographs from home, novels or books in English, and an address book with the names and addresses of everyone you will write to during your stay abroad. Some gift items such as Wisconsin pencils, notepads, or magnets are good gifts for host families and international friends.

### **What to leave behind**

Don't take your most prized possession on your program or your weekend trips. We suggest that you don't take Grandmother's beautiful cameo or a \$800 camera with you unless you're prepared to watch them attentively. If something is irreplaceable, leave it at home.

### **Packing advice**

Rolling your clothes into cylinders can save space in your suitcase and actually keeps your clothes less wrinkled. If you are traveling on a long trip, it is useful to divide items in plastic bags, for example, placing all toiletry items in one bag and socks and underwear in another. The separation of items makes it much easier to grab items out of your suitcase. Do not pack aerosol cans in your luggage because they leak at high altitudes. Always carry your passport; never put it in your luggage. All the items you'll need during the trip and essentials such as medication should be put in your carry-on luggage.

# Study Abroad Packing Check List

Remember that all airlines have different guidelines for luggage, so make sure to check with your airline about how many bags you can bring and how much they can weigh.

Make sure that you only take as much luggage as you can comfortably carry. A general rule of thumb is that if you can't carry your bags for 5 city blocks by yourself that you have too much. It is always better to pack less and bring more money or to plan to buy non-essential items abroad.

*\*\* Please remember that this is just a **recommended** list of common travel items. Depending on your program, geographic location, and your own personal preferences **you should decide** what you pack for your time abroad. \*\**

## *Necessities:*

- Passport
- Visa
- Airplane tickets
- Money
- Credit/ATM card
- Travel Guides
- Camera, memory stick or film
- Address book
- Wristwatch
- Passport pouch/ money belt
- Reading material/ journal
- Pens and pencils
- Travel alarm clock
- Voltage converter and plug adapter
- Feminine hygiene products
- Band-Aids
- Aspirin
- Anti-diarrhea pills
- Birth control/condoms
- Any medications currently taking
- Sunscreen

## *Suggested List:*

- Nice clothing as well as everyday clothing
- International Student ID (ISIC) (not required, but recommended especially for European Countries)
- Raincoat or poncho
- Backpack
- Sweater, light wool or fleece
- Sandals/tennis shoes
- Swimsuit
- Pajamas
- Water bottle

## *Toiletries and health*

- Toothbrush/ Toothpaste
- Dental floss
- Deodorant
- Travel soap
- Comb/brush
- Towel/washcloth
- Nail clippers, Tweezers
- Shaving materials

## *Odds and Ends to Consider*

- Pocket knife (in checked luggage only)
- Small flashlight
- Sewing kit, safety pins
- Sunglasses
- Change purse
- Gift items to give away (WI Calendars, pens, pencils)
- Pictures of home, family, and friends to share

# Getting there

- For most programs, getting to your host institution is your responsibility.
  - You need to investigate the best deals and purchase your round-trip plane ticket yourself.
  - Before you purchase your plane ticket you should be officially accepted by your program.
  - Then you should know the official starting and ending dates, as well as any required orientation dates, of your program before you purchase your plane ticket.
  - Buying a ticket that can be changed for a fee is often your best option. This ticket is usually called an “open jaw return” ticket and may cost a bit more than the cheapest tickets, but if you get a flat tire on the way to the airport or your visa gets lost in the mail, you’ll be able to revise your plans without too much difficulty.
  - You might not be let out of the U.S. or into your host country without the proof of your expected return trip without your proper visa and round trip ticket.
- You will want to shop around a lot before you buy your ticket so that you know the best price when you see it.
  - Here are some travel agencies that specialize in student or budget travel:
- STA Travel – [www.statravel.com](http://www.statravel.com)**
- Student Universe – [www.studentuniverse.com](http://www.studentuniverse.com)**
- Travelocity – [www.travelocity.com](http://www.travelocity.com)**
- Expedia – [www.expedia.com](http://www.expedia.com)**
- Orbitz – [www.orbitz.com](http://www.orbitz.com)**
- Hotwire – [www.hotwire.com](http://www.hotwire.com)**
- Kayak – [www.kayak.com](http://www.kayak.com)**
- Do not feel obligated to purchase your plane tickets with only these suggested companies. There are many travel agencies to make arrangements with. Be creative and explore your options.
  - Your parents may even have flight miles that you can use to purchase your ticket.
- We encourage you to make arrangements with other students on your program if possible. The overseas flight is a great opportunity to get to know your study abroad buddies!
  - Once you know your arrival plans, be sure to inform the CENTER FOR GLOBAL EDUCATION and your contact person or coordinator at your host institution. They need to know when to expect you and will be able to give you directions to your orientation or might even be able to make arrangements for someone to meet you at the plane/train station.
  - Finally, upon arrival in your host country, don’t forget to let your parents and staff in the Center for Global Education and Programs know that you arrived safely.

# What to Learn Before You Go

## Safety and security

Travel safety starts with careful reading of the U.S. State Department Travel Advisories before you leave the country. These are available on the Web at <http://travel.state.gov/travel/>. The Department of State's Consular Information sheets are also available for every country of the world. They describe unusual entry, currency regulations or unusual health conditions, crime and security situations, political disturbances, areas of instability, special information about driving and road conditions and drug penalties. They also provide addresses and emergency telephone numbers for U.S. embassies and consulates. In general, the sheets do not give advice. Instead, they describe conditions so travelers can make informed decisions about their trips.

Another important website that a student should visit before they leave the country is The Center for Global Education's Study Abroad Safety Handbook found at: <http://www.studentsabroad.com>. This website provides country specific information about healthy and safety and gives advice about proper behavior and "fitting in." In addition, this site has information sheets and important phrases that could help you in an emergency.

Remember that in other countries, actions can be interpreted differently than at home. For example, looking someone directly in the eyes or accepting a drink in a bar could mean something different than what you think it does. Looking like a tourist in a train station, showing a lot of money when you pay for something, leaving an expensive camera out in the open—these kinds of things can attract negative attention. This is especially true for women. In many places women are not treated as equals to men, and there are different social rules for their behavior. Be careful not to send signals you don't mean to send!

You may also want to look at information provided by your host country. Some useful information is found at: Australian Government Department of Foreign Affairs and Trade - <http://www.dfat.gov.au/>  
Canadian Consular Affairs Bureau - [http://www.voyage.gc.ca/consular\\_home-en.asp](http://www.voyage.gc.ca/consular_home-en.asp)  
United Kingdom Foreign and Commonwealth Office - <http://www.fco.gov.uk/>

## Local laws and customs

When you leave the United States, you are subject to the laws of the country where you are. Therefore, before you go, try to learn as much as you can about the laws and customs of your host country. Good resources are your library, embassies, consulates or tourist bureaus of the countries you will visit. In addition, keep track of what is being reported in the media about recent developments in

those countries, including drug and firearm possession. Be aware of what is considered criminal in the country where you are!

## Communication with Home

When you leave the US, you may find it much more difficult to communicate with your friends and family. Issues like local time difference and unreliable phone or email service can often cause difficulties for you and your family. You need to set up a plan now so that you can make sure you stay in touch with your friends and family while they are gone. Your cell phone may not work at all or if your phone works it may cost a lot more to use than when you are on your home network. Do your homework and find out if you will have service abroad and if you want to use that service. Many students find that it is often easier and cheaper to buy a cell phone in the country they are going to rather than taking their current US phone with them. Also, be careful about buying phone cards for use in your host country in the US. Often, these cards sound like a great deal here but they may not even work in the host country without a lot of access codes that aren't provided.

Because not everything works the way it does here in the US you may need to look at alternate forms of communicating with home. You might want to set up instant messaging, a blog, or a cheap computer phone service like Google Talk or Skype. These "voice over internet" phone services usually require you to have a headset and are free if you call another computer. If you set up something new, you need to practice using it. So sit down and try one of these services before you go so you can see how it works.

You also need to set up realistic times to call or IM people. Your family will still want to know what's going on in your life so be proactive and tell them that you will contact them at a specific time that is relatively easy for both of you. If you are somewhere that has a 10 hour time difference you will want to be careful about what time you set up to talk because it may be in the middle of the night for your parents. Also, remember that this is your time abroad and that you need to give yourself a lot of time in your host country to adjust. So don't feel bad about communicating less than you normally do.

**In addition, you need to make sure you contact your parents upon arrival in the host country. They will greatly appreciate a short phone call or email that lets them know that you have arrived safely.**

# Health Advice for Travelling

## 1. Seek medical advice

from a travel medicine provider at least 4-6 weeks before your departure. One option for UW-W students is University Health and Counseling Services, which offers all UW-W students free or low cost health services. They can address questions about health issues for the specific region(s) you will visit.

Their hours are Monday – Friday from 8- 4:30, tel. (262) 472-1300. [www.uww.edu/uahcs](http://www.uww.edu/uahcs)

UW-W Counseling Services is available to all UW-Whitewater Students. Students have found it helpful to attend counseling before they study abroad if they need to discuss their apprehensions. Upon return, they will discuss issues of re-entry culture shock and how to process the experience. While overseas, you may find that your host institution does not offer counseling services so you want to take advantage of what you have here before you go. Counseling Services is available from 8-430, tel. (262) 472 1305. [www.uww.edu/uchs](http://www.uww.edu/uchs)

## 2. Get immunized

including updating all routine immunizations, as well as any immunizations which may be required for the specific areas to which you are travelling. The CDC ([wwwnc.cdc.gov/travel](http://wwwnc.cdc.gov/travel)) is an excellent source of information about recommended vaccinations and other health precautions (e.g. malaria prophylaxis) in different world regions. UHCS has many immunizations available and can direct students to area clinics in cases where the immunization is not available at UHCS (e.g. yellow fever, Japanese Encephalitis).

## 3. Be aware of food and water safety

in the areas in which you will be travelling. This includes considering not only what you drink, but also related matters, such as where it's safe to swim (i.e. to avoid parasites and traveler's diarrhea). In world regions where food and water safety is a concern, consider taking anti-diarrheal medication with you and requesting a prescription medication to treat traveler's diarrhea.

## 4. Illness and injury abroad

Think through what you would do if you needed medical care while travelling, such as what your options for health care would be and what your insurance would cover. The CDC contains useful resources regarding this.

It is likely that you will experience a minor cold or flu while abroad, just as you would here at home. It is often standard in other countries to go to pharmacies before going to the doctor, as they have more extensive medical training than here in the United States and can provide many medicines without a prescription. If you are seriously ill, do not put off going to the doctor. However, in the case of more minor illness and injury, pharmacies can often provide cheap and effective remedies.

## 5. Assemble a health/medical kit

The CDC has a list of recommended items that should be part of that kit. It should include all of your prescription medications in their original pharmacy bottles.

## 6. Take chronic and recurring conditions into account

If you have a chronic or recurring condition, it is especially important to discuss your travel with your physician and discuss any changes that may be needed to your medication, how you will make sure you have adequate medication, and any other guidance you may need to avoid complications from your illness while travelling.

If you have diabetes or another condition that requires a specific diet, you may want to make sure that the standard nutrition in the country you are visiting is sufficient for your preexisting condition.

If you have an allergy to penicillin or other medication, you may want to ask your doctor how you can order a penicillin allergy id bracelet to wear while overseas. Similar precautions should be taken for other allergies, including those to food, insects, pets, and environment. If you need medications, shots, or other allergy remedies remember to bring these along.

Similarly, mental health problems that have not occurred in years may reoccur while studying abroad. If you have suffered from mental or emotional health problems in the past, talk to your doctor or counselor before leaving to make sure you are prepared.

## **7. Dietary Needs and Eating Disorders**

There are many cross-cultural differences in the meanings of food and in standards of beauty. Students with certain dietary restrictions or eating problems may find these differences create additional challenges for them. A well-meaning host may insist on serving more food to you than you care to eat or someone may intend to compliment you by saying that you have put

on weight. Try to remember that this is simply a reflection of the speaker's cultural beliefs and values.

Students with eating disorders should be sure to discuss their plans to study abroad with health care providers before leaving. If needed, we can help you find a support system abroad before you leave.

Students living with a host family should fill out the housing form completely and not be afraid to be honest about what they need. Stating needs before arriving may be easier than having to explain them in person. In most other housing situations (dormitories, apartments), students have more control about when and what they eat.

# Precautions to take

## Handling luggage and purses

You must be cautious with money and valuables overseas just as you would be in any American city. A wallet or passport poking out of a pocket, or a purse left open or unattended, is an invitation to theft. Use purses that can be securely closed and never leave a wallet exposed in a back pocket. Hold on to purses, preferably using a strap that can be placed around the neck and over the shoulder. Never carry your wallet or passport in the zippered pocket of a backpack. Neck safes or waist belts are best for carrying valuables. Be cautious wearing your backpack in crowded places and do not put valuables in an easily accessible spot in the backpack.

## Safety on the street

Use the same common sense traveling overseas that you would at home. Be especially cautious in areas where you are likely to be victimized. These include crowded subways, train stations, elevators, tourist sites, market places, festivals and marginal areas of cities. Don't use short cuts, narrow alleys or poorly lit streets. Try not to travel alone at night. Avoid public demonstrations and other civil disturbances.

Keep a low profile and avoid loud conversations or arguments. Do not discuss travel plans or other personal matters with strangers. Avoid scam artists. Beware of strangers who approach you, offering bargains or to be your guide. Beware of pickpockets. They often have an accomplice who will jostle you, ask you for direction or the time, point to something, spill on your clothing or distract you by creating a disturbance. A child or even a woman carrying a baby can be a pickpocket. Beware of groups of vagrant children who create a distraction while picking your pocket. Try to seem purposeful when you move about. Even if you are lost, act as if you know where you are going. When possible, ask directions from individuals in authority. Know how to use a pay telephone and have the proper change or token on hand. If you are confronted, don't fight back. Give up your valuables. Your money and passport can be replaced. You cannot.

Be particularly careful in bars and nightclubs. Don't leave your purse or jacket unattended while you dance, or your drinks out on the table. Rule: if you put your drink down and it is not in your sight all the time, you should not pick it up again.

If you ever find yourself in a place where there are drugs, leave. Take a cab, call a friend or your host family. You need to understand that getting yourself out of a bad situation is worth the cost or embarrassment of a late night phone call. You do not want to end up in jail in a foreign country.

## Alcohol

Be careful of overindulging. It is very tempting in a country where the beer may be stronger and cheaper and there are no barriers to drinking under the age of 21. However, no matter your age and experience with alcohol, there are some serious dangers. Buy your own drinks and keep them in your hand. Keep control of yourself and don't be seen visibly drunk in the street. Never go home with a stranger. Go out with at least one friend and return home with that friend.

If you have an existing problem with alcohol please discuss how to manage your drinking with your doctor before leaving. If you are a member of Alcoholics Anonymous at home many countries have AA Chapters that you may be able to join. Check <http://www.aa.org> for more information.

## Drugs

Using illegal drugs in a foreign country is a very bad idea. If you get caught with them, you could be thrown into a jail unlike anything you have ever imagined. The fact that you are American may not make a difference at all, or it could even make it worse! Don't put yourself at risk. Again, if you have a preexisting drug problem please talk to your doctor before leaving about how to remain safe and drug-free while abroad.

## Sex

Safe sex is at least as important while abroad as it is here in the U.S. Both men and women should consider their plans for contraception and prevention of sexually transmitted infections if they may be sexually active while abroad. Consider purchasing condoms and emergency contraception from the pharmacy to take along with you or researching the availability of these items in your destination country. Women who use prescription contraceptives are often able to work with their doctor and pharmacist to bring enough of their prescription with them to last the duration of their stay abroad, but in some cases, they may have to research the availability and process for accessing contraceptives abroad.

## Protection against terrorism

Terrorist acts are random and unpredictable, making it impossible to protect yourself absolutely. The first and best protection is to avoid travel to unsafe areas where there has been a persistent record of terrorist attacks or kidnappings. The vast majority of foreign states where students study abroad have good records of maintaining public order and protecting residents and visitors within their borders from terrorism.

## Anti-Americanism

Much more likely than terrorism or massive political change is the possibility of a student being exposed to anti-American sentiment. At the beginning of the Iraq war and during the 2004 election, students experienced increased levels of anti-Americanism. The best approach in dealing with anti-Americanism is simply to ignore it. Try not to uphold American stereotypes and try to be a good ambassador for the United States. If you feel the need to respond, it might work best to differentiate America, Americans, and you as an individual. Also remember that this person is expressing an individual opinion, and does not represent the views of every person in that city, country, or region.

## Public transportation safety

Just like in the U.S., you need to use common sense while traveling. Make sure you know where you want to go and always double check to make sure you get on the right train or bus route. Sometimes it can be very confusing!

**Taxis:** Only take taxis clearly identified with official markings. Beware of unmarked cabs. Check to see if the picture on the license matches the driver.

**Buses & Trains:** Well-organized, systematic robbery of passengers on trains and buses along popular tourist routes has been a serious problem for a long time. It is more common at night and especially on overnight trains. If you see your way being blocked by a stranger and another person is very close to you from behind, move away. Where possible, lock your compartment. If it cannot be locked securely, take turns sleeping in shifts with your traveling companions. If that is not possible, stay awake. If you must sleep unprotected, tie down your luggage, strap your valuables to you and sleep on top of them as much as possible. Do not be afraid to alert authorities if you feel threatened in any way. Extra police are often assigned to ride trains on routes where crime is a serious problem.

**Planes:** Increasingly, students are using cheap domestic planes to get around rather than trains or buses. You need to be aware that these cheap fares are sometimes at less popular airports and that they have special restrictions.

## A note to women

In some study abroad locations, students will find significant cultural differences in attitudes towards women. Women may not be viewed as equals to men and may experience different treatment than in the U.S. Men in other cultures may demonstrate their appraisal of a female student by staring, making verbal comments, following a woman on the street, or honking a car horn, for example. At first, some women feel flattered, but for many women, the attention is simply annoying. Ignoring such attentions often helps discourage them.

In other cultures, there are often different social rules for women's behavior. **Be careful not to send signals you don't mean to send!** In the U.S., acting friendly towards a man is frequently a part of common courtesy, but may be misinterpreted abroad. Be aware that

in many countries, American women have the reputation of being "loose" or "easy." While Americans usually smile and make eye contact with strangers on the street and in other public settings, such behavior may bring unwanted invitations in other countries. Accepting a drink in a bar could also mean something different than what you think it does. In addition, you may want to dress more conservatively than you would in the U.S. – the tank tops you frequently wear in Whitewater may bring you increased attention. In general, watch the behavior of local women and take your cues from them.

Women should also practice the safety precautions they frequently take at home. It is wise in both the U.S. and abroad to avoid walking alone late at night, especially in certain neighborhoods. It may be a good idea to team up with a friend when going to a party or a bar where you may be consuming alcohol. As in Whitewater, avoid drinking beverages that you haven't opened yourself or gotten directly from a bartender or waiter. If you put your drink down and leave it unattended, do not drink from it again! If meeting someone you do not know well, always meet in a public place.

If an incident should occur, go to the hospital for medical attention and call the police. If you choose not to go to the police you can still receive help from Counseling Services. We encourage you to seek help through all avenues.

UWW Counseling Services is always available from 8:00am – 4:30pm, tel. (262) 472 1305.

[www.uww.edu/uhcs/](http://www.uww.edu/uhcs/)

## A note to minority students

Students who are members of minority groups (ethnic minorities, participants with disabilities, participants who are overweight, religious minorities, gay and lesbian students) may face particular challenges in the study abroad setting. "Underrepresented Populations In Education Abroad" provides a comprehensive list of resources.

[https://www.nafsa.org/Find\\_Resources/Supporting\\_Study\\_Abroad/Resources\\_for\\_Supporting\\_Diversity\\_in\\_Education\\_Abroad](https://www.nafsa.org/Find_Resources/Supporting_Study_Abroad/Resources_for_Supporting_Diversity_in_Education_Abroad)

LGBT students, who may be open about their identity on the home campus, may feel pressure to modify his/her behavior in a culture where homosexuality is not accepted or is against the law. For support, LGBT students can head to the NAFSA Rainbow Special Interest Group, particularly designed for gay, lesbian, and bisexual students abroad.

<http://www.indiana.edu/~overseas/lesbigay/>

Students with physical disabilities can find support and tips through Mobility International found on the site <http://www.miusa.org>. Students with learning disabilities should let their program know before they arrive so that arrangements can be made to accommodate special needs.

# Traveling on Your Own While Abroad

Most programs have several vacation periods during which you can travel independently. The responsibility for travel expenses during your study abroad experience is yours with the exception of field trips included in some programs. We encourage you to travel as much as possible (though not on class days!) and to learn everything you can about the countries you will be visiting. Our advice to you is to profit to the fullest extent possible from your travels, remaining open and sensitive to the new cultures around you. At the same time we must advise you to exercise caution while traveling. Do not do anything that you would not normally do at home in the States (such as roaming alone at night, especially in cities). Try to travel with friends. We strongly discourage it, but if you hitchhike, be aware of the risks involved even if you feel you are in a safe place. Keep your passport, money and valuables on you at all times.

## How should I plan for my trip?

Before you go, buy a travel guide, such as, Lonely Planet or Let's Go (or many of the other travel guides available), then READ IT and MAKE PLANS! A travel guide for the country or region you are going to study in is essential if you plan on taking lots of weekend trips. Tourist information offices are usually found in airports and large train stations. Be sure to ask where they are if you cannot readily find them yourself. They can often book cheap accommodations, bus and tram passes, provide city maps and pamphlets, sightseeing trips in and around cities, and advice on student discounts.

In Europe, student travel offices are organized by the national student unions of each country and are located at most universities. They are very helpful in assisting students with low-cost travel options within their countries, as well as in Australia, Africa and Asia.

## A travel document checklist

Before you embark on your study abroad journey, please do not forget to leave a copy of the following travel documents with your parent(s). You should also take copies of all travel documents with you, but should keep them separate from the originals in case of loss or theft. These items can be more easily replaced if you have proof of each one. Make sure that all names, numbers and dates are readable.

- Passport
- Plane tickets or confirmation numbers
- Credit card
- ATM/Debit card
- Driver's license
- International Student Identification Card (ISIC)

# \$\$ Money \$\$

## Cash cards and credit cards

For safety and convenience, all students are advised to have a credit card and debit/ATM card before studying abroad. Debit and credit cards also provide the best exchange rates and are widely accepted throughout the world. The credit card, at minimum, is necessary for emergencies. The most widely accepted cards are Visa and MasterCard. Students unable to get a credit card on their own may be able to co-sign with their parents. Contact your credit card company to discuss procedures for cash advances, interest rates, credit limits and PIN. Be sure to memorize your PIN. PINs longer than four digits should be changed, as many ATMs do not accept pass codes longer than four digits. **You must notify your bank and credit card company that you will be studying abroad so your credit card companies are not suspicious of new international transactions, which may otherwise draw red flags result in the cancellation of your account.** It is also recommended that someone else be allowed access to your financial accounts while you are studying abroad. If travel documents are lost or stolen, many times a signature from the holder of the bank account is needed to issue replacement documents. Also, credit card companies are unable to freeze accounts for customers unless the cardholder or someone who has access to the account notifies them.

## Money matter tips

1. Make sure you know the official currency in your host country and its exchange rate to the U.S. dollar.
2. A small calculator or currency converter is invaluable when traveling.
3. Ask your bank and credit-card company about online accounts. Having an online account can help you budget your spending and keep track of your statements. Foreign ATMs do not always give you your account balance.
4. Remember to have your passport with you as identification when exchanging money.
5. Exchange a small amount of money in your U.S. airport before you depart or keep an eye out for a currency desk or ATM upon arrival.

## Foreign currency

Generally, it's cheaper to convert money abroad than at home. In addition, you can use a bank/ATM machine at the airport upon arrival. If the bank/ATM machine is broken, an exchange counter is usually nearby. However, it's smart to have about \$100 to \$200 with you when you land overseas to avoid being penniless should you arrive after bank hours or during a holiday. Students from bigger cities can exchange money at their hometown banks. All students can have foreign currency sent to their front door: International Currency Express (1-888-278-6628) delivers currency overnight, if needed. You are also to exchange money at most international airports, like Milwaukee, Chicago, New York etc. Traveler's checks are becoming outdated and are not as widely accepted in other parts of the world. Cash, debit and credit cards are the best way to make purchases overseas.

## Health insurance

**All University of Wisconsin study abroad students are required to be covered by CISI study abroad health insurance.** CISI is charged at \$35 per month in country so you can easily multiple \$35 times the number of months in country to see what your cost will be. Your study abroad program or your host nation's government may also require you to purchase international insurance. For example, the Australian government requires students studying there to have Australian insurance. There is no possibility to waive the CISI insurance regardless of what other insurance you currently have or have to purchase for your trip. This is a state of Wisconsin requirement and there are no exceptions.

In foreign countries, doctors and hospitals do not recognize U.S. insurance for automatic billing. In most cases study abroad students will need to pay at the time of medical treatment and submit a claim for reimbursement so it is recommended that you obtain a blank claim form(s) from CISI before going abroad.

### CISI Insurance

[www.culturalinsurance.com](http://www.culturalinsurance.com)

River Plaza | 9 West Broad Street |  
Stamford, CT 06902 | USA | (800) 303-8120

# Administrative Issues

## Registration for the term(s) you are abroad

Confirmed study abroad participants authorize the Center for Global Education to remove any existing registrations for the term(s) you are abroad (except if notified in writing) and place you in one of two Holding Courses.

- STDYABRD 491 – Exchange Study Sponsored by UW-Whitewater (15 credits)
- STDYABRD 495 – Study Abroad program not sponsored by UW – Whitewater (0 credits)

Your Holding Course allows you to keep all of your UWW access to services including registration for the next term, email access and access to your Financial Aid. You are still responsible for any holds on your account.

When you are at the foreign institution you need to register for at least full time UW-W credit (12 credits).

## Course Equivalency Forms and Transfer Credit Agreements

If you are participating in a UW-W exchange program, you must complete a Course Equivalency Form before leaving UW-W . If you are participating in a non-UW-Whitewater study abroad program (like UW-Platteville or GlobaLinks etc), you are required to obtain a Transfer Credit Agreement prior to your departure. Failure to obtain a Credit Transfer Agreement prior to your departure could mean that academic credit will not be accepted and/or acknowledged by the University of Wisconsin at Whitewater upon your return.

If you must change your pre-approved courses upon arriving at your study abroad program, you must inform the Center for Global Education immediately so that appropriate measures can be taken to obtain approval for replacement coursework.

Also, remember that even on non-UW-Whitewater programs your grades from your program will show up on your UWW transcript even though they won't affect your UW-Whitewater GPA. If you are on a UW-Whitewater exchange program and completed a course equivalency form then not only do the grades from your program show up on your transcript, but those grades are also figured into your UW-Whitewater GPA.

## Financial Aid

Students are encouraged to contact the Office of Financial Aid concerning the various types of aid that are available to support the study abroad experience. If you have applied for a study abroad scholarship, you will receive information directly from the Center for Global Education and Programs concerning the awards. If you have applied for the *Wisconsin State Grant for Study*

*Abroad*, you will receive information directly from the Office of Financial Aid concerning grant awards and their amounts. Be sure to take information about the cost of your study abroad program with you, since the amount of financial aid depends on the costs of your study abroad, not what it normally costs to attend UW Whitewater. You can only receive financial aid for programs abroad that are affiliated with UWW. If you do not qualify for financial aid from your FAFSA, you may be eligible for an alternative student loan from a bank or credit union. The UW Credit Union on campus may be a source of additional student loans for you.

## How to pay

For some programs, the Center for Global Education will bill your student account for your tuition. If you go on an exchange program, you will be billed for full-time UW-W tuition as normal to cover the incoming exchange student who takes your place. Someone at your host university has paid full-time tuition there to cover your costs during the exchange.

Check with your study abroad advisor if you have any doubts about the billing. There are many programs which bill the students directly and UWW is not involved.

## Registration for the following semester

If you are abroad during the normal registration period, be sure to register on WINS, just like you would do if you were in Whitewater. Of course, you will have to maintain contact with your academic advisor via email in order to do this because your advisor will have to lift your advising flag before you can enroll.

**IF YOU ARE GRADUATING THE SEMESTER YOU ARE ABROAD**, contact the person responsible for graduation certification in your college before you leave.

## Residence Life

If you live on campus and plan on returning to campus you need to let the Residence Life Office know that before you go so that you can get out of your contract from Housing and Dining. If you plan to live on campus again when you return from study abroad you need to let Alan Hoesly (262-472-4200; hoeslya@uww.edu) from Residence Life know this as well. You will not be able to select your exact room if you are returning from studying abroad, but you will get your general room placement before incoming freshmen.

## Transcripts

Be sure your host institution sends your transcript directly to the UW-W Center for Global Education (for exchange programs) or the Admissions Office (for non-exchange programs). This is necessary in order to apply your coursework taken abroad to your UW-W academic record.

# Study Abroad and the UW-Whitewater Student Conduct Code

The UW System Code of Student Conduct (UWS 17) applies “off campus” in many instances, which includes Study Abroad programs. Conduct that is subject to formal action includes the following:

**17.09 Conduct subject to disciplinary action.** The university may discipline a student in nonacademic matters for engaging in, attempting to engage in, or assisting others to engage in the following:

**17.09(1) DANGEROUS CONDUCT.** Conduct that endangers or threatens the health or safety of oneself or another person.

**17.09(2) SEXUAL ASSAULT.** Conduct defined in s. 940.225, Wis. Stats.

**17.09(3) STALKING.** Conduct defined in s. 940.32, Wis. Stats.

**17.09(4) HARASSMENT.** Conduct defined in s. 947.013, Wis. Stats.

**17.09(5) HAZING.** Conduct defined in s. 948.51, Wis. Stats.

**17.09(6) ILLEGAL USE, POSSESSION, MANUFACTURE, OR DISTRIBUTION OF ALCOHOL OR CONTROLLED SUBSTANCES.** Use, possession, manufacture, or distribution of alcoholic beverages or of marijuana, narcotics, or other controlled substances, except as expressly permitted by law or university policy.

**17.09(7) UNAUTHORIZED USE OF OR DAMAGE TO PROPERTY.**

Unauthorized possession of, use of, moving of, tampering with, damage to, or destruction of university property or the property of others.

**17.09(8) DISRUPTION OF UNIVERSITY-AUTHORIZED ACTIVITIES.**

Conduct that obstructs or impairs university-run or university-authorized activities, or that interferes with or impedes the ability of a person to participate in university-run or university-authorized activities.

**17.09(9) FORGERY OR FALSIFICATION.** Unauthorized possession of or fraudulent creation, alteration, or misuse of any university or other governmental document, record, key, electronic device, or identification.

**17.09(10) MISUSE OF COMPUTING RESOURCES.** Conduct that involves:

(a) failure to comply with laws, license agreements, and contracts governing computer network, software, and hardware use;

(b) use of computing resources for unauthorized commercial purposes or personal gain;

(c) failure to protect a personal password or university-authorized account; or

(d) breach of computer security, invasion of privacy, or unauthorized access to computing resources.

**17.09(11) FALSE STATEMENT OR REFUSAL TO COMPLY REGARDING A UNIVERSITY MATTER.**

A knowingly false statement to any university employee or agent of the university regarding a university matter, or refusal to comply with a reasonable request on a university matter.

**17.09(12) VIOLATION OF CRIMINAL LAW.** Conduct that constitutes a criminal offense as defined by state or federal law.

**17.09(13) SERIOUS OR REPEATED VIOLATIONS OF MUNICIPAL LAW.**

Serious or repeated off-campus violations of municipal law.

**17.09(14) VIOLATION OF CHAPTER UWS 18.** Conduct that violates Chapter UWS 18 of the Wisconsin Administrative Code, “Conduct on University Lands,” including, but not limited to, provisions regulating fire safety, theft, and dangerous weapons.

**17.09(15) VIOLATION OF UNIVERSITY RULES.** Conduct that violates any published university rules, regulations, or policies, including provisions contained in university contracts with students.

**17.09(16) NONCOMPLIANCE WITH DISCIPLINARY SANCTIONS.** Conduct that violates a sanction, requirement, or restriction imposed in connection with previous disciplinary action.

# Study Abroad Behavioral Expectations

During your Study Abroad experience, you will need to comply with the following rules/policies/laws/expectations:

1. UW System Code of Conduct (UWS 17) – Nonacademic (reverse side of this sheet)
2. UW System Code of Conduct (UWS 14) – Academic
3. Policies of Host Institution (which may not be as specific as you are used to)
  - a. Behavioral
  - b. Academic
  - c. Housing/Accommodation
4. Laws and social expectations of Host Country (and municipality/region)
  - a. In many countries, it is illegal to take part in protests or demonstrations
  - b. The First Amendment is related to the **American** Constitution
  - c. Messages on clothing, buttons or posters may be inappropriate in your host country
5. Household Rules

## Suggestions:

- Research specific laws and criminal penalties for your host country at the U.S. Department of State website: [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_4965.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html)
- Research specific policies and rules for your host institution on their website. If unable to find on website or understand the language, make sure you ask during orientation sessions at your host institution.
  - Understand that translated handbooks may “lose something” in the translation so if you’re not sure about a policy – ask for clarification.
- If living with a host family or with roommates, be sure to have proactive discussions regarding expectations.
- Learn about customs and culture, as well as laws and policies. (e.g. the drinking age may be lower in many countries, but customs related to alcohol use may be vastly different)
- If you do get arrested or get into trouble, notify the UW-W Center for Global Education as soon as possible (if you are able to).
- Understand that the criminal justice system may be vastly different from the U.S. and that you may not have the same rights as citizens do in the U.S.
  - Interrogation
  - Evidence
  - Right to an attorney
  - Bail
  - Speedy Trial
  - Not to self-incriminate
  - Jail conditions
  - Criminal Penalties

## Study Abroad

Alan Hoesly  
Assistant Director - Residential Operations

## Residence Life

Goodhue Hall, Suite 200  
Whitewater, WI 53190  
(262)472-4255

e-mail: [hoeslya@uww.edu](mailto:hoeslya@uww.edu)

website: <http://www.reslife.uww.edu/>

The information below is a brief explanation of what a student would need to do to secure on-campus housing for when they return from a study abroad experience as well as some additional information.

For **Summer** Study Abroad students:

If you need on campus housing for the 2013-14 academic year please complete a housing contract (available on our website) PRIOR to leaving for study abroad. Submit the contract (and deposit, if you don't currently have a deposit on file) to 2<sup>nd</sup> floor Goodhue Hall. If you do this prior to May 1st, you will be able to select a room in our office before incoming students being assigned to the residence halls.

For **Fall Only** Study Abroad students:

If you will be studying abroad during the fall semester and plan to live on campus when you return for the spring semester follow these instructions.

Complete a Second Semester Only "Study Abroad" contract available at 2<sup>nd</sup> floor Goodhue (will not be available on-line). Submit contract (and deposit, if you don't currently have a deposit on file) to 2<sup>nd</sup> floor Goodhue Hall. It is recommended that you do this any time between now and when you depart for your study abroad experience.

For **2013-14 Academic Year** Study Abroad students:

If you will be studying abroad for the entire 2014-15 academic year and plan to live on campus for the 2015-16 academic year follow these instructions.

After March 1, 2015 – the 2015-16 housing contract will be available on-line at our website. Complete the form on-line and INCLUDE "CURRENT STUDY ABROAD STUDENT" in the dialogue box under special accommodations. By doing this it will alert our office of your study abroad status and we will be able to assign you prior to incoming students. Print out the form and mail it to the Residence Life Office by May 1, 2015. Do not worry about the deposit at that time.

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Call, e-mail or check out our website if you have additional questions.

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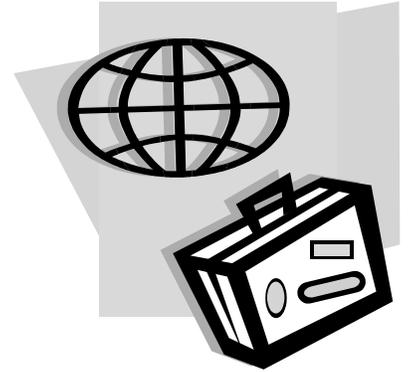
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## Financial Aid Issues for Students Studying Abroad

1. Make sure applications for financial aid/alternative loans are complete.

2. Online Tasks

- Accept Financial Aid Award
- Terms & Conditions for Enrollment/Credit Agreement
- View Disbursements/Refunds
- e-Refunding <https://touchnet.uww.edu>



3. Update address, emails, Power of Attorney

4. Enrollment through another institution

- a. Consortium agreements
- b. Loans – Enrollment Verification
  - Exit interviews/holds

5. Applications for future

- Apply in Feb 2015 for Fall/Spring 2015-2016
- FAFSA Website: [www.fafsa.gov](http://www.fafsa.gov)



Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Now Available

## Direct Deposit for Refund Checks!

**\*US Bank account required\***

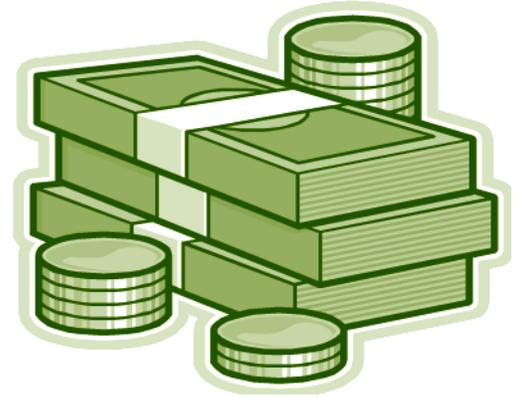
Have you ever waited for your refund check to arrive in the mail just to find out it was sent to the wrong address?

Do you have to make a special trip to your bank to deposit your paper refund check?

What are the benefits of Direct Deposit?

Direct Deposit will allow you to avoid some of these delays by automatically depositing your refund check into the account of your choice in approximately **2-3 business days** following the posting of the refund on your student account. The funds will be available to you as soon as they are deposited.

**\*\*\*All future refunds will be direct deposited in the account you set up in the refund/payment profile\*\*\***



### Direct Deposit Sign Up Information

- ✓ Log into the billing site:  
<https://touchnet.uww.edu>
- ✓ Click “Refunds” at the top of the page
- ✓ Click “Payment Profile”
- ✓ Select your payment type and click “Go”
- ✓ Fill in your information (NOTE: If you type your account number incorrectly, there will be a delay in receiving your money)
- ✓ Be sure to check the “Refund Options” box or your refund will not be direct deposited
- ✓ Click “Save”
- ✓ For any questions on setting up your refund profile, call the Cashier’s Office at 262-472-1378

# Why Are You Studying Abroad?

There are many reasons to go abroad. Write your personal and professional goals here:

- 1.
- 2.
- 3.
- 4.
- 5.

## Know before you go

<b>Is this true about you?</b>	Yes, of course!	NO... not yet
I have a passport and have made copies to leave at home and take with me		
I know how to say "please" and "thank you" in my host country language		
I know the entry requirements to my host country for persons of my nationality		
I have spoken with a native of my host country		
I know what electrical current they use in my host country		
I have read a magazine, book, or newspaper from my host country		
I can locate my host country on a map		
I have gotten physical, dental and eye check-ups and have prescriptions ready and a good supply of medicines I take		
I know the health risks of the region where I will live		
I know the type of government in my host country and know the president's name		
I know the time difference between Wisconsin and my host country		
I have made copies of all my credit cards and other important documents and have left copies at home in case of theft		
I know how to avoid looking like a dumb tourist in my host country		
I can draw a recognizable map of my host country and know where the major cities are		
I know the currency used in my host country and its value in U.S. dollars		
I have spoken with the financial aid office and all arrangements are in place		
I have a way to get emergency funds if I need them		
I have a copy of my health insurance policy and know what it includes		
I know how much a meal costs in my host country		
I know how much money I am going to take overseas in cash		
I have looked up my host country on the Web and know something about its history		
I can recognize the national anthem of my host country if I hear it		
I can name at least two important heroes in my host culture		
I know something about the predominant religions of my host country		
Everything is up to date regarding my forms and payments		

## Count how many "yes" statements you put.

- 20 or more      You are ready to go! Have a great adventure!!
- 15 – 19        Almost ready...just a few more things before you leave.
- 10 – 14        You better do more than pack before you go...
- less than 10    Are you sure you know where you are going? Take time to find out!

# Benefits of Study Abroad

## Study abroad can help you become:

### 1. More independent

You not only take on the adventure of going to a new place, you learn to take care of yourself in a foreign culture and adapt to a new way of doing things.

### 2. More aware of international issues

You will step outside of the protective comfort of home to see the world from a new perspective. You can learn about and become more aware of cultural biases in the United States.

### 3. Sensitive to differences in people

Immersing yourself in a different culture, you see that there are very different ways of doing, thinking, feeling and communicating. This can help you in relationships with people whose values and customs might be different from yours, but no less valid or normal.

### 4. Competent in another language

If your studies are in a language other than English, you will no doubt increase your proficiency in that language. Proven ability in a second or third language will increase your marketability in the world job market.

To keep your international experience alive, get involved in international student clubs and events. Search out people who have had similar experiences. Find someone to talk to. Volunteer your service in an international organization. Apply your experience to career goals and employment or other international experience such as the Peace Corps. In short, build on your experience and do not let it slip into the background.

## NOTES