

The Dickinson-in-Japan Program

Nagoya, Japan

Orientation Handbook

2011-2012



Office of Global Education

Tel: 717-245-1341

Fax: 717-245-1688

E-mail: global@dickinson.edu

Web site: www.dickinson.edu/global

TABLE OF CONTENTS

WELCOME TO THE NAGOYA PROGRAM	(page 3)
Important Reminders (page 3)	
Important Contact Information (pages 4-5)	
GENERAL INFORMATION	(page 6)
General College and Office of Global Education Policies (page 6)	
Conduct and Discipline Policies (pages 7-8)	
Extension of Stay and Early Withdrawal: Process & Penalties (pages 8-9)	
Program Fees/Financial Aid Information (page 10)	
PROGRAM PREPARATIONS	(page 11)
Things to Take Care of at Dickinson	
• Declaring a Major (page 11)	
• Student Accounts and Financial Aid Loans (page 11)	
• Career Center Resources (pages 11-14)	
Legal Matters (page 14)	
• Limited Power of Attorney/Income Tax Declaration/Absentee Voting	
Insurance Information (pages 15-16)	
Health Matters	
• Medical Check-ups/ Immunizations/Inoculations/ Medications (page 17)	
• Mental Health, Stability, and Stress/Special Accommodations (pages 16-18)	
• Health and Safety in Flight/Health Tips (page 18)	
TRAVEL PREPARATIONS	(page 19)
Passport/Visa Information (pages 19)	
Information for International Students (pages 18-20)	
Packing and Travel Information	
• Packing Tips/ Carry-on and Checked Luggage (pages 20-22)	
• Travel Documents/Immediate Cash-Travel Funds (pages 22-23)	
Flight and Arrival Information (pages 23-24)	
THE PROGRAM	(page 25)
The City of Nagoya/Center for Japanese Studies	
ACADEMIC INFORMATION	(page 26)
Use of the Japanese Language (page 26)	
Tentative Program Calendar (page 26)	
Academic Culture/Placement in Language Courses (page 26)	
Courses and Credit Transfer Policy (pages 27-28)	
Accessing the College Library Resources from Off-campus (page 28)	
LIFESTYLE ABROAD	(page 29)
Living Accommodations (page 29)	
Getting along with your Host Family (pages 29-32)	
Food and Shopping (pages 32-33)	
Entertainment and Recreation (page 33)	

FINANCIAL INFORMATION (page 34)

Living Expenses (page 34)
 Bank Account, Travelers Checks, Credit Cards, ATMs (pages 34-35)
 Spending Money/Part-time Work (page 35)

COMMUNICATION INFORMATION (page 36)

Mail (page 36)
 Telephone/Cell Phone/Skype (pages 36-37)
 Computers/ E-mail (page 37)

TRANSPORTATION AND TRAVELING WHILE ABROAD (page 38)

Travel in Japan/Train Travel/ Cities in Japan (pages 38-39)
 Travel Guides/Safety (page 39)

HEALTH AND SAFETY WHILE ABROAD (page 40)

Health Care (page 40)
 Safety and Emergency Procedures (pages 40-42)
 Safe Behavior Abroad (pages 42-44)

CULTURAL PERSPECTIVES (page 45)

Being Informed about the Host Country and World Affairs (page 45)
 The People/ Local Customs (pages 46-47)
 Racial/Gender Issues (pages 47-48)
 Suggested Books/Websites (page 48)

CULTURAL ADJUSTMENT (page 49)

Stranger in a Strange Land: Articles on Cultural Adjustment (pages 49-52)
 Cultural Adjustment: Responses to Living Abroad (pages 53-54)

KEEPING TRACK OF YOUR TIME ABROAD (page 55)

Keeping a Journal
 Taking Pictures
 Dickinson Study Abroad Blog/ Wiki Page

RETURNING BACK HOME (page 56)

Things to Take Care of at Dickinson Before Returning Home

MISCELLANEOUS INFORMATION (page 57)

24-Hour Clock/Time Change
 Dates/Numbers/Currency
 Metric Conversion Table (page 58)

- APPENDIX I: TRANSFER CREDIT POLICY**
APPENDIX II: MEMO ON HEALTH INSURANCE
APPENDIX III: SUPPLEMENTAL TRAVEL INSURANCE
APPENDIX IV: HEALTH ISSUES WHILE TRAVELING
APPENDIX V: STUDENT AGREEMENT FORM
APPENDIX VI: REFUND POLICY FOR OFF-CAMPUS PROGRAMS

Welcome to the Nagoya Program!

Dear Dickinson-in-Nagoya Program Participant:

Greetings from Carlisle! Congratulations on your selection as one of the students who will represent Dickinson College at the Center for Japanese Studies at Nanzan University. An academically challenging and personally rewarding time awaits you. We wish you all the best!

This **Nagoya Orientation Handbook** has been prepared to make your transition to Nagoya and the Japanese educational system a little smoother. The handbook covers general topics affecting all students who study abroad: health matters, insurance, safe behavior, code of conduct and other policies, registration and room draw while abroad, and absentee voting. It also contains specific information about studying in Japan: packing tips, homestay advice, lifestyle abroad, an academic calendar, courses, and much more. Sections on cultural perspectives will help you put your observations and experiences into context. This program specific information will also help you to understand better and adapt more quickly to your new environment and culture. Everything in this handbook is very relevant, so please read it thoroughly. A copy of the handbook will be mailed to your parent(s)/guardian(s) at your home address.

If you have any questions, contact the Office of Global Education at (717) 245-1341 or global@dickinson.edu. The Office of Global Education is open Monday through Friday from 8:30 am to 4:30 pm (EST).

* * * * *

Important Reminders:

If you plan to be at a different address during the break, or, if your insurance information has changed since you completed the Student Agreement form, let the Office of Global Education know right away.

You will need your **passport** for check-in and for your arrival in Nagoya, so **do not pack it in your checked luggage**.

If you have some extra passport photos, take them along. You will need photos for various purposes during your stay.

Have a great stay! **Ganbatte kudasai!**

IMPORTANT CONTACT INFORMATION

On-site Program Contacts:

For direct calls from the U.S., use 011-81-52 and then the rest of the local phone number (make sure to drop the 0 at the front of the number); for calls made elsewhere in Japan to Nagoya, dial 052 and then the rest of the local number; for calls made within Nagoya, just dial the local number, not 052.

Daisy Montesa, Exchange Coordinator

Center for International Education

Nanzan University

18 Yamazato-cho, Showa-ku

Nagoya, JAPAN 466-8673

Tel: (011-81) 52-832-3123

FAX: (011-81) 52-832-5490

E-mail: dmontesa@nanzan.ac.jp for urgent matters: cie-exchange@nanzan.ac.jp

Web site: <http://www.ic.nanzan-u.ac.jp>

Housing Section, Nanzan University

(Housing/Host-Family/Dormitory)

e-mail: cie-housing@ic.nanzan-u.ac.jp

Tel: (011 81) 52 832 3123 (office)

Professor Yoshimitsu Miyakawa

Director, Center for American Studies

Tel: (011 81) 52 832 3111

E-mail: miyakawa@ic.nanzan-u.ac.jp

(Prof. Miyakawa has visited Dickinson College numerous times, and is willing to help Dickinson students at the Nanzan campus. He is fluent in English.)

On-Campus Coordinator:

Professor Akiko Meguro

East Asian Studies Department

Stern Center

Dickinson College

Carlisle, PA 17013-2896

Tel: (717) 245-1437

Fax: (717) 245-1025

E-mail: meguroa@dickinson.edu

Office of Global Education:

Brian Brubaker, Director of Study Abroad

Office of Global Education

Dickinson College

P.O. Box 1773

Carlisle, PA 17013-2896

Tel: (717) 245-1341

FAX: 717-245-1688

E-mail: brubakeb@dickinson.edu

Major Emergency Protocol:

If you need to contact the Office of Global Education after hours for emergency assistance in a very serious situation, call the Dickinson College Public Safety 24-Hour Hotline (**001-717-245-1111**), identify yourself and the program, describe the emergency briefly, and give a number for call back. The operator will locate the proper Office of Global Education staff, who will return the call.

Office of Global Education's Travel Agency:

Advantage Travel
313 East Willow Street
Syracuse, NY 13203
TEL: 1-800-788-1980 or 315-471-2222
FAX: 315-471-6264
Contact: Mary Anne Clark
maclark@advantagecny.com

Japanese Embassy in the U.S.:

Consular Section of the Embassy of Japan:
2520 Massachusetts Avenue N.W.
Washington, DC 20008
(main) Tel: (202) 238-6700 FAX: (202) 328 2187
(visa) Tel: (202) 238-6800 FAX: (202) 328 2184
Web site: <http://www.us.emb-japan.go.jp/>

There are also Japanese consulates in Anchorage, Atlanta, Boston, Chicago, Denver, Detroit, Honolulu, Houston, Kansas City, Los Angeles, Miami, New Orleans, New York, Portland, San Francisco, and Seattle.

GENERAL INFORMATION

General College and Office of Global Education Policies

College Non-Discrimination Policy:

Dickinson College is an academic community that values justice, free inquiry, diversity, and equal opportunity. It is a fundamental policy of Dickinson College to respect pluralism and to promote tolerance, civility, and mutual understanding within its community. On that basis, Dickinson College does not discriminate as to race, color, sex, political and religious beliefs, marital status, age, sexual orientation, national and ethnic origins, veteran's status, or disability.

Student Agreement Form (see Appendix V):

The Student Agreement form, which applicants filled out as part of their application process, acknowledges awareness of inherent risks associated with foreign travel and that the student is participating in the program voluntarily. By signing the form, the participant agrees to release, indemnify, and hold harmless Dickinson College from and against any claim that the participant, the participant's parents or guardian or any other person may have for any losses, damages, or injuries arising in connection with participation in the overseas program. Signing this form automatically enrolls the student at no cost in the Dickinson College's "Supplemental Emergency Travel Assistance and Medical Evacuation Insurance Program." (See Appendix III for more information on this insurance.)

Status of non-Dickinson Students:

Students from other institutions who participate in Dickinson College study abroad programs are considered "guest students" of the College for the duration of the program; as such, they will enjoy all the rights and privileges granted by the program (the only restriction being the ineligibility for Dickinson grant money and endowed scholarships).

Program Cancellation Policy:

All decisions concerning the cancellation (or required modification) of a Dickinson College program will be made by the Office of Global Education in consultation with responsible authorities on campus and overseas. These decisions will be based on, but not limited to, State Department warnings. In the unlikely event of an emergency program cancellation, every effort will be made to accommodate the academic needs of program participants by offering an alternative to enable students to complete their course work. For example, one possible alternative would be to offer suitable coursework on-campus during the summer.

Students whose program is cancelled prior to the start date will receive a full refund of the program fee, including the confirmation payment.

If a program is cancelled after it starts and an alternative for credit completion is offered, no refund will be given.

If a program is cancelled after it starts and an alternative credit completion is NOT offered, the student will receive a full refund including the confirmation payment.

Conduct and Discipline Policies

What is this all about? (IMPORTANT: PLEASE READ!!)

At Dickinson College, study abroad is not about travel to an exotic destination. It means becoming an active participant in the life and culture of a foreign locale in order to gain useful knowledge about a place and its people. By applying to a particular program, you have taken a significant step toward expanding your mind, engaging other cultures, and becoming a more active participant in our global society.

In a very real sense, you go abroad as an ambassador of Dickinson College. Your attitude, interactions, and presence abroad will speak volumes about you and about us. You are privileged to be there as a full-time learner, both academically and in all other aspects of daily life. Many study abroad participants are used to being the “majority,” and once they become the minority abroad they realize their actions are viewed as representative of their entire group. Resist playing the role of the “ugly American” stereotype. Resolve instead to develop understanding and show respect for the culture you are visiting.

Code of Conduct:

All students studying abroad are expected to abide by the code of conduct as expressed in the Student Agreement that you have signed. This form is reprinted as Appendix V of this handbook. Please read it again.

It is a fundamental expectation that students will respect the norms of the host culture with regard to behavior and dress and will obey host country laws as well as all policies and regulations of the host institution and/or Dickinson Center. It is further expected that students participating in Dickinson programs will:

- attend and participate in classes and complete assignments
- participate in planned group excursions
- observe the rules and respect the property of the program’s center and/or of the host institution
- for safety purposes, provide the On-campus coordinator with contact information and/or itinerary to the extent possible when they leave for private travel.

Students shall respect the rights of other students whether on the program or at the host institution, as well as those of homestay families, staff, and faculty. Dickinson College policies regarding student conduct as outlined in the Dickinson College Student Handbook, including academic infractions such as plagiarism, apply to students enrolled overseas as well. In Dickinson programs abroad, the On-Campus Coordinator will serve as the Judicial Hearing Officer for alleged violations.

Drinking and Drug Use:

Most cultures have well-established customs with regard to acceptable social drinking. Mature behavior and respect for local customs is expected of all students. The misuse of alcohol will not be tolerated and can result in dismissal from the program. The use, purchase, or sale of illegal drugs is prohibited. A student caught using, purchasing, or selling drugs will be sent home immediately without refund.

Legal penalties with regard to drugs and alcohol may be more severe in the host country than in the U.S. and may entail fines and/or jail time. A student charged with breaking local laws will be subject to the rulings of local courts. U.S. laws and constitutional guarantees do NOT apply. The ability of program staff or U.S. Embassy personnel to assist is very limited. In most countries release on bail while awaiting trial is not an option.

Removal from Program for Disciplinary Reasons:

Students can be dismissed from programs for violating policies, rules or regulations, for engaging in disruptive behavior, for academic infractions or failure, and for conduct that could bring the program into disrepute. In such cases, students will be discharged without a refund. The Executive Director of Global Education will make the judgment in consultation with On-Campus Coordinator.

Extension of Stay and Early Withdrawal: Process and Penalties

Student Status and Changes of Status:

All students approved to participate in an academic year/semester program off campus continue enrollment as Dickinson students with the status of “off-campus” and are expected to keep their commitment to participate in an academic year/semester program for the full term, and to return to campus following their semester or academic year away. To extend a stay or to return early requires changing status, a process initiated by the Office of Global Education.

Extending for a second¹ semester:

- You should first consult with the Dickinson On-Campus Coordinator/on-site staff.
- If the On-Campus Coordinator/on-site staff indicate that an extension is possible, you should discuss your plans with your major advisor(s). You will need to consider how an extension will affect the completion of your major and other graduation requirements. Your advisor(s) must indicate approval by emailing the Director of Study Abroad.
- If your advisor(s) approve(s) of your change in plans, you should then email, Brian Brubaker, the Director of Study Abroad, at brubakeb@dickinson.edu. The Director of Study Abroad will give official approval to extend for another semester, and the Office of Global Education will notify other campus offices of your change in status.

Early return or withdrawal:

- A compelling medical or academic reason is required for leaving a program early. You should consult first with the Dickinson On-Campus Coordinator/on-site staff, and then with the Office of Global Education. The request for change in status will be shared with your class dean.
- Whenever possible, students should complete the semester that has already begun. Students risk not receiving credit if they withdraw from a program mid-semester or before completing scheduled instruction and examinations.
- Financial consequences for early withdrawal are described in the following section, “Refund Policy and Financial Consequences for Early Withdraw,” and in Appendix VI “Refund Policy for Off-campus Programs.
- When certain of your decision, communicate your reasoning in writing to the Office of Global Education at global@dickinson.edu. Please also have your on-campus coordinator e-mail the Office of Global Education confirming the last date you attended class on the program.
- The Office of Global Education will then officially notify the campus of the change in status. If you are asked to follow-up directly with certain offices-please do so.

¹ Students who are interested in studying abroad for longer than an academic year plus a short-term program must petition for special approval to do so. For information about the petition process, please see “Non-traditional Off-Campus Study” on page 9.

- If your withdrawal occurs prior to the end of the first week of classes at Dickinson, you may be granted permission to return to campus. If so, you can contact Campus Life to arrange for housing on a last-in-line basis.
- Students returning early from study abroad will register during the add/drop period of the following semester.

Refund Policy and Financial Consequences for Early Withdrawal:

Early withdrawal from a program will have financial consequences. Both the \$35 application fee and \$300 confirmation payment are non-refundable. Before making a final decision to withdraw, you should read the “Refund Policy for Off-campus Programs,” which is reproduced as Appendix VI of this handbook. **These policies apply in all cases of early withdrawal from academic year and semester programs, regardless of the reason for withdrawal.**

Students receiving Title IV federal financial aid will have funds returned to federal aid programs according to the policies outlined in the Dickinson College Bulletin. It is important to understand that, since the financial aid refund and the refund to the student’s account are calculated using different methods, the refund to the student account may not fully cover the required refund to the financial aid programs, and the student may end up owing funds to the college after the refund to the financial aid programs has been made.

Studying on another program: Students studying in another foreign country during the 2nd semester must obtain their entry documents in the U.S. if they are U.S. citizens. Students in this situation have to return to the U.S. in order to obtain a visa from the foreign country’s embassy or consulate in the U.S. They cannot obtain these documents in Japan. You need to consider in advance the timeframe in which you will need between programs to complete this process.

Non-traditional Off-Campus Study:

Off-campus study in the senior year that precludes meeting the senior residency requirement requires special approval from the Academic Program and Standards Committee.

Special approval is also necessary for participation in more than two semesters of study off campus. Petitions should be addressed to Stephen DePaul, Associate Provost of the College and Executive Director, Office of Global Education and should include the following:

- An essay describing how your specific study abroad plans fit in with your overall academic goals and plans
- Letters of support from your academic advisor(s), department chair(s), on-campus coordinator and/or Program Director, as applicable
- An audit showing in detail how off-campus courses will fit in with graduation requirements.

Program Fees/Financial Aid Information

Program Fees:

The program fee for the 2011-2012 academic year is \$53,410; for a single semester the fee is \$26,705. Students at Dickinson College will receive invoices from the Student Accounts Office that show credit for your \$300 confirmation fee and any applicable amounts from your financial aid package.

The program fee **includes the following:** tuition and fees, room and board, and the allowance for local transportation. **Not included are:** mandatory health and accident insurance, airfare to/from Nagoya, personal expenses, and vacation travel including transportation, accommodations, food, and other personal expenses.

Arrangements for any type of monthly payment plan options should be made as soon as possible through Tuition Management Systems (1-800-722-4867, x 775, or www.afford.com). If the balance due on your account is not paid by the deadline noted on the billing, or if special arrangements have not been made with Student Accounts (Tel. 717-245-1953 or email: stuaccts@dickinson.edu), you will not be allowed to participate in the program.

Financial Aid Information:

Dickinson grant money and endowed scholarships are available only to Dickinson College students on Dickinson programs. Students from other colleges and universities should check with their own financial aid office to determine eligibility.

PROGRAM PREPARATIONS

Things to Take Care of at Dickinson

Declaring a Major:

Before you can study abroad you must officially declare a major. The applicable text from the Dickinson College Bulletin reads as follows:

“A student must be accepted for a major field of concentration by the time he or she earns junior standing. A student who does not have a declaration of a major on file in the Registrar’s Office by the end of the semester in which the 16th course (counting towards the degree) is completed may be required to withdraw from the college.”

To declare a major you must complete the necessary paperwork available from the Registrar’s office. The declaration of a major is only official when the completed paperwork has been turned in to the Registrar’s office. A conversation with someone in the major department about your intentions is NOT sufficient. To avoid being dismissed from your study abroad program, be sure to attend to this well before your departure.

Now is also an appropriate time to look over the requirements for your major(s)/minor/general education. Make sure to note courses that you need to take while abroad, especially if you are planning to double major.

Student Accounts and Financial Aid Loans:

Two very important things to check on prior to departure:

- If you are applying for financial aid, make certain you have completed all necessary applications and responded to all requests for information from the Financial Aid office.
- Call the Office of Student Accounts (717-245-1953) to make sure your student account is clear. If you have a hold on your account, you will not be able to study abroad until it is released.

Career Center Resources:

The Career Center offers a variety of resources to help assist you before you go abroad or while you are abroad. Please see the important information below about Career Center resources that you can utilize.

The Career Center is available to assist you in any way possible while you are abroad.

- **Resume/Cover Letter/Personal Statement Reviews:** If you would like to have a resume, cover letter, or personal statement reviewed, just email it to career@dickinson.edu.
- **Phone or Skype Appointments:** If you would like to speak with a counselor – either email or call (717-245-1740) to schedule a phone or Skype appointment. Be sure to schedule the appointment for Eastern Standard Time and please provide a phone number or Skype address where you can be reached.
- **Skype IM:** You can IM the Career Center with quick internship questions that do not need an appointment. IM between 2-4 EST, W-F. Screen name: InternshipIM
- **Career Center Updates:** You will continue to receive emails from the Career Center about upcoming events, programs, deadlines, etc. Pay attention to these emails – there may be opportunities that you can take advantage of.
- **Career Center Website:** Periodically review our website, www.dickinson.edu/student-life/resources/career-center/, for resources, and Dickinson Connect (available through the Gateway portal) for job and internship postings, interviews and events, job fairs, on-campus employment, scholarship and fellowship information, and volunteer opportunities.

Graduate & Professional School Advice

Studying abroad during the junior year and beginning graduate school immediately after graduation from Dickinson can be accomplished - with careful planning. But, before you make the decision to apply, here are some things you should consider:

1. What are your career goals? Do you need an advanced degree to accomplish them? This is important, irrespective of studying abroad.
2. Will you have enough time to prepare for the entrance exams you need to take? Are you willing to spend time doing that while abroad?
3. Some students find that trying to prepare for graduate or professional school while abroad is a difficult challenge. For those students, delaying graduate school might be a good idea. Graduate school will always be available, but this might be your only chance to study abroad, so make the most of it.

The typical timeline for applying to graduate/professional school is available at www.dickinson.edu/student-life/resources/career-center/content/student/Grad-School-Timeline/. Review the timeline to see what you can do before, during and after your abroad experience. If you are studying abroad for the fall semester only, you should be able to follow this timeline easily. In either case – one or two semesters abroad - you should plan to meet with the Graduate and Professional Studies advisor in the Career Center during the spring semester of your sophomore year to make sure you are on track.

If you are applying to medical, dental or veterinary school – or any of the allied health professions – be aware that your deadlines will likely be earlier, so plan to adjust your own timeline. For more information on applying to these professional degree programs, go to www.dickinson.edu/student-life/resources/career-center/content/student/Pre-Health-Program/. For individual questions related to health related applications during your year abroad, please consult the Career Center Pre-Health Advisor by emailing swarnerd@dickinson.edu.

Taking entrance exams - the GRE, MCAT, LSAT, GMAT, PCAT, DAT, etc. – before you return to campus for your senior year is always a good idea. The GRE Subject Test is paper-based and only available in October, November and April. It is administered on the Dickinson campus. However, do not take any exam before you have thoroughly prepared for it. Schools will have access to all of your scores, not just your highest ones! For more information on the entrance exams, go to www.dickinson.edu/student-life/resources/career-center/content/student/Graduate-and-Professional-School-Exams/.

For more information on applying to graduate or professional school, go to www.dickinson.edu/student-life/resources/career-center/content/student/Students/.

Internship Advice

If you plan to undertake an internship upon your return, you can search and apply to opportunities while you are abroad. You can search online by going to Dickinson Connect through the Gateway portal. Login instructions are on the left hand side of the page. Additional resources and information about the internship program can be found on www.dickinson.edu/student-life/resources/career-center/content/student/Students/. You will find registration options and deadlines on this page. If you have questions about the internship program, please email career@dickinson.edu.

IM about Internships

Now you'll be able to IM the Career Center with quick questions about internships. IM via Skype

between 2-4 pm Wednesdays – Fridays EST and Amity Fox, the internship coordinator, will get back to you. **Screen name:** InternshipIM You can also schedule Skype appointments if you'd like to have a face-to-face meeting. Just IM Amity or e-mail at foxa@dickinson.edu to schedule an appointment.

Job Search Advice

You can start your job search while you are abroad! The Career Center has many resources available online to assist you, and networking – the number one job search method – can be very effective electronically. One of the first steps in job searching is researching organizations to which you will want to apply, and learning their application processes. Some application deadlines will approach as early as the fall semester senior year; it is important to conduct research prior to returning to campus in the fall. A key resource to utilize in your research is Vault, available through the Student Resources tab in Gateway. Check out many other job search resources at www.dickinson.edu/student-life/resources/career-center/content/student/Career-Research/.

Networking Advice

Networking is one of the most effective methods of job searching! Take the opportunity to meet and talk with as many people as possible who are working in your desired industry. Additionally, individuals who work in industries that are not of interest to you can also be of assistance in putting you in touch with people who can help. The primary networking tool available through the Career Center is Dickinson Works. This is a database of alumni who have agreed to provide career-related information or assistance to other Dickinsonians. Please note – this is NOT a job searching database, although networking can sometimes turn into a job lead, the primary purpose is to assist you in connecting with alumni in your desired career field and learning from them. More information on how to use Dickinson Works can be found on the main page of the Gateway portal.

Time spent abroad could be viewed as a networking opportunity. If you plan to network during your time abroad, you might want to consider having business cards made before leaving the U.S.

On-Campus Student Employment When You Return

Departments and offices on-campus are continually seeking student employees and are often looking to fill positions a semester ahead of time. Make sure you check the on-campus student employment section of DickinsonConnect the semester before your return.

Using DickinsonConnect


DickinsonConnect is the online recruiting system that will help you to:

- Apply and sign up for on-campus interviews
- Apply to resume referrals
- Search for jobs (full-time, part-time or summer opportunities)
- Conduct an employer search
- Search for internships
- Search on-campus student employment
- Search for graduate scholarships and fellowships
- View and sign up for events/programs
- Upload resumes and cover letters easily from a Microsoft Word file for employers to review
- Manage and edit your job/internship preferences (job type, level or location).

DickinsonConnect is available 24 hours a day, seven days a week. Students must complete a user profile in DickinsonConnect before being able to utilize the system.

Getting started with DickinsonConnect is quick and easy. To begin, follow these basic steps:

1. **To access your account, current students should do so through Gateway**
 - Log into your Gateway account.
 - Click on the "Student Resources" tab.
 - Click on the "DickinsonConnect" **link**
2. All students are pre-registered to use the DickinsonConnect system. But if you are having problems, please contact the Career Center office at recruit@dickinson.edu.
3. After you have successfully logged in for the first time, your student profile will appear and must be completed before you will have full access to the system. **Note:** There are several tabs that required fields (indicated by *) must be completed – make sure to fill in all required fields.
4. After your profile has been completed, you will see the Student Home Page. Here, you will be able to view Announcements, Upcoming Events and additional resource links.
5. The links on the left side and top of the page will allow you to navigate and to utilize the DickinsonConnect system.

For assistance on using the system, click on the  *Resource Library* link on the left side of page and click on the + sign beside the Using DickinsonConnect folder to view the folder contents. There are several files listed to help with most questions you may have. If you would have questions not covered in any of the files, please feel free to contact the Career Center at recruit@dickinson.edu

Legal Matters

Limited Power of Attorney:

In case your signature is needed for any reason during your absence, such as for a Stafford loan check, you should consider making arrangements for "limited power of attorney" to be held by an appropriate person stateside to act on your behalf. This is usually a parent or guardian, but can be another relative or close friend. It must be someone you trust to act responsibly on your behalf in legal and financial matters. You may use a standard "Limited Power of Attorney Form" (A240), available from the Office of Student Accounts or at the Office of Global Education in the Stern Center. Examples of the kinds of things you might want to authorize the person(s) to do would be acting on your behalf in federal loan matters or withdrawing or transferring money from a specific bank account. You should have the statement(s) notarized and request a couple of originals in case the bank or other entity requires an original.

Income Tax Declaration:

If you have taxable income for the year ending 31 December, you will have to file a tax return for that year. Options are:

- to have the forms sent to you so that you can meet the 15 April deadline
- to file on-line
- to file for an extension of the deadline.

Absentee Voting:

If you want to vote by Absentee Ballot, you need to register to vote before leaving. Check with the Board of Elections at the County Court House in your home state about the procedures for voting by Absentee Ballot. It is important to get this information before going overseas since there are usually several steps involved with specific due dates for the Absentee Ballot. Remember to make a note of your Party, Ward, District, and Voter Registration Number.

The Federal Voting Assistance Program offers extensive information about registering to vote by absentee ballot online at <http://www.fvap.gov/>.

Insurance Information

Health Insurance:

You are required to purchase primary health insurance in the United States that is valid overseas to protect against the costs of hospitalization and medical care in the event of sickness or an accident while abroad. **This cost is not included in the program fee.**

Students on the Nagoya program are required to enroll in the Japanese National Health Insurance. The cost of this required insurance is 6,000 yen in the fall semester and 7,500 in the spring semester. The cost of this insurance will be paid by each student out of their allowance money. The Japanese National Health Insurance will cover most medical expenses you are likely to incur. It is NOT, however, a substitute for the required health and accident insurance purchased in the United States. It will also not cover you outside of Japan. You can find more about financial information and expenses on page 34.

The following section includes a list of things to consider with regards to your current health insurance coverage.

- Selecting and paying for adequate primary health insurance coverage is your responsibility. You should read your insurance policy to determine what is and is not covered. Pre-existing conditions, sports injuries, and dental care, for example, may not be covered by basic medical insurance. It is your responsibility to determine whether your policy meets your particular needs.
- Before deciding to use your health insurance policy, you should contact the provider to determine whether the policy will cover you **overseas** for the **duration of your stay**.
- You may want to consider the **Dickinson Student Health Insurance policy, which covers students while overseas***. While it satisfies the minimum requirement for primary health and accident insurance while overseas, you are advised to examine the policy to see if the coverage meets your particular needs. You can find more information about this insurance in Appendix II and at:
<http://www.dickinson.edu/student-life/resources/health-center/content/Insurance/>

Please contact the Office of Student Accounts for further information about the Dickinson health insurance plan. (*This is for Dickinson students only).

- On the **Student Agreement form**, which you signed when you applied, you provided the **insurance company name and policy number** for your medical coverage. **If that information should change, please notify the Office of Global Education immediately.** Up-to-date, accurate insurance information is needed in case of emergency and is also mandatory if your program requires a letter issued by the Office of Global Education in support of your student visa.
- Make note of your insurance company contact information and policy number in your own essential records, which you take with you overseas. Also leave the information with someone at home.
- If you have **special health needs**, discuss them with the on-campus coordinator and/or the Office of Global Education before departure. Thinking ahead about how you will cope with special health needs is essential. Don't assume that the same services or medications you use

at home will be available in the host country.

- As a rule, an insurance card will not be accepted for payment of medical expenses overseas. Be prepared to **pay cash for treatment and keep receipts** to present to your insurance company for reimbursement. Before going overseas, contact your insurance company to know exactly what you will need to send them in order to be reimbursed. Verify if the documents provided by doctors and pharmacies from another country will have to be translated into English.
- In some countries with socialized medicine, country-specific student health insurance coverage is required and is included in the program fee. While this usually covers most routine care, it is NOT a substitute for the required primary health and accident insurance purchased in the U.S.
- Canceling your policy while abroad puts you at serious health and financial risk, in the case that you become ill or need medical attention while abroad and have no health insurance coverage.

To evaluate personal sickness and accident insurance coverage, we offer the following questions:

- Does the plan include hospitalization for accidents and illnesses while abroad?
- What is the maximum amount of coverage provided?
- Are there deductibles? If so, what are they?
- Will the plan include emergency room expenses?
- What is explicitly not covered?
- Does the plan cover visits to the doctor or medication prescribed while abroad?
- What is the procedure for filing a claim, and how long does it take to be reimbursed?
- When does the plan begin and end?
- Does the plan have continuous coverage before, during, and after you go abroad?
- Is there a publication explaining the coverage in detail?
- Is there coverage for medical evacuation or for repatriation of remains?

Supplemental Travel Assistance and Medical Evacuation Insurance:

Dickinson College provides "Supplemental Travel Accident and Medical Evacuation Insurance" for all students participating in a program overseas. **However, this is NOT a substitute for your primary health insurance coverage.** Please see Appendix III at the back of the handbook for an overview of coverage and limitations.

Liability Insurance for Belongings:

Students are not covered by the College for personal liability, including the loss or theft of personal property. It is the responsibility of each program participant to purchase liability insurance, if needed. Students who bring laptops are advised to purchase adequate coverage. Check first to see whether the homeowner's insurance of your parents/guardian will cover personal liability while overseas. Normally, a copy of the police report filed at the time of loss or theft will be required by the insurer before any claim will be considered.

Health Matters

Medical Check-ups:

Before leaving the United States, you should visit your physician, gynecologist, eye care specialist, and dentist. Make sure you are in good health before going abroad so that you can avoid any potential problems.

Immunizations/Inoculations:

Even though Japan does not require any specific immunizations, please consult with the Dickinson College Health Center or your personal physician to make sure that all of your routine inoculations are up-to-date. These include measles, mumps, rubella (MMR) and diphtheria, pertussis, and tetanus (DPT). It is strongly recommended that you also consult with your personal doctor and/or the College Health Center with regards to other inoculations (e.g., Hepatitis A and Hepatitis B) or medicines that are advisable for the country you are visiting. For more up-to-date country-specific information about immunizations and other health precautions, consult the Center for Disease Control (CDC) website at www.cdc.gov/travel/.

Medications:

Prescription/non-prescription medication(s) should be in the original container from the pharmacy and labeled with your physician's name, your name, and the medication name and dosage. **Do not transfer any medication into an unmarked container.** You should also carry a written letter or prescription from your physician verifying that this medication was prescribed by a licensed practitioner and is necessary for medical reasons. If you are on prescription medications or take particular over the counter medications, such as a certain painkiller, you should take enough with you to last the duration of your stay. It is neither advisable nor legal in some circumstances to ship medications by mail. It is your responsibility to make sure that your medications are legal in your host country. You can find this out by consulting the consulate website of the country you will be visiting. You may also want to take along some cold/flu medication, anti-diarrhea, and anti-fungal medicine. Women prone to gynecological infections should take a supply of medication.

If you carry narcotics or syringes, you should also bring a copy of the prescription and a statement from the prescribing physician. The Center for Disease Control recommends that students with diabetes or health situations that require routine or frequent injections should carry a supply of syringes sufficient to last their stay abroad.

Mental Health, Stability, and Stress:

For students under the care of a counselor or psychiatrist, please be sure that you see him/her before you depart from the US. Participating in a study abroad program in another country will not lessen any emotional issues that you may presently be experiencing. When you are abroad, you will probably experience various states of excitement and frustration as a result of the opportunities and differences presented by the new culture. These alternating emotions are usually related to the natural phenomenon of culture shock, which occurs when people adapt to a new culture and surroundings. As you become accustomed to your new surroundings and establish a routine, these feelings will begin to subside. If homesickness, depression, or eating disorders persist, consider seeking out professional assistance.

Special Accommodations:

The accommodations available to students with disabilities in the United States may not be available to students studying abroad. It is unlikely that you will find the same medications, medical and/or psychological care, or support services at your study abroad site that you would at home. For you to fully assess whether you will be able to successfully complete a study abroad program, we encourage any student with special needs to review the program descriptions and to visit websites about the

community in which you will be living and learning. If you wish for assistance from Dickinson College in helping you to assess your ability to succeed in studying in a particular program or in identifying programs where more support may be available, you are encouraged to disclose your situation on the medical forms you completed during the application process or to come talk to the Office of Global Education. Such disclosure is completely voluntary. If you travel to an abroad site, you will be expected to fully participate in the program. Therefore, you need to inform yourself about the demands of the program in order to plan ahead and to prepare to cope with your health needs in a new environment.

Health and Safety in Flight:

For safety and comfort, wear loose-fitting, natural-fiber clothing during your flight. Do not wear snug-fitting or heeled footwear! If possible, avoid wearing contact lenses. Low humidity in flight tends to remove the moisture from the eye's surface. It is helpful to do seat exercises or to walk in the aisles in order to maintain good circulation. One easy exercise you can do is to tap your toes while keeping your heels on the floor. This pushes blood up your legs and reduces swelling. Tap for several minutes every hour or so.

It is always advisable to sleep during long flights. You should avoid alcoholic beverages in flight because they cause dehydration. Recycled air also has a drying effect, so you should drink only non-alcoholic beverages regularly. If you require a special diet, be sure to notify the airline at least 72 hours before departure.

The most common difficulty or problem that can result from flying is known as jet lag, which is the sudden sense of fatigue or wakefulness at the "wrong" time. Jet lag is more pronounced flying east than flying west. Veteran international flyers recommend going to bed and getting up at the customary local time from the beginning. This helps the body adjust quickly. Avoid naps until fully adjusted to the new time zone; the body confuses naps with night sleep.

Health Tips:

By using common sense and taking everyday precautions, you can safeguard your health. Here are some tips:

- Inform yourself about the particular health risks of the country you will be visiting and be meticulous in observing recommended precautions.
- Students with existing medical conditions should consult their personal physicians regarding special precautions they may need to take. It is important to tell your physician the location(s) you will be visiting.
- If you wear glasses or contact lenses, take along an extra pair, plus a copy of your lens prescription. Pack enough lens cleaning solution for the entire trip.
- Always carry a wallet card or wear a necklace or bracelet stating any special conditions you have (such as diabetes, asthma, etc.). Be sure to list allergies to specific medications.
- If you are sexually active, use a condom. You may have trouble finding reliable brands of condoms abroad; consider taking a supply.
- Take care of yourself while traveling: try not to wear yourself down, avoid excessive exposure to the sun, drink plenty of liquids to stay hydrated, and try to get enough sleep.

TRAVEL PREPARATIONS

Passport and Visa Information

The responsibility for ensuring that you have a valid passport and visa in time for your program is ultimately your responsibility.

Passport Information:

A valid passport **that does not expire for 6 months beyond the end date of the program** is required to enter any country. If your passport expires before the required validity, you will have to acquire a new passport before departure and/or before applying for a visa. **If you have not applied for your passport, you must do so immediately.** You can find more information and the passport application at the Office of Global Education, or you can contact the Prothonotary's Office at the Cumberland County Courthouse at 717-240-6195.

If your program requires a visa, before sending your passport through the mail to apply for a visa, sign in the signature line provided with an ink pen, and also write in pencil your current address and daytime telephone number in the blank space provided opposite your photo page. This will help the U.S. Postal Service return it to you, if it should become separated from the envelope during processing. Be sure to use some traceable form of mail.

Visa Information:

A visa is a stamped endorsement placed in your passport by the embassy or consulate of a foreign government that allows you to enter that country for a specific period of time. Once you have been accepted by Nanzan University, the Center for Japanese Studies will apply to the Japanese embassy for your **Certificate of Eligibility**, which you need to get a visa. This Certificate of Eligibility will be sent to the Office of Global Education and then sent to your home address. It is critical that you inform the Office of Global Education **immediately** of any change in your address during the summer because these documents from Nanzan University will be sent by mail and you do not want to risk losing them. Since the Certificate of Eligibility usually does not arrive until late July or mid-August for fall students and mid-December for spring students, you will need to be prepared to **apply for your visa as soon as you receive the mailing.**

You can prepare your visa application ahead of time by looking up Japanese visa information and instructions at the embassy website (<http://www.us.emb-japan.go.jp/>).

You will need to check which consulate serves your area and may have to plan a trip there to apply for your visa in person. Be sure you have all the required documents before you go: your actual passport, money in the form the consulate requires, photos, the Certificate of Eligibility, etc. If it is usually possible to have the visa mailed to your home address. Be sure it is sent by a traceable form of mail; it is your responsibility to pay the cost of the mailing.

Information for International Students

If you are not a U.S. citizen, it is your responsibility to research your status, and whether or not you need to obtain a visa, obtain any special entry papers, or other documentation that may be required for entry. Contact the host country embassy in your country of citizenship for assistance. Depending on the country's requirements, you may have to apply in person at that Embassy/Consulate.

SEVIS Information for International Students at Dickinson:

Since you will still be a Dickinson Student while abroad, you are required to pursue a course of study that is considered a full course load at your abroad institution in order to maintain your F-1 status. You will be registered in SEVIS each semester, just as you are while on-campus at Dickinson.

Also, please remember to have your I-20 endorsed for travel prior to your departure from campus this semester.

Packing Tips and Travel Information

Packing Tips:

When packing, keep in mind that you will probably accumulate a lot of things while abroad. However, anything you buy in Japan (especially American goods) is likely to cost 2 to 3 times more than it would cost in the U.S., and that certain U.S. brands may not be available. Pack what you need, and try to leave space in your luggage for the items that you will buy while abroad.

Depending upon their size, students might be able to buy shirts or shoes, but pants (especially for women) and jackets (for men) may be hard to find in a big enough size. You can look online to see what average clothing sizes are, but for the most part you should not depend on buying clothes in Japan.

In general, the Japanese tend to dress more formally than Americans, even when in class. For the most part, however, what you wear at Dickinson is also appropriate in Nagoya. You should avoid wearing sweatpants or shorts to classes.

Winters in Nagoya are usually dry and mild, whereas summers are hot and humid. Clothing should be comfortable and warm without being cumbersome; layers are the key to comfort and warmth.

Remember, too, that you may also encounter abrupt changes in temperatures over short periods while traveling.

Here are some wardrobe suggestions:

- work around a basic scheme of coordinated colors (black and darker colors are always appropriate) to minimize the number of clothing items
- a pair of sturdy walking shoes that you have already broken in and one pair of nice shoes; hiking boots optional
- 6-8 everyday wrinkle-resistant bottoms (jeans, corduroys, skirts) in subdued colors
- 10-14 wash-and-wear shirts or blouses
- 6 pullover sweaters and sweatshirts
- Shorts (Bermuda-length preferable)
- socks and underwear, 15-18 each
- 1-3 outfits for special events (do not have to be extremely formal; ties for men)
- warm sleepwear and house shoes
- windbreaker
- a swim suit, sandals, and beach towel
- a pair of sweats for studying in your room
- 2 towels, 2 washcloths
- Backpack for traveling
- Umbrella
- **sufficient contact lenses, eyeglasses and prescription**

Other Useful Suggestions:

- a laptop computer with wireless capabilities
- a converter specifically for laptops (check your specific laptop needs; if you do not have one you can ruin your hard drive)
- a USB memory device for transferring documents and photos between computers
- 2 converters and adapters for US electronics (Tip for women: buy hairdryers there!)
- 8 extra passport photos for ID cards, etc
- International phone numbers for computer and credit cards
- Address book
- Pocket calculator for currency conversions
- Money belt/neck pouch
- space/vacuum bags (can be found at Walmart or Target and condense the amount of space you your clothing uses in your luggage)
- a travel alarm clock with extra batteries
- a portable music device with extra batteries
- playing cards
- a camera
- a travel sewing kit with safety pins
- a small supply of toiletries, including dental care products, which are expensive in Japan; women should take personal hygiene products
- enough deodorant for the entire trip (most Westerners find that Japanese deodorant is not as strong as they would like)
- a small first aid kit
- all medications (both non-prescription and prescription) need to be in their original, labeled containers. Take copies of all prescriptions with you.
- sports clothing/equipment (if you plan to play sports)
- sunscreen & sunglasses
- notebooks, school supplies, etc
- Japanese-English dictionary
- a few favorite photos from home to show new friends or decorate your room
- a few token gifts, something typically American, from Dickinson College or representative of the area in which you live in the U.S.
- public restrooms usually do not have toilet paper or paper towels; take along a supply of tissues for the first few days (you can later purchase handkerchiefs for wiping hands in Japan)

For the first few days, pack a bar of soap, toothbrush and toothpaste, and a washcloth. **If you have a particular type of toiletry that you like to use, you may want to bring it with you.**

Packing tips from the Transportation Security Administration (TSA):

- Do not pack oversized electronics (laptops, full-size video game consoles, DVD players and video cameras that use cassettes) in your checked baggage when possible. However, please be advised that you will be required to remove these items from your carry-on bag and submit them separately for x-ray screening. Small electronics, such as iPods, can remain in your carry-on.
- Prepare your 1 quart-sized, clear, plastic, zip-top bag of liquids before arriving at the airport, following the 3-1-1 guideline (place liquids into 3.4 ounce bottle or less (by volume); all bottles should be carried in one 1 quart-sized, clear, plastic, zip-top bag)

- Pack all your coats and jackets in your checked baggage when possible. All coats and jackets must go through the X-ray machine for inspection.
- Do not wrap gifts. If a security officer needs to inspect a package, they may have to unwrap your gift. Please wait until you've reached your final destination to wrap gifts.
- Undeveloped film should go in your carry-on bag. You will be able to declare film that is faster than 800-speed to a transportation security officer for physical inspection to avoid being X-rayed.
- You are required to remove footwear for X-ray screening so wear shoes that are easy to take off and put back on.
- Double check the contents of your pockets, bags, and carry-on luggage to ensure no prohibited items were inadvertently packed.
- When in doubt, leave it out. If you're not sure about whether you can bring an item through the checkpoint, put it in your checked bag or leave it at home.
- For more information, visit www.tsa.gov.

Carry-on and Checked Luggage:

BAGGAGE REGULATIONS: Call the airline directly or go online to inquire about baggage regulations. A backpack with a frame must be checked as one of these allowed pieces. (this type of “backpackers” backpack has been found useful by past participants due to the amount of traveling you will be doing). Attach a label on the outside of your luggage and place a name and address label inside.

In most cases, you are allowed one piece of carry-on luggage not to exceed 45 total inches, which must fit under the seat in front of you or in an overhead bin. Make sure that your luggage follows TSA regulations. Remember that bags should be small enough to go up narrow stairways, go down crowded train aisles, and fit on luggage racks. A coat and a handbag, briefcase, or laptop may be carried on. Also, in case your luggage is delayed for a few days, be sure to pack a change of clothes and any medicine or toiletries you would need in your carry-on bag.

LAPTOP: If you bring a laptop, it will be considered one of your carry-on items. You should purchase insurance to cover it in case it is stolen or damaged.

VALUABLES: Carry extra cash and travelers checks in a money belt or neck pouch. Do not carry all your cash in one place. Never pack money, valuables, or important documents in your checked luggage!

LOST LUGGAGE: Make a list of everything you pack, bring a copy with you and leave a copy of the list at home. This will be helpful if your luggage is lost and you need to identify the items and cost of your luggage. If you experience any luggage loss or mishandling, you must file a claim with airline personnel immediately. Do not leave the airport thinking it will be easier to do it at a later time. It won't be.

Airlines don't refund lost baggage unless there are original receipts, so keep the things you care about with you at all times during travel.

Travel Documents:

Before departure you should make copies of all of your important documents. Leave one set of copies with your family and take one with you to keep in a safe place separate from your original documents.

- The information page of your passport
- Any entrance visas
- Insurance policies and contact information
- Your airline ticket

- Front and back of credit cards and phone numbers for credit card replacement (you cannot dial an 800-number from overseas so you will need a direct number).
- Travelers check numbers
- Contents of your wallet
- Prescription medications
- Rail passes

Immediate Cash/Travel Funds:

You will need some ready cash when you arrive. It is recommended that you take approximately \$1,000 in cash or travelers checks to tide you over until funds can be transferred into your Japanese bank account that you will set up during orientation. You can exchange a small amount into **yen** upon landing at the airport in Nagoya. In addition, we recommend that you take \$1,000 in travelers checks in \$100 or higher denominations in case there is a delay in transferring funds to your account. Be sure to sign the first signature line on any travelers checks and keep a record of the numbers, both necessary for security reasons.

Setting up a bank account can be a lengthy process. Make sure to bring enough cash, or a way to get it, usually travelers checks for up to 2 months into the program. For more information, please refer to the Financial Information section of the handbook (page 34).

Flight and Arrival Information

Travel Arrangements:

Students will be responsible for making their own travel arrangements. A direct flight to Chubu Kokusai Kuukou (Centrair airport) in Nagoya is recommended. Nanzan University airport pick up will only be arranged at this airport. Northwest Airline and United Airlines offers direct flight from Detroit and San Francisco to Chubu Kokusai Kuukou.

For fall students, you should **arrive September 2** at the Center for Japanese Studies. The homestay family and dormitory will be ready to accept you three days before the orientation. This will also give you a few days to settle in before orientation starts on September 5. Fall semester students can arrange their return travel for after December 19.

For spring students, you should **arrive by January 9** for your orientation on January 12. All-year and spring-semester students should plan to depart after the Closing Ceremony on May 19. You should make travel arrangements right away and have them finalized by the end of June (fall semester)/November (spring semester).

Make sure that you do not arrive before Nanzan's New Year's break is over. If there are sudden weather problems or travel issues, it will be difficult to reach anyone in the office.

In general, Japanese travel agencies offer a good price for flights to Japan. Please find some suggestions below; you may call them to inquire about pricing.

HIS travel US: <http://his-usa.com/ja/top/Top.aspx>

IACE travel USA: <http://www.iace-usa.com/>

JTB USA: <http://www.jtbusa.com/>

As soon as your plans are final, you are responsible for sending a copy of your itinerary (airline, flight number, departure airport and time, arrival time) to:

- the on-campus coordinator **Professor Akiko Meguro** (meguroa@dickinson.edu)
- your host family (There is a form to fill your arrival information, which will come during break before your departure)
- the Center for Japanese Studies (cjs@ic.nanzan-u.ac.jp)
- the Office of Global Education via the online application system (**Studio Abroad:** <http://dickinson.studioabroad.com>.)

In general, passengers on international flights need to be at the airport at least 3 hours before departure. Be sure to leave yourself plenty of time because of delays created by recently increased security measures. You will need your passport to check in and when you land, so have it readily available.

Host family first contact:

Upon learning the name and address of your Japanese host family, write to them in order to introduce yourself and establish contact. You may even want to call your host family. It is your responsibility to send them a flight itinerary so that they know your travel plans. Ask them the best way to send the itinerary; they may have email or you may need to send a paper copy by airmail. You should discuss the arrangements for picking you up at the airport with your host family. Also, consider bringing your host family a small gift of some sort from the United States, Dickinson, or your hometown.

Clearing Immigration and Customs:

When you arrive at Nagoya Airport, you will go through passport control and then proceed to the baggage claim area. Once you have retrieved your checked luggage, you will be checked by customs. Be patient and courteous.

You are not allowed to bring any fresh fruits, vegetables, plants, or meat into the country. Japan is also extremely strict about limiting firearms and narcotics.

Arriving in Nagoya:

After clearing immigration and customs in Nagoya:

- Students with host families will be met at the gate by the host family.
- Students who have chosen the dorm option will be met at the airport and escorted to the dormitories by a Nanzan student sent by the Center for Japanese Studies at Nanzan University.

THE PROGRAM

The City of Nagoya:

The city of Nagoya is a leading metropolis of international trade, industry, and culture. It is a very compact and conveniently located city with a highly developed subway system. Located 260 km (165 miles) southwest of Tokyo, Nagoya has a population of 2.5 million people, making it the third largest metropolitan area in Japan. Among the city's famous attractions are the Nagoya Castle, originally built in 1612, the Atsuta Shrine, and the Tokugawa Art Museum.

The Center for Japanese Studies:

The Center for Japanese Studies is part of Nanzan University, a distinguished private university founded in 1949 with a student population of roughly 6,000. The Center was established in 1974; it specializes in teaching intensive Japanese language and offers area studies in English. It enrolls approximately 175 students from countries around the world, and all students have access to a large number of university facilities.

Orientation at the Center for Japanese Studies:

During orientation at the Center for Japanese Studies, students will receive a Handbook for International Students. You will be introduced to life in Japan, including the application for the student discount passes for the bus and train student discount passes (recommended for students living in the dorms), the "Alien Registration," and the Japan National Health Insurance. During this orientation, you will also learn how to open a Japanese bank account, to which Dickinson and your parents can transfer money. (For important information related to the Japanese bank account and how to pay rent (for those in dorms), see the "Financial Information" section on page 34).

ACADEMIC INFORMATION

Use of the Japanese Language:

Students are encouraged to practice the Japanese language as much as possible in and out of the classroom. Early on, students should discuss with their host families their desire to speak Japanese only during the home stay. If members of the family want to practice their English, and they usually will, insist that a certain time be set aside for the “English lessons.”

The Tentative 2011-2012 Program Calendar (DATES ARE SUBJECT TO CHANGE):

	<i>FALL SEMESTER</i>
2 September 2011	Fall Students should plan to arrive in Nagoya by this date
5-9 September	Orientation and registration
12 September	Classes begin
13-19 December	Final examinations
19 December	Program ends (students cannot leave before this date)
	<i>SPRING SEMESTER</i>
9 January 2012	Spring Students should plan to arrive in Nagoya by this date
12,13, 16 January	Orientation and registration for NEW spring students
17 January	Classes begin
4-14 February	Recess (University Entrance Exam)
17-25 March	Spring vacation
8-14 May	Final examinations
19 May	Closing Ceremony and Commencement. Dickinson students are expected to attend and should not leave before this date.

Academic Culture:

Instructor/student relationships are very different in Japan from those in the U.S. In Japan, students are supposed to show great respect toward the instructor at all times. This means students are expected to dress appropriately, and activities such as eating, drinking, gum chewing, and wearing a hat are strictly prohibited during class. Class attendance is expected. If you must be absent, even in the event of illness, you must inform the Center for Japanese Studies.

Placement in Language Courses:

Students will take a language placement exam in the first days of their stay at Nanzan. Most Dickinson students place into IJ400, and occasionally some place into IJ500. Students who place into IJ200 do not receive Dickinson credit for the course because the material has already been covered at Dickinson. Although the Center for Japanese Studies will allow a student whose placement is IJ200 to enroll in the IJ300 course, students need to realize that there is a danger of failing IJ300 if the language is an obstacle. It is better to take the IJ200 course for no credit and build a solid basis for success in IJ300 in the second semester, for which a student will earn credit. After a few weeks into the semester, a second placement exam is given to allow students to change their language course if desired.

Students are advised to review and prepare for the placement exams over the summer/winter break. You will have written tests. During the first week of classes, students are allowed to visit a higher level course to assess whether they have sufficient language skill to succeed in that level.

Courses and Credit Transfer Policy:

To find out more information about the courses and guidelines for studying at the Center for Japanese Studies, visit www.nanzan-u.ac.jp/English/cjs/brochure.html.

- The Center for Japanese Studies offers four basic types of courses. Successful completion of courses in the Japanese Language (8 Nanzan credits) will be transferred as two (2) Dickinson credits. Each successfully completed special seminar (2 Nanzan credits), will be transferred as one (1) Dickinson credit. Each course in Japanese Area Studies (3 Nanzan credits) will be transferred as one (1) Dickinson credit. Practical courses in the Japanese Arts (2 Nanzan credits) will be transferred as one-half (.5) Dickinson credit.
- A normal full-time course load is four course credits each semester. Students may not under-enroll under any circumstances.
- Dickinson students may receive up to a maximum of 4.5 course credits per one semester. Students must take one Japanese language course (equal to 2 course credits), two content courses (seminars or Japanese Area Studies courses), and an optional 0.5 credit course in Japanese arts. **Students may not take more than one (1) course per semester in the traditional Japanese arts.**
- To take more than 4.5 credits per semester, a student must petition the Academic Programs and Standards Committee. If a student registers for more than the maximum courses allowed without permission from the committee, the On-campus Coordinator, their academic advisor at Dickinson, and the Office of Global Education, the course credit will not transfer. Students will also be responsible for any additional fees for doing this.
- Only **liberal arts classes** will qualify for transfer credit.
- Generally speaking, courses must have an equivalent at Dickinson. Exceptions include classes that focus on the culture and/or history of the country in which the student is studying.
- Transfer credit will not be awarded for coursework that duplicates what a student has already completed at Dickinson.
- For courses taken at the Center for Japanese Studies, course titles and letter grades earned are recorded on the Dickinson transcript, but the grade is not computed in the GPA. To receive credit you must earn a grade equivalent to a Dickinson 'C' (2.00 on a 4.00 scale) or above. A grade of 'C-' or below will not earn credit.
- Students must consult with the on-campus coordinator, Professor Meguro, before the course registration period is over.

What to Do BEFORE Going Abroad

Dickinson College does not formally pre-approve courses for transfer. However, students should discuss their study abroad plans with their academic advisors prior to leaving Carlisle. Students should talk with their advisors about what may or may not fulfill Dickinson transfer credit requirements, specifically which courses taken abroad may fulfill major, minor, or distribution requirements. In some cases, conversations with appropriate department chairs may also be helpful. Departments on campus may require extra work for some courses, especially for advanced-level credit. It is the student's responsibility to inquire about extra work required. Global Education staff are available to answer general questions about transfer credit policies.

What to Do WHILE Abroad

Students should maintain e-mail contact with their academic advisors while abroad, especially during the first weeks of the semester when they are in the process of finalizing course schedules. To document coursework at cooperating institutions, students should keep a portfolio for each course, including a syllabus, reading list, completed projects, written work, examinations, journals, etc.

What to Do AFTER RETURNING to Campus

Upon return to the Dickinson campus, students must complete the Enrollment in Another Institution Form. Seniors are required to submit this form prior to the course request period for their last semester. If the form is not submitted to the Registrar's Office at that time, the student will not be permitted to participate in the course request period. Please note that this form is required **only** when a student is seeking major, minor, or distribution credit for coursework completed at a cooperating university. The form is *not* required for Dickinson Center courses, or for courses at a cooperating university for which a student is seeking only general credit. After obtaining the required signatures, the student should bring the form to the Office of Global Education for approval. The form will then be forwarded to the Registrar's Office.

For non-Dickinson students: The Registrar's Office will automatically send an official transcript of work completed with grades and course titles to the home institution once grades have been posted. Transcripts are usually sent to your institution later in the semester following your return. Know your home institution's policy on transferring credits beforehand, as you may have to get pre-approval. Your institution's policy will govern whether the credit will be counted toward the GPA. You should focus on your interests and credit needs. If you plan to take courses in a department other than your major, check the requirements with the respective department at your home institution before departure. However, please note that you may not know what the course descriptions are before the school year begins, so you may have to take care of this once you are abroad.

Accessing College Library Resources from Dickinson Global Library:

Past Nanzan participants have commented that the Nanzan University library has an extremely small number of English-language resources. Therefore, if you do not have the resources you need, or if you have trouble getting the assistance you need for your research projects, please remember that you can access all the resources and services from Dickinson College Library no matter where you are. All you need to do is to go to the Dickinson Global Library page (http://lis.dickinson.edu/Library/Research/Global_Library/LibraryResourcePage.htm).

You can access the page on the library website under "For Students," or "For Faculty," or "Doing Research."

From the Dickinson Global Library page, you will find detailed information on

- How to find journal articles through the online databases
- How to find books and have them sent to you
- Research resources available online such as subject guides and online reference works
- And most important of all, how to get in touch with a Dickinson College librarian via phone, email, and instant messaging and get the assistance you need.

The library liaison to all Global Education programs is Yunshan Ye. He can be reached at 717-245-1838 or yey@dickinson.edu.

LIFESTYLE ABROAD

Living Accommodations:

The Housing Section at Nanzan University will arrange your housing accommodations. Please direct all questions or concerns about your housing assignment to the Housing Section at the email address given on page 4.

Option 1: Dormitory

There are dormitories at Nanzan for international students. Dormitories open a day before orientation sessions start, but students can get into them a few days earlier by making arrangements with the Center for Japanese Studies. The Center will also arrange pick up at the airport and transportation to the dormitory for students. Students living in the dorms can eat in cafeterias and restaurants near the University. You are expected to comply with all dormitory rules regarding hours, laundry, recycling, energy conservation, visitors, and other matters.

Option 2: Host Family

Probably the greatest experience you will have while studying in Japan is living with a host family. Since you have chosen to study abroad and learn a foreign language, living with a host family will enable you to practice your language ability on a day-to-day basis. Most families who offer to host a foreign student have probably done so before, and they will help you adjust to living in a new environment.

You will have your own room with a bed or futon, bedding, and a small closet. Be diligent in observing house rules and keeping your room neat.

The most important thing to remember in order to make your stay with a Japanese family an enjoyable experience is to always be polite and respectful with every member of your host family. Remember you are living in their home and should abide by their rules. Some host families may enforce a curfew.

You should let your family know where you are at all times; it is a good idea to leave a copy of your class schedule with them. Respectful salutations are expected; whenever you leave the house, you should say **itte kimasu**. Whenever you enter the house, say **tadaima**.

MEALS: You will probably eat your meals western style. Always offer to help out in some way, such as setting the table or preparing food. Try everything that is served at least once. Take small portions; if you do not like something, you may politely decline it the next time. Always say **itadakimasu** before you begin and **gochisosama** when you finish. If you have dietary restrictions or food allergies, let your family know prior to arriving.

Getting Along with your Host Family:

Living with a host family overseas can be an intensely rewarding experience, but students need to be prepared for a period of challenging inter-cultural adjustment. Your host family has a different way of life and a different set of rules from what you are used to at your own home or on campus. Naturally, it will take you a while to feel 'at home' in this new environment. In the beginning, you may act like and be treated like a boarder. Whether you remain that way or whether you eventually integrate yourself into the life of the household will depend upon your initiative, adaptability, and acceptance of traditional habits and attitudes toward life in general. As you interact, you will notice differences. Some of these will be easy to accept and adjust to, while others may at first feel uncomfortable. Flexibility and openness to learning the family's ways of doing things will increase your success in learning about your new culture.

Although each host family is different, be aware that host families generally expect to have an adult relationship with the students they house. They will respect your independence while remaining open to exchanging ideas and conversation. Mutual trust and open communication is essential for a successful relationship. There is no infallible recipe for the success of your home stay, but the tips below may help you to adjust more smoothly and quickly.

In the beginning...tips for daily life:

1. Do not hesitate to ask your host family questions or to start conversations with them. Remember, your family is there to help you. By starting conversations, you are initiating an immediate rapport. Hiding away in your room will communicate to the family that you do not wish to interact with them. Communication is the key to a successful relationship with your host family.
2. The first few weeks are very important in establishing a "base" with your family. Therefore, try to avoid planning long trips the first few weekends. If you really want to travel right away, day trips are a lot of fun and still leave you free time with your family. The key is to settle in before you start moving around.
3. Although you might feel awkward at first, it is very important to communicate openly with your host family. A problem that seems complicated for you to solve (the heat is not working correctly in your bedroom) may be very easy for your host family to fix (the radiator works differently than what you're used to and your host family can show you how to use it). Your host family would surely prefer that you ask for their help rather than be unhappy in their home!
4. We suggest keeping your schedule as flexible as possible in order to take advantage of family activities. By joining your family when invited, you will get to know each other better while improving your language skills at the same time.
5. Be yourself with your family and be polite. Remember, although you are living with them and would like to be a part of the family, you are still a guest in their home. Do not assume immediately that you are afforded certain privileges just because you live with them. When you eat meals with your family, ask if you can help set the table, clean up, etc. Be sure to ask to watch TV and to use the family phone. If you do not want your host family to clean your room, tell them that you will clean it yourself and ask them for what you need (vacuum cleaner, dust cloths, etc.). Be sure to leave the bathroom clean after each use.
6. Do your best not to betray your host family's trust. Respect their rules, and always ask their permission before inviting anyone into their home. If you feel the rules of the host family are unreasonable, talk your On-campus Coordinator.
7. Be open-minded and flexible; there will be differences, so accept them. Adopt your family's patterns, such as keeping doors open or closed and being careful not to waste hot water and electricity.

TELEPHONE: Before using the telephone, you should ask permission and determine if there are any rules or restrictions. Generally, telephone use is more expensive overseas than in the U.S. and long, wide-ranging telephone calls are not the custom. Be aware that there is a charge for local calls, not just for long distance. Most families have only one line and no call waiting. Therefore, be considerate, learn the family's expectations, and abide by them. We recommend that you buy prepaid phone cards in Japan and use them to make international calls from public phones.

If you receive permission to use the home telephone for incoming calls, you should discuss with your host family when it is appropriate for your family and friends to call. Then you should inform your family and friends of these times as well as the time difference between the U.S. and your location. Friends should be asked not to call during mealtimes. Other means of communication, such as Skype, can be more convenient. For more information, please see the Communication Section on page 36.

ELECTRICITY/WATER: The cost of electricity overseas is much higher than it is in the U.S. Your hosts will most likely be energy conscious and want to conserve energy because of a general belief in conservation. Be respectful of this in your behavior. Switch off lights and other electrical devices when you leave a room. If you come in late at night, do not leave the lights on in the corridor or hallway. Do not be impatient or annoyed when reminded about leaving lights on or about energy consumption in general. Open your curtains during the day to make use of the sun's rays. Similarly, you may notice greater concern for water conservation as well. In most families, you may be allowed to shower (or bathe) every day, but you will soon notice that they do not do so, nor are they in the habit of taking extended showers. You should try to follow the example of those around you and remain flexible and understanding as you adjust. Do not let friends shower at your place unless you have been given permission first.

VISITING HOURS: Before inviting friends over for a visit, always ask permission from your host family and check for their plans and expectations. Consideration for others is always a good rule to follow. During the week, visitors should not remain past 9 or 10 p.m. The people you are living with have to get up early and must consider their neighbors living close by or small children in the house or building. You can expect restrictions in the number of visitors you may have at one time. Moreover, you cannot assume you will be permitted to invite friends of the opposite sex. Be sure to discuss these things with your family first so that you understand what is expected. Do not invite guests to your host family's home without their permission when your host family is absent.

Another frequent source of tension is when friends or family members arrive to visit from the U.S. Your host family is not required to accept these visitors in their (or your) rooms. Permission to have someone stay overnight would normally be an exceptional occurrence, not generally or lightly given. Do not make the mistake of regarding your room as a hotel.

KITCHEN PRIVILEGES: Kitchen privileges are usually not included in the home stay agreement, even if you are taking some meals with the family. You might want to wait awhile and observe family customs and practices in the kitchen before you ever ask permission to use it. In any case, you should not expect more than very limited use. If you are granted permission, be appreciative and remember the following useful hints:

- Restrict yourself to light cooking. If allowed to use the oven, make sure you know how it works and how to convert Celsius temperature settings (if necessary).
- Cook at reasonable (what your family considers reasonable) hours and always ask permission so that you do not interfere with the normal household cooking.

- All pans and cooking utensils should be washed and put back. The stove, oven, and other areas of the kitchen should be left spotlessly clean.
- Do not use household cooking supplies (e.g. sugar, butter, oil), unless you have first asked and received permission to do so.
- Do not forget to turn off lights and appliances when you are done.
- It is always a good idea to invite your host family to try a dish you have cooked.

LAUNDRY: Once more, ask your family what the arrangement is. Usually, your laundry will be done at your home stay. You should be aware that the Japanese rarely use dryers and prefer to hang up their laundry up to dry, either outside or in bathrooms.

PERSONAL LIABILITY INSURANCE: As stated on page 16 in the Liability Insurance for Belongings section, the program does not cover you for personal liability. So, when you are using appliances and cooking in your home stay, be very cautious. Accidents do happen and you will be held personally responsible for any damage whether negligence was a factor or not.

CONTRACTUAL OBLIGATIONS: Be sure you are aware of what the contractual arrangements are between the program and your host family. If there are meals involved, find out which ones they are, at what time they are served, whether you are responsible for some meals on your own, and what happens if you choose or are forced to miss one or more. If meals are included, be sure to let someone know when you cannot be there or that you might be late. In addition, find out about the schedule for changing/washing bed linens and towels.

FINAL REMARKS: This document reviews only some aspects of life with a host family, so be aware that this new experience will require adjustment in many ways. One could say that adjustment is the primary vehicle of cross-cultural learning. The homestay experience will reward you richly for remaining flexible, keeping an open mind, and maintaining a sense of humor. Your family will be ready to help you, but both of you must share in making your stay a success and both must realize that it takes time to establish a routine and achieve integration.

PLEASE LET SOMEONE IN THE PROGRAM KNOW, IF YOU FEEL THE TERMS OF THE ARRANGEMENT ARE NOT BEING FULFILLED. If there are difficulties, the program will serve as mediator between you and your host family.

Food:

Eating out in Japan is very expensive; if you choose to do so, try eating the local fare. In general, mainstays are rice (**gohan**) and tea; there are also many types of noodles. Most meals include a clear soup or one with soybean base (**miso**) that is drunk from lacquered bowls; pickled vegetables are usually served with the meal. Fruit may be served as a dessert, though it can be expensive

Japanese specialties include **tempura** (battered vegetables and fish), **sukiyaki** (chopped meat and vegetables), **Kobe beef** (very expensive), **yaki-tori** (skewered meat in a barbeque sauce), **sashimi** (raw strips of fish), **sushi** (fish and sweet, vinegary rice), etc.

There are four cafeterias at the Nanzan campus; two sell traditional Japanese foods. Past students have suggested convenience stores, such as Lawson's, Circle K, SunKus and 7-Eleven, for inexpensive

meals and snacks. They sell a great variety of food, including rice balls (**onigiri**) and many different kinds of bread.

There are also distinctive Japanese beverages. Brown or green tea is usually served at the end of the meal; beer is usually chilled; **sake** (rice wine), the traditional drink of the Japanese, is either sweet (**amai**), or dry (**karai**). There are more than 2,000 **sake** brands of different quality.

In Nagoya, you are likely to find vending machines that offer a wide variety of beverages including tea, coffee (both hot and cold), sports drinks, soda, and others.

Shopping:

Most shops are open from 10:00 a.m. until 6:00 or 8:00 p.m., including Sundays. Some stores accept credit cards, but most prefer cash. Be mindful that many stores will not carry clothes or shoes that can fit Americans. If you want to buy American food or other American goods, shop at **Meidi-ya** in the **Sakae** area of downtown Nagoya, but expect to pay 2 to 3 times what it would cost in the U.S.

Entertainment and Recreation:

There is a lot to do in the city of Nagoya and at Nanzan University. The university has many sports clubs and organizations. Joining in is a good way to meet people with similar interests. There is a very good sports facility (**Mizuho undoujo**) near the university.

In downtown Nagoya, especially in the **Sakae** area, there are numerous restaurants, bars, and night spots. The legal drinking age in Japan is 20. Movie theaters and performance halls also exist, but they can be expensive. Sometimes student discounts are available through Nanzan University. Osu Kannon offers local shops and department stores, while Sakae has several clubs and other attractions. Both Nagoya and Sakae have shopping malls in the subway stations. Please be mindful of the train schedule and check to see when the last train departs. You need to make sure you have a safe way to get home.

FINANCIAL INFORMATION

Living Expenses:

During the Center for Japanese Studies orientation, students will learn how to open a Japanese bank account (please see more information in the Bank Account section below). **As soon as your bank account is active, you should e-mail the contact information for the bank and your bank account number to Professor Akiko Meguro.** When we receive this information, your first semester living allowance can be transferred directly into your Japanese bank account. Attend to this upon your arrival so that the allowance money can be transferred right away.

In the **fall semester**, students will receive a minimum of **266,000 yen for the fall semester (a total of 4 months)**. **Your stipend is expected to cover the following:**

Food/transportation: 60,000 yen (per month) x 4 months = 240,000 yen*

National Health Insurance: 1,500 yen (per month) x 4 months = 6,000 yen

Internet: 5,000 yen (per month) x 4 months = 20,000 yen

(amounts based on 2010-2011 budget)

In the **spring semester**, students will receive a minimum of **332,500 yen for the spring semester (a total of 5 months)**. **Your stipend is expected to cover the following:**

Food/transportation: 60,000 yen (per month) x 5 months = 300,000 yen*

National Health Insurance: 1,500 yen (per month) x 5 months = 7,500 yen

Internet: 5,000 yen (per month) x 5 months = 25,000 yen

(amounts based on 2010-2011 budget)

*** HOUSING FEE ARRANGEMENT (covering food and transportation):**

For those **students in a homestay**, you do not have to worry about paying to stay with your homestay family. The Center for Japanese Studies will wire money to the host family to cover your stay. Your host family will provide you with 14 meals a week. You are responsible for paying for your lunch and transportation to Nanzan University with your stipend money.

For those **students in the dormitory**, the Center for Japanese Studies will send you the money (no less than 30,000 yen) to cover for food, as meals are not provided at the dorm. Dorm fee will be paid by CJS for food.

Please note that the spring semester is 4 weeks longer than the fall semester. Therefore, be sure to budget your stipend money accordingly. The second semester allowance will not be transferred until the spring semester begins. The living allowance is intended to cover only those items indicated above when classes are in session. It is not intended to cover personal expenses, vacation travel, or food during vacation travel.

There are stipends for excursions offered by Nanzan for up to 10,000 yen per semester. Please send your receipts to the on-campus coordinator, Professor Akiko Meguro, by the end of the semester.

BANK ACCOUNT: Please open a bank account at the recommended Nagoya Ginkoo- The Bank of Nagoya. Afterwards, send the following necessary information to the on-campus coordinator, Professor Meguro, as soon as possible. This information is needed to wire the stipend money to your account.

- Bank name
- Branch name and Branch number
- Name of the account
- Account number

- Phone number of the bank
- Your address and phone number

You will have easy access to your stipend money with a cash card from the Japanese bank where you will open an account. Your parents will also be able to send funds directly into your account by wire transfer. Banks are not open for transactions on weekends, holidays, or in the evenings.

TRAVELERS CHECKS: Travelers checks are a safe way to transport money to Japan. You can cash travelers checks at most banks and at some post offices. Travelers checks should be used for accessing funds or for emergencies; not all stores will accept them as tender.

CREDIT CARDS: Having a Visa card in your name is another method of paying for things while abroad. A credit card can be very useful for big purchases: restaurants, hotels, shops, and airline tickets, or for an emergency, in which you can track your spending easily. If you plan to use a credit card while abroad, you should verify your credit limit before you depart the US. Also, in some countries you may have to show a picture ID when you pay with a credit card. In Japan, it may be hard to find someone who will accept your credit cards. You will probably not be able to use them for your everyday purchases.

ATMs: There are very limited possibilities in which you may use an ATM card to access a U.S. bank account.

However, past participants have noted that some convenience stores have ATMs, in which your bankcard may work. You may also withdraw money at the post office or at the Citibank in Sakae, where most foreign cards will be accepted.

Check with Bank and Credit Card Companies:

Before leaving the U.S., check with your local bank and credit card companies about fees for using your card overseas. If the fees are hefty, consider withdrawing larger amounts of cash from the ATM and taking only what you need and keeping the rest in a safe place.

You should notify your bank and credit card companies that you are going abroad for an extended period of time, and be sure to inform them as to which countries you intend on traveling. Otherwise, when they see charges on your card from a foreign country, they may assume that your card has been stolen and suspend your account. Keep a separate record of your credit card numbers and phone numbers of the companies so you can report theft or loss of your card quickly.

Spending Money:

Students sometimes ask how much “spending money” they should plan to have during their time abroad. As mentioned before, you should plan for an extra \$2,500 per semester for personal expenses and travel money. However, the amount spent depends on the lifestyle you adopt and how much you plan to travel.

Part Time Work:

There are no work-study opportunities in Nagoya. If you are interested in earning money, you may be able to do so through private tutoring, however, students may need to get permission for part-time work from Nanzan University (Center for Japanese Studies). Since permission will depend on the quality of the student’s academic work, permission cannot be given before October or November. This means that working part-time is only possible in the second semester, not in the first semester.

COMMUNICATION INFORMATION

Students sometimes tell family/friends that they will phone home “the minute they arrive.” However, plans often go awry because of plane or train delays, unavailability of an international phone line, etc.

To save parents and loved ones worry, we suggest an agreement to call at the earliest convenient time, rather than promising to call at once.

E-mail, cell phones, and Skype allow students to keep in closer touch with family and friends back home than ever before. There is a good side to this, but it is possible to overdo it so that you focus too much on home to the detriment of your abroad experience. Consider writing frequent letters, postcards or a blog instead. These can be reread and kept as a record of your time abroad.

Mail:

It takes about 5 to 7 days for first-class mail to arrive in either direction. Always mark letters as airmail. You will receive mail at your home stay, so be sure to let family, friends, and the Office of Global Education know your address as soon as possible!

Post offices in Japan are open Monday through Friday from 9 a.m. till 5 p.m.

Telephone:

International phone cards are widely available in Japan for use with public or private phones. When the time on your card runs out, you will be disconnected automatically. There is a charge for all calls from your homestay phone, whether long distance or local. Since phone bills in Japan do not identify individual call charges, making calls from home can cause friction with your host family. To avoid this, you should discuss the use of the telephone from the beginning. Make clear that you want to pay for your calls and ask for their suggestions as to how that can be done. You may be able to use a phone card on the family phone or you may need to make calls from a public phone. For more information about using a phone if you are living with a host family, please see the “Telephone” section on page 31.

One option you may want to consider is having your parents arrange for a low cost international calling service and schedule a time for your parents to call you.

The traditional Japanese telephone greeting is **moshi-moshi** (or **hai** followed by your name). While listening, keep saying **hai** to indicate that you are still on the line. To sign off, say **shitsure shimasu**. Emergency calls are free. Just dial 110 to call the police in an emergency. Dial 119 to call an ambulance. Be aware that these numbers may not work from cell phones.

Cell Phones:

Many students purchase cellular phones while in Japan. This is an excellent way to communicate with other students on the program, to be accessible to friends and family at home, and to be reachable in the event of an emergency. It may, however, be very expensive to make international calls with your cell phone. Students can check with their current cell phone provider to see if their phone has international calling capabilities. If so, you will have to find out the procedures for using your cell phone abroad.

Some advice from past participants of the program regarding cell phones: the cheapest cell phone deal will be through **Softbank** since they offer free calls among Softbank users before 9 p.m. and after 1

a.m. Other service providers are **docomo** and **au**. Although a contracted phone often requires a two year contract, if you purchase the phone, then you do not need to sign a contract. Always do research beforehand since one of cell phone providers may be offering special student discounts.

Skype (International calls through the internet):

One of the most inexpensive ways to make international phone calls is through the Internet. Skype is one of the most common programs for this type of phone service. All that is required is access to a computer with an Internet connection and a headset or external microphone. Skype offers several options:

- 1) **Skype to Skype:** Have your family and friends download and register with Skype. Once you have both registered and have a headset or external microphone, you can talk for FREE!
- 2) **Skype Out:** A low cost way to make calls at a local rate to people that have traditional land lines or mobile phones.
- 3) **Skype In:** For a small fee, you can receive a local U.S. phone number that your friends can call. When someone calls, you will receive the phone call on your computer where you can communicate with your friend using a headset or an external microphone. This option also has free voicemail.

For more information, visit the website at www.skype.com. Please note that this might not be appropriate for all programs due to privacy or access issues.

Computers:

A specific orientation with regards to the use of computers and e-mail will be held. The center requires students who would like to use their own computers to bring their own cables and attend a separate orientation. Look for updated information about this in Nanzan and CJS orientation materials that will be sent to you before you leave. If you decide to take a laptop with you, you should insure it adequately. You are encouraged to limit your Internet use to create a healthy balance between staying in touch with your friends and family in the U.S. and taking advantage of the time you spend.

E-mail:

CJS students can have access to e-mail for free by opening an e-mail account with Nanzan. Remember that official communications from Dickinson College (for example, instructions from the Registrar, Campus Life, or the Office of Global Education) will be sent to your Dickinson e-mail account. If you ordinarily use another e-mail account, remember to check your Dickinson account occasionally for messages. Also, be sure to clear your Dickinson Inbox regularly so that messages can reach you.

TRANSPORTATION AND TRAVELING WHILE ABROAD

Travel in Japan:

Traveling around Japan during free time can be a learning experience in itself. There are a variety of different festivals, sightseeing attractions, cultural events, and nightlife activities to keep you busy. Listed below are some of the most frequently visited cities and their attractions. A few hotels that are relatively cheap and centrally located are also noted. An inexpensive form of accommodation is youth hostels, but you will often be subject to a curfew. Past participants have mentioned that in larger cities you may find “capsule hotels,” in which there is not a room, but a bunk/capsule to sleep in. This option is cheaper than others are, but may be cramped and sparse. Also, they generally only admit men.

Train Travel:

The so-called “bullet trains” (**Shinkansen**) are super-fast, comfortable trains for long-distance travel, which you should try at least once for the experience. Railway timetables are available at any Tourist Information Center. Train stations have Romanized signs that indicate which stop you are at, plus the previous and upcoming stops.

There are many regional passes and discounts for air, train, or bus services available to both visitors and Japanese residents.

The Japan National Tourism Organization (<http://www.jnto.go.jp/eng/>) is also an excellent guide to traveling in Japan.

Cities in Japan:

TOKYO: Tokyo is one of the most modern and individualistic cities in Japan. Although Tokyo is highly industrialized, you still see hints of traditional Japan in its temples, shrines, and parks. Tokyo is a bustling, cosmopolitan city with great shopping and a great nightlife. Many people go to the **Shinjuku** and **Shibuya** for their outdoor markets. **Akihabara**, known as “Electric Town,” offers everything from computers to cameras at bargain prices. As for the nightlife, the most popular place to go is **Roppongi**, which features a strip several miles long of stores, bars, restaurants, and clubs. Everything from karaoke to disco to McDonald’s is located there. If you want to stay near Roppongi, the Asia Center of Japan is a relatively inexpensive hotel in Akasaka and is within walking distance of the train station and Roppongi. As a safety precaution, young females have been advised to be very careful about going into Roppongi at nighttime and should always have a friend with them. Past participants have noted that while Roppongi does have a good nightlife, it does not offer much culturally or historically. You are likely to encounter many foreigners in Roppongi.

Participants who have visited Tokyo suggest seeing the Imperial Palace and the nearby gardens, as well as the Meiji Shrine. Harajuku is also a nice place to visit with interesting shops and restaurants. Great for people watching, Harajuku is a gathering place for trendy Japanese youth who wear very unique fashions and outfits.

KYOTO: One of the last traditional cities in Japan is Kyoto, which is famous for its shrines, temples, and the Imperial Palace. While in Kyoto, try **yatsushashi** (a type of dessert) and **yudofu**, which are two of Kyoto’s specialties. The Tawni House and the Bakpak Hostel are centrally located and relatively inexpensive places to stay. . If you have time, you should travel to Kobe, one hour away by train.

Kobe is a beautiful and exotic port city that is surrounded by mountains. Maps of Kyoto with walking routes to most of the famous temples are available at the tourist information center on the second floor of Kyoto station.

OSAKA: Another city that is popular among foreigners with similar attractions to those found in Tokyo is Osaka. Here, too, you will find many foreigners, as well as a variety of clubs, bars, restaurants, and stores.

HIROSHIMA: Hiroshima is a historical and beautiful place to visit. The Peace Park and Peace Museum both contain exhibits, memorials, and documentaries illustrating the effects of World War II on Japan. Besides its historical importance, Hiroshima is also famous for its beautiful and peaceful gardens and parks. If you have time, hop on a train and then a ferry to Miyajima where the **Torii**, the famous floating pagoda, stands tall in its waters.

Note: If you plan to leave Japan in order to visit another country, make sure you go first to your Local Ward Office and get a re-entry pass. Upon your return to Japan, a “departure tax” must be paid and your fingerprints will have to be re-entered into their system.

Travel Guides:

There are many travel guides that are geared towards the student traveler, especially Let's Go or Lonely Planet. To help save money, check www.amazon.com or www.half.com for used travel books. There is also a travel company's office on the Nanzan campus, which is a good resource for travel help.

Safety:

Whenever you travel, take care of your belongings and safeguard your credit cards, cell phone, and cash at all times. One of the safer places to carry your passport and money is in a breast pouch tied at your neck or in a money belt strapped at the waist, under your shirt. A word to the wise: keep a small amount of money easily accessible so you do not have to dig into your hidden money in public.

HEALTH AND SAFETY WHILE ABROAD

Health Care

If you get sick, ask your host family for the name of a doctor. You will have to pay the required fee for the Japanese National Health Care system. Usually, you can see a doctor on a walk-in basis without making an appointment. Visits to the dentist require an appointment. Most doctors are general practitioners, as are most dentists. Since there are no private practices, any visit to the doctor will mean a visit to the hospital.

If you need to use your U.S. primary health insurance policy in addition to the Japanese coverage, you should be prepared to pay cash and get receipts to present to your U.S. insurer for reimbursement.

AIDS and STDs Overseas:

You are at the same risk for AIDS and STDs while abroad as you would be at home since your risk of infection depends on your behavior. Therefore, if you are sexually active, use good judgment and common sense. It is also highly recommended that you carry a personal supply of condoms and birth control, especially if traveling to underdeveloped regions of the world.

Safety and Emergency Procedures

Overview of Emergency Precautions:

The Office of Global Education has always taken seriously our students' safety while studying abroad.

In the wake of the September 11 events, safety concerns are even more urgent. With the continuing threat of terrorism around the world, we are obviously concerned about the global security situation and continue to monitor it, and we encourage students and parents to do likewise.

We depend on a variety of sources to assess situations overseas, including the news, our own Resident Directors, and other on-site contacts abroad, as well as professional colleagues and publications. One of the most important sources is the U.S. State Department. Please review the Department of State web site (see next section), as well as any others you may find useful.

All past decisions about canceling or closing programs have been informed by Department of State or World Health Organization recommendations.

We consider it essential that students take responsibility for their own safety, and we expect their cooperation. For example, students are asked to share flight itineraries with our office; our Resident Directors ask students to inform them of any travel plans away from the site. We share DOS warnings and announcements with students and remind them frequently to review common sense safety and security measures, such as those printed below in this section. Each student is given a key chain with emergency phone numbers and instructions and is asked to carry it at all times. In a serious emergency, administrative staff of the Office of Global Education can be accessed 24 hours/day, 7 days/week.

Dickinson Centers and partner institutions are in regular contact with the Office of Global Education in Carlisle, and contact information is updated routinely for students overseas, on-site staff, partner institutions, and local emergency officials at our program sites, as well as U.S. Consulates and Embassies. Our staff abroad remains in contact with local university and civic officials on an ongoing basis.

Dickinson College has developed emergency plans that can be implemented in the event of a crisis

directly affecting any of our programs abroad. In the unlikely event that it became necessary to return students to the United States, every effort would be made to offer alternative means for students to complete their academic program. For important information about Program Cancellation, see page 6.

Dickinson College is concerned about the health and safety of its students traveling abroad. We review our approach frequently and make every effort to anticipate health and safety issues. This said, it remains true that many of the risks in traveling abroad cannot be reasonably anticipated or prevented.

Department of State Announcements:

Department of State travel information and publications are available on the Web at <http://travel.state.gov>. Every student going abroad is responsible for becoming familiar with the Department of State web site and the information available there.

- **Before leaving, read the Consular Information Sheet for your host country.**
- For your safety, do the same while abroad for all countries you visit.
- Current Travel Warnings and Public Announcements are accessible through the State Department web site.
- The DOS home page links to their Travel Safety Information for Students page, which has good advice and many links, including the fact sheet Travel Warning on Drugs Abroad.

The Office of Global Education occasionally sends students Department of State announcements that are relevant to their host country. These announcements are not to alarm students (unless warranted), but instead to inform them of current situations in you're their country or surrounding countries that they may possibly travel to.

(U.S. travelers may hear recorded information by calling the Department of State in Washington, DC at 202-647-5225 from a touchtone phone.)

Key Chains for Emergencies:

Lightweight key chains are distributed to all students participating in an off-campus program.

Students are asked to attach the key ring to the key(s) that they carry with them at all times. On one side of the tag is the Dickinson College 24-hour Hot Line number (001 717-245-1111). (The digits 001 are the International Country Code for the United States.) On the reverse side is the phone number of the Office of Global Education (001 717-245-1341). A Program Center number or other emergency number can be entered in the blank space. For obvious security reasons, the overseas home address or phone number should NOT be entered. The emergency numbers on the key chain make the following easier:

- calling for help at any time in a serious emergency
- contacting the Office of Global Education during office hours with matters of concern
- identifying “who he/she belongs to” if injured seriously while not carrying identification.

The first step in an emergency is to react to the emergency itself, i.e., contact a doctor, call the police, inform your host family if you are at home, and then contact the on-site coordinator.

Any student abroad, whether a Dickinson student or a guest student in a Dickinson program, may call the 24-hour Dickinson College Public Safety number collect in a serious emergency and ask for assistance. The student should identify himself/herself and the program, and give a brief description of the emergency and a call-back number. The operator will locate the Office of Global Education person on-call, who will then return the call.

Parents and the Public Safety number:

Parents, too, may use the 24-hour Dickinson Public Safety number if they need assistance in contacting their son or daughter after hours in a serious emergency, or if their son or daughter has contacted them because of such an emergency. The procedure would be the same as above.

Requests for Contact Information and Itineraries:

To have emergency contact information at our fingertips, we collect emergency contact information for each student. Parents' work and cell phone numbers and email addresses are extremely useful, should we need to contact parents quickly. We therefore ask you to cooperate with our requests for parental contact information as well as your host-country mailing address and phone numbers.

We also need to know student flight itineraries. Therefore, please share your itinerary with us by completing the flight itinerary questionnaire on the online application system at

<http://dickinson.studioabroad.com>.

Safe Behavior Abroad

Travel abroad is always an adventure for students. A common sense approach to the risks involved goes a long way toward assuring safe travel and pleasant memories. We offer the following suggestions for your own safety:

- When you travel during vacations, give a copy of your itinerary to your Resident Director. Even if your plans are vague, leave whatever information you can, such as the names of travelers, expected destinations, lodging, phone numbers, and if available, mode of travel and dates of departure and return.
- Check State Department advisories on the web for all countries you will be traveling through to be prepared for any special conditions or dangers, visa requirements, etc.
- Travel with at least one other person.
- Carry passport, travelers checks, money, and other important papers in a pouch around your neck or waist under your clothing.
- Avoid travel in large, predominantly American groups. It is easier to meet local people this way. It is also easier to organize trips and sightseeing in smaller gatherings, and can be safer.
- Always carry some local currency. Keep the equivalent of at least \$50 cash in reserve while traveling.
- DO NOT HITCHHIKE. Travel by bus, train, local transportation, or car.
- Do not leave money, tickets, your passport, or other valuables in a hotel room while you are out. Take them to the hotel front desk and ask them to put them in a safe.
- Keep a low profile in demeanor and dress. It is wise to adapt to local dress codes; avoid clothes and behaviors that call attention to yourself as a foreigner who doesn't know the culture.
- Leave expensive jewelry at home. It's best to wear little or none.
- Every year backpacks are stolen from students who set them down at their feet or sling them over the back of the chair in a café. Be careful with your belongings because replacing your passport, credit cards, keys, etc., is quite a hassle.
- Be polite, low-key, and sensitive to local customs; always observe signs and regulations in public places.
- Speak the local language wherever possible.
- Student guidebooks such as Let's Go or Lonely Planet are generally a good source of information.

In Troubled Times...

Avoid the following:

- controversial discussions/situations in public places such as pubs
- street gatherings, demonstrations, picketing, etc.
- dangerous areas, shortcuts, narrow alleys, or poorly lit streets
- walking around in a large group speaking English
- heated sports matches and public events characterized by crowd excitement.

In times of heightened political, religious, or ethnic tensions, be particularly careful in:

- identifiable American institutions such as Embassies, American Express, McDonald's, Hard Rock Cafés, discotheques, lobbies of American chain hotels, and other places such as bars and restaurants identified with Americans or where Americans usually gather
- military and diplomatic installations; war memorials
- highly visible and crowded churches, mosques and synagogues
- train stations and airports; do not hang around ticket offices or airline counters--go quickly to your train or the lounges beyond the passport controls.

Some advice concerning terrorism:

Be especially careful to help maintain security both at your study site and while traveling.

Because terrorist actions are usually preceded by a surveillance period, the U.S. State Department asks all American citizens "to be alert to anyone who might appear to be following them, or anyone whom they notice in the same place repeatedly, or anything unusual near their vehicles, workplaces, or locations frequented by Americans. Any unusual activity of this sort should be reported to local police."

Remember that terrorist attacks are usually planned months in advance. They often involve innocent accomplices. Students in foreign countries are considered easy to recruit. Be cautious when you meet new people. Do not give your address, your telephone number, or contact info for your study site.

Further recommendations when traveling:

- Do not accept any package, parcel, or suitcase from anyone asking you to carry, look after or store items for them.
- Do not borrow suitcases and make sure that no one has put anything in your luggage. A few years ago, a bomb found at Heathrow Airport in England had been planted in the bag of a young woman by her boyfriend whom she had known for over a year.
- Never drive a car for someone else, especially across national borders.
- Remain alert in public places; look around; get away from any package or bag which appears abandoned, and notify the employees or local police.
- Do not leave your own bags unattended, not only because they may be stolen, but also because the police may consider them dangerous and confiscate or destroy them.

Health and Safety information resource online:

Check out the Student Study Abroad Safety Handbook at <http://www.studentsabroad.com/>.

This is a resource intended for students' and parents' direct use. It offers exhaustive checklists and resources covering all kinds of topics related to safety abroad.

Personal Safety in Japan:

Crimes against U.S. citizens in Japan are rare. The most common offenses are purse snatching or pick-pocketing, especially in crowded places, such as trains and tourist attractions. Unwanted touching or groping of women in public places is, unfortunately, not uncommon. If this occurs, seek help. If you are out on the town, the last train, subway, or bus usually stops running between 11:30 p.m. and midnight.

Who should you turn to in an emergency? Depending on the circumstances, the answer might be your host family, the Center for Japanese Studies, direct emergency calls to the Nagoya Police, the On-Campus Coordinator at Dickinson, the Associate Director of Study Abroad, or the phone numbers on your emergency key chain for the Office of Global Education and the Department of Public Safety. Please carry the key chain with you and carry other local contact information in your wallet.

Lost/Theft of Passport:

The loss or theft of a U.S. passport should be reported immediately to the local police and the nearest U.S. Embassy or Consulate. Soon after arrival in Nagoya, you must call the U.S. Consulate in Nagoya and ask about registering. Since the U.S. Consulate in Nagoya offers limited consular services, you may need to make an appointment to see the consular officer from Osaka-Kobe who provides consular services during monthly visits. If offered, it is recommended that you sign up for e-mail alerts that will allow you to receive updates on travel and security from the U.S. Consulate. While you may be able to register online, we recommend that you go to the Consulate as well so that you know physically where it is. The address is:

U.S. Consulate
Nishiki SIS Building 6th Floor
3-10-33 Nishiki
Naka-ku
Nagoya 460-0003
Tel: (81-52) 203-4011
FAX: (81-52) 201-4612.
Web site: <http://nagoya.usconsulate.gov/>

Family Emergencies:

Since you will be far away from home for an extended period of time, it is good to discuss with your family what to do in the case of a family emergency while you are overseas. This should include what you would do if a family member becomes ill or dies.

It is important to consider how your family will respond if you are involved in an accident or suffer from a severe illness while abroad. We advise one or both parents to obtain a current passport in case of emergency. This should be done before you depart the U.S.

Final Thoughts:

Observing these mentioned precautions will be reassuring to you and to your parents, relatives, and friends at home. However being overly concerned with safety should not interfere with the enjoyment of life and study in another country.

CULTURAL PERSPECTIVES

Being Informed about the Host Country and World Affairs

What do you know about your host country?

1. Can you name the capital city and the head of state?
2. Can you name the major political parties and what they stand for?
3. How is the government organized in your host country as compared to the U.S.?
4. Name five large cities, identify their location and a feature they are famous for.
5. What are the key historical events of the 20th and 21st century in your host country?
6. What are the major religions in your host country and what role do they play?
7. Who are the major literary and/or cultural figures of the last two centuries?
8. What is the state of the economy? What are its problems, successes, and how is it organized?
9. Can you identify on a map the major rivers, mountain ranges, and other significant geographical features?
10. Can you identify on a map the states, provinces, or other political subdivisions of the country?
11. How is the educational system organized and funded?
12. What is the predominant view in your host country regarding current U.S. foreign policy?

Without researching the answers, most of us would do poorly on this little quiz. However, most local people at your study abroad destinations could probably answer most of these questions about the U.S. Think about it!

Before you leave, do some serious research to educate yourself about your host country. Travel guidebooks and encyclopedias offer a respectable starting point. Read books, magazine articles, and newspapers about host country history, literature, geography, cuisine, etc. Foreign films are also a good resource. Take the initiative and get acquainted with international students on Dickinson's campus before going abroad.

No matter where you go, you will be asked hard questions about U.S. foreign policy. It is crucial that you have an understanding of what is going on internationally. Read newspapers and magazines that cover international affairs in depth. Include foreign news sources to expose yourself to other perspectives and a different set of facts abroad. The point is: you do not want to arrive abroad poorly informed or be caught off-guard by an encounter with viewpoints sharply different from your own. You especially need to be knowledgeable about the situation in Iraq and the Middle East, and how your host country and the United States stand in relation to those areas. People will have strong opinions and want to engage you in dialogue. Prepare for these situations and recognize their value as learning opportunities.

New York Times e-delivery:

The New York Times runs an email service that provides daily delivery of the International section of the New York Times to your email box! You receive a brief overview of the article and a link that takes you to the full article.

To subscribe to the service, go to <http://www.nytimes.com/>.

Down the left side of the page, there is a MEMBER CENTER, where E-Mail Preferences are listed. You have to "sign-up" with the NYT, which is free. Once you sign up, you can click on a box that says "International" and you will receive an email with headlines from the NYT every day.

Now is the time to prepare for your study abroad learning experience. We urge you to engage in learning about the world now!

The People:

The Japanese people tend to be very group-oriented; they often interpret competition between individuals as something that destroys harmony. The emphasis is on belonging or inclusion rather than exclusion; devoting oneself to a group can have a useful impact. At the same time, there may be fierce competition between groups. Relationships among those in a group are sometimes just as important as the task at hand. There are always those who stand out in a group, but they are not always admired. In fact, it is not good to be singled out for praise, nor to praise oneself; modesty and humility are positive character traits.

In Japan, social conformity is less likely to be viewed as a sign of weakness of character than in the U.S... Other virtues are restraint, patience, modesty, and thoughtfulness. ‘Saving face’ and personal honor are very important; no one is to be publicly embarrassed or humiliated. Be aware that the Japanese will often answer ‘yes’ to something when they might mean ‘no’ in order to prevent an uncomfortable situation, or they might give an indirect response to a direct question. The Japanese can be quite rude to strangers in public places (bumping or shoving in crowded places), but they are extremely polite to people they know.

The Japanese tend to come across as formal, even rigid or inflexible. Circumlocution, formality, ceremony, ritual, and manners are vehicles they use to mask true feelings. Nonetheless, there is usually leeway for the expression of feeling and spontaneity. The Japanese do value dependence, but they also value individual initiative, perseverance, and a sense of creativity that is fostered rather than compromised by interdependence with family, friends, and colleagues. They are sensitive to the subtleties of hierarchy. The dependency of the younger, ‘weaker’ party is not only accepted, but it is often the focal point of a relationship.

In Japan it is important “to know the rules.” Of course, to live in accordance with an intricate social code requires a certain dedication and attention to detail. The result is that you always know exactly what your social obligations are and you always know what to expect from others. At the same time, your position in the scheme of things is reasonably well defined and relatively secure. Foreigners are not expected to know all the unwritten rules connected with the social code, the **Gaijin** who demonstrates at least an awareness of the code will be respected. You cannot fit in, but you should try to adapt!

Local Customs (“Dos and Taboos”):

Japanese etiquette is about conducting oneself for a maximum of affable social interaction with a minimum of anxiety and confusion. Etiquette is not seen as confining. The following tips will help you to adapt:

- The Japanese need more space than Americans when conversing with one another. There is no touching or grabbing of the arm.
- Make limited eye contact during conversation.
- Young people might approach you to practice their command of the English language. Go out of your way to appreciate their efforts. You should compliment them, even though they will ward it off.
- It is considered impolite to keep your hands in your pockets when conversing. It indicates a lack of interest.
- In Japan, one seldom witnesses displays of affection (e.g. hugging or kissing in public). However, this is changing among Japanese youth.
- The Japanese value subtlety. Avoid speaking in a loud or demonstrative voice.

- Burping in public is considered very rude. If you have to yawn in public, cover your mouth with your hand. Also, blowing your nose loudly is frowned upon.
- The Japanese smile or laugh not only when happy, but also when apologetic, embarrassed, sad, or angry.
- The traditional greeting in Japan is bowing from the waist, a gesture known as **ojigi**. However, many people just shake hands in the Western tradition. When bowing, put your hands on your thighs and your heels together. Bow just as low and as long as the other person, but no more, which would indicate humility.
- During introductions, you generally say your last name first, then your first name (and add that you are pleased to make their acquaintance).
- Referring to persons of respect by name is complicated. If a person has a title, use the title with the last name. First names are not used as readily as in the U.S.; attaching **san** to both male and female names shows honor and respect.
- Pointing at someone with four fingers spread out and your thumb folded in is considered a rude gesture, equivalent to “giving someone the finger.”
- To count on your fingers in Japan, fold your fingers into your palm, and then unfold your fingers one at a time, starting with the little finger.
- Waving your hand in front of your face indicates a negative response. You will see people do this frequently when they receive compliments. If you receive a compliment, politely deny it; do not say “Thank you!” The Japanese do not like to be singled out, which is what a compliment does.
- Sit erect with both feet on the floor. Do not cross your legs.
- When you walk (whether in the street, on stairs, or on escalators), keep to the right.
- Always leave a wet umbrella in the stand before entering a room or shop. No one will take it.
- Eating or drinking while walking is considered rude. However, recently more and more people have adopted this habit because of the fast food industry.
- Punctuality is very important and expected!
- Tipping is not widely practiced, and there is absolutely no tipping in restaurants – it is considered offensive. Even taxi drivers do not expect tips. Give small change to round off an amount.
- If you are invited to someone’s home, take a small, inexpensive gift. Something from the U.S. is always appropriate. The gift should be wrapped and presented with both hands. If you receive a wrapped gift, take it with both hands. Do not open gifts in the presence of the giver!
- If you need to use a toothpick after eating, cover your mouth with your free hand while you do so.
- It is impolite to pour your own drink. Your neighbor should do the honors. Lift your cup, take a sip, and then pour for your neighbor in turn. To toast, say **kan-pai**.
- If you go to a public bath, wash and rinse at the water taps before entering the bath.
- Toilets are not always locked in public (or in private). Just knock before entering; if occupied, the person will knock back. In public toilets, you may have to bring your own paper. The traditional Japanese-style toilet is in the floor, but Western-style toilets and toilet paper are increasingly common.
- The addresses of buildings are often not sequential and may be confusing.

Racial and Gender Issues:

RACIAL ISSUES: The Japanese lay claim to a racial identity (and even an ancestral, racial homogeneity), unity, and social-group distinctiveness, which takes on added importance as their culture incorporates more foreigners. To the Japanese, a foreigner is a foreigner no matter how long one has lived in the country, how well one speaks the language or how immersed one is in the culture. There is evidence of racial discrimination against certain minority groups, such as Japanese-born

Koreans and others of mixed ancestry, Ainu, Indochinese refugees, and especially against the **burakumin** (known as ‘untouchables’) whose numbers are estimated at 3 million or more. To say the word **burakumin** in public would be perceived as extremely offensive and may even put the speaker at risk because of its negative discriminatory connotations.

U.S. students are well accepted for the most part. Very tall students, students of color, and female students with fair hair may receive unwanted attention. Try not to react with annoyance. Remember that attention often implies curiosity and nothing more.

Perhaps the hardest thing to get used to while living in Japan is being a **Gaijin** (foreigner/outsider). Although the term is derogatory, you should be prepared to hear it often. The Japanese may stare at you or act coldly toward you. This may be annoying and insulting at first, but do not take it personally. Eventually you will learn to let it pass. If these actions start to bother you, you should talk to others who are experiencing the same feelings. At the same time, keep in mind that most Japanese people would be happy to talk to you if given the opportunity. They love to practice their English and are impressed if you speak to them in Japanese. Being a Gaijin, people are more likely to be more understanding of your mistakes in the language and customs.

GENDER ISSUES: Foreign women are occasionally sexually harassed by men, especially those who have been drinking. Incidents should be reported to the host family, and possibly to the local police. It is recommended that you go out and travel with friends.

Suggested Reading/Web Sites:

A good dictionary is a must. You should buy a Japanese-English dictionary if you do not already have one.

ELECTRONIC DICTIONARY:

An electronic dictionary is a very handy tool to have. Previous students strongly recommend buying one in Japan. They are small, light-weight and easy to carry. Some dictionaries have Kanji dictionary functions in addition to English-Japanese and Japanese-English translations. These tend to cost around 20,000 yen, depending on the model. Some include handwriting recognition for kanji, but these are more expensive. You can easily find them in large electronics stores or sometimes even in large bookstores.

SUGGESTED BOOKS:

Peter Duus, Modern Japan

WEB SITES:

Dickinson in Nagoya:

<http://www.dickinson.edu/academics/global-campus/content/Dickinson-in-Japan/>

Japanese Culture: <http://www.us.emb-japan.go.jp/jicc/index.htm>

Nanzan University: <http://www.nanzan-u.ac.jp/>

City of Nagoya: <http://www.city.nagoya.jp/indexe.htm>

Tokugawa Art Museum, Nagoya: <http://www.tokugawa-art-museum.jp/english/index.html>

News source: <http://www.nhk.or.jp/daily/>

CULTURAL ADJUSTMENT

Stranger in a Strange Land...

Students head out into the global village, armed with sensible shoes, sharpened pencils, and bright hopes. They arrive at their destination, settle in, and head out again to discover local charms. They buy a Tube pass. Eat borscht or sushi. All goes well ... a few minor complications ... that begin to pile up ... until suddenly CULTURE SHOCK strikes! and the notion of “Home” gains an unprecedented, intense appeal.

Some form of this experience awaits almost everyone who goes abroad for the first time (and also for the second and every other time to follow). Culture shock is a natural phenomenon, the frustrating, but temporary first step toward the profound personal growth and broadening of horizons that is a central reason for studying abroad. A great deal depends on how you respond to it.

The two articles reprinted in this section are intended to help you navigate the experience of cultural adjustment you will soon face. If you are studying in a non-English speaking country, be sure to read the story of the woman who overcame her fear of using her clumsy beginners’ Russian.

CULTURE SHOCK

What is it?

Culture shock is the mental, physical and emotional adjustment to living in a new environment. It is the coming to terms with different ways of approaching everyday living—everything from fundamental philosophical assumptions (one's worldview) to daily chores.

Anyone living in a new environment long enough cannot ignore the differences. They become frustrating, and possibly infuriating, until recognizable patterns emerge and an understanding of why things are done differently develops.

Culture shock can be charted on a U-shaped curve that encompasses five separate phases: fun, fright, flight, fight and fun. When you first arrive in Britain, everything is wonderful. You're excited that you've arrived, finally seeing firsthand all those places that previously were just one-dimensional pictures. This is the 'fun' stage.

After a while, all those wonderful, cute customs become aggravating. There is no point to them. You think your own culture's way are much better, more efficient, more sensible. While British people seem friendly, at first, it's just superficial warmth, not a real interest in establishing a friendship. You begin to miss your family and friends. This is the 'fright' stage.

Then it gets worse. You're really homesick. You can't find anything good about the UK. Everything stinks. You're convinced that nothing beats your home country, and you remember how good you had it at home. You may even come to believe that all your problems will go away if you can just pack up and go home. This is the 'flight' stage. It's serious but usually temporary.

You give yourself a pep talk and decide to stick it out awhile longer. This experience deserves a fair chance. You become a bit more active in the clubs you joined earlier. You make more of an effort to get to know the people on your dorm floor. You decide to be less furious with those stupid policies (like post offices and stores that close early). Now you're into the 'fight' stage.

Know what? You begin to like the people on your residence hall floor. In fact, those acquaintances are more like friends. They tell you why those stupid policies are the way they are. In fact, those policies make sense and don't seem too stupid. You're no longer inconvenienced by them and have trouble understanding why they bothered you so much. You suddenly realize you like it there and want to stay forever. You've arrived at the fifth and final stage -- and have made it through the emotional roller coaster ride of culture shock.

Possible Symptoms of Culture Shock

Sometimes people don't realize when they're suffering from culture shock. This confusion can be

the result of looking at several symptoms as isolated problems rather than as related components of a single affliction. Some signs which you may notice that could indicate culture shock are:

- Homesickness
- Boredom
- Withdrawal (spending too much time in your room, only seeing other U.S. students, avoiding your host family)
- Negative feelings and stereotyping of nationals
- Inability to concentrate
- Excessive sleep or insomnia
- Compulsive eating or drinking
- Lack of appetite
- Irritability
- Crying uncontrollably or outbursts of anger
- Physical ailments, such as frequent headaches or stomachaches

Dealing with Culture Shock

There are ways to prepare for, and thereby lessen the extremes of, culture shock.

First, know that you will experience some degree of culture shock (even if you don't believe it now). Everyone does. Carefully read the process outlined so that you'll recognize the symptoms and feelings. Most importantly, understand that those frustrating feelings will pass.

Second, expect things to be different. Some differences will be quite

obvious, others less so. You're probably prepared for the major cultural differences -- religious and socio-economic differences. It's the apparently trivial differences that will become the most grating. Try not to allow yourself to blow them out of proportion.

Third, don't label differences as "good" or "bad." Because the American way is the predominant (if not the only) way you know, you will inevitably compare everything there with the ways and approaches you know in this country. Realize that you are not looking objectively at your new culture. Rather, you're seeing (and judging) it from the American perspective. Instead of judging what you see as better or worse than what you know in America, try to focus on the differences and ask why they exist.

Fourth, maintain the ability to laugh at your mistakes. It will take some time to adapt to the point you can maneuver without making cultural missteps. After all, it took quite a bit of training by your parents and effort on your part to be comfortable in your own culture! Finally, you don't have to "do as the Romans do" and accept all the differences. You'll like some of the British ways and incorporate them into your daily routine. Other ways won't fit your values or outlook, and you'll decide that they're not appropriate for you. You are free to make choices, and doing so is perfectly acceptable.

Taking the Sting Out

Culture shock occurs because, unconsciously, we expect everyone to be like us. Inevitably, something will occur in a new culture that will not fit your frame of reference

and therefore won't be fully comprehended. This sort of ambiguity is threatening and frequently causes fear, anger, repulsion or some strong emotion.

The key to coping is to become aware of these reactions as they arise. Instead of allowing extreme emotional reaction to control, try to determine the cause of your reaction. By focussing on the cause instead of the reaction, you can frequently cause the emotion to abate. Then you can experience the situation more objectively, without the American presumptions which caused the emotional reaction in the first place.

Careful observation, not clouded or skewed by your own cultural presumptions and expectations, will help you develop an understanding of the new culture and will facilitate your inclusion in that culture. This is a general overview of culture shock. *The Art of Crossing Cultures* by Craig Storti (Intercultural Press, 1989) discusses culture shock and coping strategies in more detail.

American Cultural Patterns

Culture shapes everything -- the ways in which you think and analyze, what you value, how you do things, what's considered proper behavior. It's difficult to assess all the effects of a culture while you are enmeshed in it. When you're abroad, you'll discover important aspects of the American culture that you were unaware of before you left. Since you'll be viewing your new culture from the American perspective, it is helpful to have a good grasp of the American perspective and how it shapes you.

Being aware of your own cultural biases and presumptions will enable you to understand your reactions to ambiguous events that occur while you are abroad. While you won't escape culture shock, you can be well-prepared to face it and dilute its effects. You may think this is obvious, but take a look anyway. Tacit knowledge can only be of help to you if you're cognizant of it. Time in America is linear. The clear division between past, present and future allows for a chronological frame of reference. Time is a tangible thing. It can be "used," "spent," "wasted," and "managed." It is a commodity to be carefully monitored. The faster something is done, the better.

Cultural Variations

Most western cultures share many of the same assumptions with Americans, but some variations do exist. Be prepared for "efficient and quick" to be a very different concept from what you're used to. While everyone likes an idea that works, some cultures value aesthetics over practicality or emphasize the process over the end result, and family ties and social obligations are often given priority over individual needs and wants.

You're Not Alone

Remember that everyone else on your program will experience similar feelings to yours. Don't hesitate to look to them for moral and emotional support. In addition, the staff of both your host institution's international student office and our offices abroad can help you if you're feeling particularly stressed or anxious. Please seek them out.

THE NEW YORK TIMES, SUNDAY, MARCH 26, 1999

A Bit of Nerve, and Plenty of Pleases

A traveler to Russia finds that attempting the language, however haltingly, opens doors and prompts smiles

By JOAN CHATFIELD-TAYLOR

ABOUT five weeks into my evening class in Russian, I came to a hard truth. I knew, abruptly and positively, that I was never going to speak this language.

When I started my course, friends said with me, "You mean you're going to learn a whole new alphabet? The Cyrillic alphabet, for all its loopy curves, like the capital letter 'Г' that looks like a '3' and the capital 'И' that looks like a '4'?" My classmates and I got a kick out of scribbling the backward writing words embedded in the books and hoops and dots. But my mind's eye gave up when it came to the grammar, with its three genders and six cases for nouns and adjectives, its confusing verbs of motion and its different verb forms for completed and uncompleted actions.

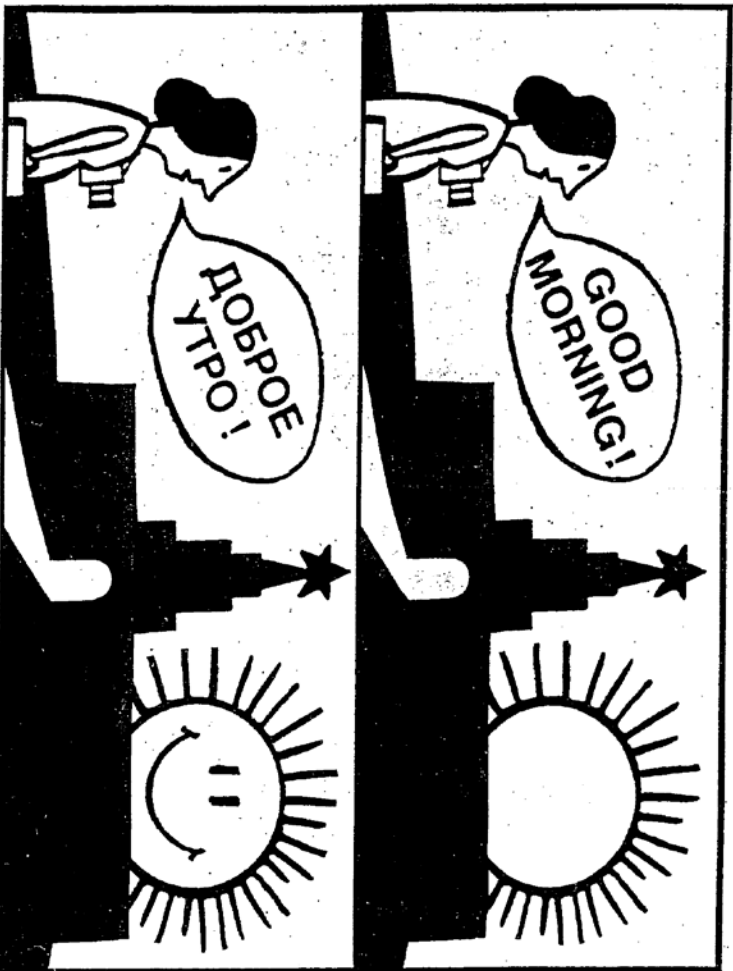
If I had been in school, taking Russian for credit, I would have panicked. Instead I was a one-evening-a-week, not-for-credit student at San Francisco. My classmates, ranging in age from 20 to 60, were taking the course for the sheer pleasure of learning new sounds. Next came my plan to move to Moscow or make a fortune in the Wild West of Russian commerce, although there were some hints of cross-cultural romance.

If there was little exterior pressure to excel, there was still the matter of self-respect. I am a language snob, who for years believed that the only acceptable way to speak a foreign language was perfectly. I feel a quite disgusting frisson of pride when French people ask me if I teach French or if I'm from another French-speaking country.

Clearly, no Russian was going to mistake my Slavic mutterings for the real thing. Nevertheless, I continued to study Russian. I just changed my goals. As a Russian-speaking daughter put it: "Mom, you are never going to learn this language perfectly. You just want to make Russia less opaque."

Less opaque. These were the magic words that kept me listening to my tapes and filling in my workbook. The class moved from the university's extension campus to the teacher's home next to Holy Trinity Cathedral, San Francisco's oldest Russian Orthodox church. We drank tea and admired his array of icons and painted Easter eggs. In this informal setting, we no longer had written tests and our homework was

JOAN CHATFIELD-TAYLOR is an author who lives in San Francisco.



By Ken Kowalski

corrected but not graded.

The real test for me came when I made my second trip to Russia. During my first trip, before I started the course, I had been content to struggle with the Cyrillic alphabet, walking slowly down St. Petersburg's Nevsky Prospekt trying to decipher signs. I stopped at one that seemed to announce, "Bакси! Посуди!" After at least one minute of decoding, I started to giggle. BAKSIN ROBINS. My favorite word looked like bA.P. which turned out to be good place to get a shot of bODKA.

Ten months later, as my plane bounced

into Moscow in a blizzard, I was frantically rereading my Russian textbook. On the way into town, I began to read billboards. Suddenly, I felt a surge of confidence and an unusually intense interest in coat phones, snack foods, banks, computers and other New Russia status symbols. I understood almost everything with the help of an extremely basic vocabulary and the helpful, historical tendency of the Russians to borrow words from other languages. Even under the heavy disguise of the Cyrillic alphabet, the word for a hotel floor is pure French, étage. Nor does it take much linguistic brilliance to

figure out that *фотоаппарат* is just a fancy way of saying camera.

One cannot live by billboards alone, however. The more interesting challenge came when we decided to take a walk. I approached the elderly hotel security guard near the door, took a deep breath and asked, "Where is the Starry Arkh?" in what I hoped was Russian. He looked at me with a mixture of relief and bewilderment, smiled and not only gave me directions but a map highlighting the underground passages that save Moscow pedestrians from certain death on the city's many-laned streets.

Walking along the Arbat, Moscow's favorite pedestrian mall, in a flurry of snowflakes, we were approached by a woman who wanted to tell us about the Easter services at her cultural center. As she rattled on, I realized that I was getting the drift of the conversation. Unfortunately we had not reached the future tense in class, so I was unable to tell her politely that we were leaving for St. Petersburg in a few days.

Buoyed by the experience, I spent the next two weeks producing bits and pieces of Russian. I asked for directions. I bargained with taxi drivers. I mastered the Moscow metro, starting with the central station where four lines meet. I translated for my friends when the charming docent at the Romanov Boyars' house explained the life of a noble family in 16th-century Moscow. I smiled a lot, and, almost without exception, everyone smiled back and tried to help with directions, information, advice. Russia was indeed less opaque.

I remembered other countries where a few words of the language had had dramatic effect. My best moment in Turkey came in a pretentious, dark restaurant in Istanbul. As we struggled to read the menus in the penumbra, our waiter ignored our requests in English for more light. Suddenly I remembered that my 40-word Turkish vocabulary included both *lutfen* (please) and *muam* (candle). When I said firmly, "Lutfen, muam," his amazement was lovely to behold, and so were the candles that promptly graced our table.

EXPERIENCES like these have made me a firm believer that speaking languages badly often pays off better than not speaking at all. It takes some nerve, of course, although in my experience has been that people react with smiles rather than a sneer, particularly if the stumbling about in relatively obscure languages. Speaking badly, requiring a dramatic change in personality, is the price paid for the gratificational sublimities and catchy idioms. Instead, I now smile a lot. I begin every conversation — if one can call these garbled bursts conversations — with please, thank yous and excuse me. I growl, linguistically speaking.

It has been worth it. Even a handful of words, chosen almost at random, is empowering. Russia, that mysterious and intimidating country, became a friendlier place as it became less opaque. So have Turkey, Costa Rica, Italy, Denmark, Morocco and a dozen other countries where I opened my phrase book, tamped down my shyness and began, however haltingly, to speak.

Cultural Adjustment: Responses to Living Abroad

In order to understand what culture shock is, you need to remember that your ability to function in the world depends on your being able to read hundreds of signs, to respond to subtle cues, and to behave according to countless explicit and implicit rules. At home, much of what you do in your daily life is automatic and requires little thought. Overseas, the reverse is true, and simple tasks can become difficult. Because you are not always able to understand the messages you receive and cannot always communicate what you mean, you may suffer anxieties. When you are confronted with new ways of thinking and acting, including oftentimes a different value system, you can become disoriented. Your 'normal', 'common-sense', or 'logical' way of looking at things suddenly may not apply. Suffering culture shock can, at its worst, lead to severe stress and depression. Even a light case of culture shock will manifest as frustration and irritation.

Culture shock usually manifests itself as a cycle of readjustment phases that may last quite a while before one adapts. Most people experience at least two lows during a stay overseas, but the length and severity of these vary greatly for each individual. Fortunately, culture shock is both predictable (it will happen) and manageable (you will survive it). If you are prepared for it, you can do a great deal to control it or at least understand its effect. The best advice may be to remain flexible and open-minded to new things, maintain a sense of humor about the mistakes you will make (and you will make some), and try to integrate as quickly as possible into your new culture. Whatever happens, the program director is available to help you through rough periods. We encourage students to talk to the on-site staff when they meet problems and not to wait until the problem gets bigger and more complicated.

Responses to Living Abroad:

- 1) First weeks, riding high with enthusiasm. Commonly known as the "honeymoon stage."
- 2) Possible entrance of a slight anti-American streak such as thorough disgust with all American tourists... or "I am never going to go back to America again."
- 3) Feeling of being overwhelmed by all the possibilities presented in your host country, i.e. cultural events, restaurants, student clubs, traveling in your host country and elsewhere, etc.
- 4) Realization of aloneness, some independence, absence of family, problems of communicating by letter, struggle with the language, utilizing free time, heating and housing discomforts, etc.
- 5) This often coincides with mid-semester examinations adding academic pressure to all of the above, which results usually in a very low period or dark depression. Psychologist L. Oberg states that some of the symptoms of this period are: "Excessive washing of the hands; excessive concern over drinking water, food, dishes, and bedding; a feeling of helplessness, fits of anger over delays and other minor frustrations; delay and outright refusal to learn the language of the host country; excessive fear of being cheated, robbed or injured; great concern over minor pains and eruptions of the skin; and finally, that terrible longing to be back home, talking to people who really make sense."
- 6) Hostility or aggressive phase. Complaints about the local people, their customs and attitudes. Complaints about the program, regulations, and attitudes. This phase can become extremely petty.
- 7) Identity crisis. Searching within oneself, "Why am I here?", "Am I in the right major?"

Recovery:

- 1) Slowly finding a balance between academic work and other compelling interests. Better organization of one's time, and separation of the romantic preconceptions from the reality.
- 2) Oberg again says, "The recovery stage usually finds a growing sense of humor, with the visitor able to joke not only about the host country, but also about his own difficulties. In the final stage, adjustment, the visitor learns to accept the foods, drinks, habits, and customs of the host country and even to enjoy them."
- 3) Important realizations include getting to know the local people as individuals and not as stereotypes, suddenly realizing the great personal freedom and appreciating it, making deep friendships with fellow students and the local people, finally leaving America and trying to learn something about the host country with an accompanying decision to appreciate the best of both countries.

* * * * *

Our Advice:

Here are some additional thoughts concerning cultural adaptation:

Soon after arriving, you will undoubtedly confront the temptation to withdraw into the American group. Work hard to resist this crutch. Extreme dependence on the American group will limit ties and friendships outside your immediate circle. You should make a genuine and constant effort to penetrate and become part of the host culture. Opportunities are there from the moment you arrive, but you must take the first step and probably the second and third.

Look for clubs and activity groups, which provide opportunities for meeting people and for doing things that you enjoy. If you do join a group, realize that you are the one who will have to fit yourself in. People will not necessarily go out of their way to accommodate you. Even if you are not a "joiner," you should get involved in things that interest you. "Coffee Hours" is a club at Nanzan that is very welcoming to foreigners; take advantage of their events to make Japanese friends.

Beware of cultural stereotypes! They can operate against you, as well as against the culture you are living in. Stereotypes are destructive because they can interfere with getting to know the local people and prevent you from getting to the rich reality behind the surface.

Avoid making negative comparisons with how you do things or what you have in the U.S. It can be a challenge to understand why things are done differently, but try to be patient and figure out what the difference is and why. Remember, you are not going abroad just to find the same things that exist here in the States. Beware of ethnocentrism, the attitude of superiority of one group over another. We tend to think our culture and society are the most important, worthy, and civilized in the world, and you may be surprised to find that others do not share our view.

Your experience abroad will not always be a bed of roses, and you may experience great loneliness at first. There will be a vacuum of comfortable social, cultural, and political structure. Activities and status symbols that make you who you are at home and on campus will be missing or meaningless: meetings, contacts, cars, sororities and fraternities, and extra-curricular recognition. There will be the void of a familiar routine in your life.

What can you do to survive with grace? Re-organize and learn to budget your time and avoid the temptation of too much travel. Keep a journal for future reference. Be patient; you will not learn the language perfectly or make friends in the first two weeks after arrival. Accept that you cannot become totally submerged in host culture. Be proud, although not intrusively so, of being an American. You will unavoidably carry your American cultural background with you. Accept that wherever you are is the center of the world for the people who live there. Behave as a guest, and show the inhabitants that you feel lucky to be there, in the center of their world.

And most importantly, remember that early disorientation is normal, healthy, and perfectly OK!

KEEPING TRACK OF YOUR TIME ABROAD

Keeping a Journal:

You are about to embark on a journey where you will be a foreigner. As you interact with the people and customs of your new surroundings, your views of yourself and some of your most cherished values will be challenged and undergo subtle changes.

One of the best tools for gaining insight into these changes is to keep a journal. There you can reflect on the puzzling and wonderful things you have seen, experienced, and overheard that sticks in your mind. A custom that appears strange at first will often become understood as you continue to observe it in its own context. Writing down incidents, thoughts, questions, ideas, and reflections will help give depth and insight to your experience and can also be therapeutic. A journal can be especially helpful when traveling because it will be easier to remember the places you visited – and a great reminder of your time abroad when friends and family ask about your semester.

It is always a challenge to put this experience into words, but make a start and stick with it. Go beyond the mere recording of incidents to recording your feelings and conjectures. Why did that comment sting? Why did people react so strangely to my shirt, or smile, or joke? You will see sights that strike you as barely imaginable back home. What does that say about the host culture? What does it say about your own? A month later you may see things differently and you should write that down too. Record stories or poems you are inspired to write, etc. The journal will capture your thoughts at a specific moment. Years later the journal will be a treasure. Keep a journal, you will not regret it!

Taking Pictures:

Some people may not be particularly fond of writing or just can't find the time to keep a journal regularly. Keeping a camera close at hand is another great way to document all the memories you will make while abroad. Also, upon returning to campus, there will be a photo contest for returned studied abroad students during which your photos will be displayed and eligible for prizes. More details about the photo contest will be sent out upon your return from studying abroad.

Dickinson Study Abroad Blog:

Dickinson College has a blog for students participating in study abroad programs. You may want to consider keeping a journal on the blog and to share your experiences and insights with your friends or other students interested in going on your program. It also serves as a good tool to keep you connected with Dickinson students studying at different locations and to exchange information. Please find the blog link here: <http://blogs.dickinson.edu/abroad/>. If you're interested, send an email to Todd Bryant at bryantt@dickinson.edu. He will create your blog and send you the basic instructions to get started.

Dickinson Study Abroad Wiki Page:

The blog is a great place for individual journals; however, if you and some of your fellow Dickinsonians would like to publish something together such as a newsletter or paper the wiki is a better bet. No technical knowledge is required. You can get an idea of how it works by looking at the example of the Toulouse program:

[http://wiki.dickinson.edu/index.php?title=Toulouse Study Abroad Program](http://wiki.dickinson.edu/index.php?title=Toulouse_Study_Abroad_Program).

Check out the La Une newsletter. If you're interested, send an email to Todd Bryant. He'll make sure you have the access you need and the very basic instructions. (Hint: it starts by clicking the "edit" tab at the start of each page).

RETURNING BACK HOME

Things to Take Care of at Dickinson before Returning Home

Course Request Process when Returning to Campus:

Information regarding the course request period will be sent via e-mail to students' Dickinson e-mail addresses, announcing when the course request period will take place. Course requests will be made through the web, and the site will be accessible from off campus.

Room Selection at Dickinson:

The following information about room selection has been provided by the Office of Campus Life. Like other offices on campus, Campus Life relies on e-mail to convey information to students away from campus. You may contact the Office of Campus Life by phone (717-245-1556) or email (campuslife@dickinson.edu). Communications will be sent to Dickinson students off-campus at their Dickinson e-mail address. **Remember to check your Dickinson account regularly for important messages from the College.**

- **If you are going abroad for *fall semester* and returning for spring**, you will participate in the housing selection process on campus. Campus Life offers informational and educational materials that are available to all students so they can make informed decisions about room selection.
- **If you are going abroad for *the entire year* or for *spring semester* and returning for next fall**, it is important that you make arrangements for a housing proxy for the next year **before you leave**. Make sure that you send Campus Life the name of your housing proxy well in advance of the dates of housing selection. All students studying abroad in the Spring semester will receive an email from Campus Life reminding them to designate a proxy. This can be done by emailing campuslife@dickinson.edu. Your proxy will pick your room assignment during room selection.

If you wish to live off campus, your proxy will fill out and hand in your off-campus housing application. Applications will become available in the spring semester. NOTE: Not all students who apply will be able to live off-campus. Only a limited number of off-campus permissions will be granted.

MISCELLANEOUS INFORMATION

24-Hour Clock/Time change:

There is only one time zone in Japan. Please inform family and friends in the U.S. that Japan is 14 hours ahead in winter and 13 hours ahead in summer.

Currency:

The unit of currency is the **yen**. Coins are available in 1, 5, 10, 50, 100, and 500 **yen**. Bank notes are circulated in 1,000, 2,000 (rare), 5,000, and 10,000 **yen**.

Metric Conversion Tables:

See page 58.

- APPENDIX I: TRANSFER CREDIT POLICY**
- APPENDIX II: MEMO ON HEALTH INSURANCE**
- APPENDIX III: SUPPLEMENTAL TRAVEL INSURANCE**
- APPENDIX IV: HEALTH ISSUES WHILE TRAVELING**
- APPENDIX V: STUDENT AGREEMENT FORM**
- APPENDIX VI: REFUND POLICY FOR OFF-CAMPUS PROGRAMS**

APPENDIX I: TRANSFER CREDIT POLICY

Office of Global Education Dickinson College

Credit Policies for Academic Year & Semester Global Education Programs

General Policies for All Global Education Programs:

- Dickinson students who have been granted permission to study off-campus must take a **normal full load of classes** as defined by their program or host institution.
- Only **liberal arts classes** will qualify for transfer credit.
- Generally speaking, courses must have an equivalent at Dickinson. Exceptions include classes that focus on the culture and/or history of the country in which a student is studying.
- Transfer credit will not be awarded for coursework that duplicates what a student has already completed at Dickinson.
- Transfer credit is awarded only for classes in which a student earns a grade of “C” or better. However, *all* courses for which a student has registered will appear on the transcript, along with the corresponding grades.
- Grades for courses taken at a cooperating institution (including all non-Dickinson programs) are recorded on the transcript, but are not included in the GPA (see exceptions for Dickinson and Dickinson Partner Programs below).

Specific Policies for Dickinson and Dickinson Partner Programs:

- Dickinson students enrolled in a Dickinson or Dickinson Partner Program abroad may receive up to a maximum of 4.5 course credits for one semester.
- Some programs require a separate pre-program orientation course that may yield an additional credit (please consult your program-specific handbook for more information).
- Please note that not all programs will provide half courses (.5 credit).
- To take more than 4.5 credits per semester, a student must petition Brian Brubaker, Director of Study Abroad. In the Director’s absence, students may also address their petitions to the Associate Provost and Executive Director of Global Education. **If a student registers for more than the maximum credits allowed without permission of the Office of Global Education, the course credit will not transfer.** Students will also be responsible for any additional fees for doing this.
- Grades for Dickinson courses taught at Dickinson Centers (i.e., courses approved by the Academic Program and Standards Committee and taught by faculty approved by the Faculty Personnel Committee) are included in the GPA, *regardless* of the grade earned.
- The following courses taken at cooperating institutions have been approved as “Dickinson courses” by the appropriate academic departments. Letter grades earned will be included in the GPA for:
 - University of East Anglia (Norwich) courses in English, American studies, economics, fine arts, theatre, music, history, philosophy, and religion. Courses in sociology except for core courses 240, 241, and 330/331, for which pre-approval is required.
 - University of East Anglia (Norwich) courses in biology, chemistry, environmental science, environmental studies, geology, mathematics, and computer science.
 - All courses taken through the School for Field Studies.
 - All courses taken at the Intercollegiate Center for Classical Studies (ICCS) in Rome, Italy.

Upon return to Dickinson, students must complete an *Enrollment in Another Institution Form*. **Seniors are required to submit this form prior to the course request period for their last semester. If the form is not in the Registrar's Office by that time, the student will not be permitted to participate in the course request period.** Please note that this form is required **only** when a student is seeking major, minor, or distribution credit for coursework completed at a cooperating university or through the Dickinson in Yaoundé program. The form is *not* required for Dickinson Center courses, or for courses at a cooperating university for which a student is seeking only general credit. After obtaining the required signatures, the student should bring the form to the Office of Global Education. The form will then be forwarded to the Registrar's Office.

Specific Policies for Non-Dickinson Programs:

- Dickinson students enrolled in a non-Dickinson program may receive up to a maximum of 4 course credits for one semester.
- To take more than 4 credits per semester, a student must petition Carla Maranto-Arnold, Study Abroad Coordinator. In the Study Abroad Coordinator's absence, students may also address their petitions to the Associate Provost and Executive Director of Global Education. **If a student registers for more than the maximum credits allowed without the permission of the Office of Global Education, the course credit will not transfer.**

Upon return to the Dickinson, students must complete an *Enrollment in Another Institution Form*. **Seniors are required to submit this form prior to the course request period for their last semester. If the form is not in the Registrar's Office by that time, the student will not be permitted to participate in the course request period.** Please note that this form is required whether a student is seeking major, minor, distribution, or general credit. After obtaining the required signatures, the student should bring the form to the Office of Global Education for approval by the Study Abroad Coordinator. The form will then be forwarded to the Registrar's Office. Students should work directly with their host program to ensure that an official transcript is sent to the Registrar's Office as soon as possible after the program has ended.

What to Do Before Studying Off-Campus:

Dickinson College does not formally pre-approve courses for transfer. However, students should thoroughly discuss their off-campus plans with their academic advisor(s) prior to leaving Carlisle. Students should talk with their advisor(s) about what may or may not fulfill Dickinson transfer credit requirements, specifically which courses taken off-campus may fulfill major, minor, or distribution requirements. In some cases, conversations with appropriate department chairs may also be helpful. Some departments on campus may require extra work, especially for advanced-level credit. It is the student's responsibility to inquire about any extra work required. Global Education staff are available to answer general questions about transfer credit policies.

What to Do While Off-Campus:

Students should maintain e-mail contact with their academic advisor(s) while abroad, especially during the first weeks of the semester when they are in the process of finalizing course schedules. **To document coursework at cooperating institutions, students should keep a portfolio for each course, including a syllabus, reading list, completed projects, written work, examinations, journals, etc.**

APPENDIX II: MEMO ON HEALTH INSURANCE

MEMORANDUM

From: Office of Global Education

Subject: Primary Health and Accident Insurance Information

Students who are covered by the on-campus Dickinson Student Health Insurance are covered overseas by this policy. While it satisfies the minimum requirement for primary health and accident insurance for our students on overseas programs, you are advised to examine the policy to see if the coverage meets your specific needs.

All participants are billed for Dickinson student health insurance. Follow the directions for “waiving out” of the Dickinson student health insurance if you plan to rely on a family policy. Information on waiving out can be found at:

<http://www.dickinson.edu/student-life/resources/health-center/content/Insurance/>

Students, who wish to “waive out” of this coverage and be covered instead by their family health insurance policy, will find helpful information about evaluating health insurance in the *Health Insurance* section of their handbook. Your policy must cover you **overseas** and **for the duration of your stay**.

Like Dickinson students, guest students attending Dickinson programs from other colleges and universities must also have primary health and accident insurance coverage. Non-Dickinson students **do not** have the option of purchasing Dickinson student health insurance.

APPENDIX III: Supplemental Travel Insurance

(This policy is subject to change)

**Emergency Travel Assistance Program
and
Supplemental Travel Accident and Medical Insurance**

Under the auspices of the ACE American Insurance Company (A Stock Company), Dickinson College provides world-wide travel assistance services and travel medical emergency insurance to persons acting officially for the College (e.g., program directors, trustees, faculty, administrators, academic professionals, staff, or students).

Afforded under the *world-wide travel services* are the following: Pre-departure Services such as information on immunization requirements, passport and visa requirements and Overseas Assistance such as telephone advice about lost baggage or passport, emergency cash service, assistance during a medical emergency, emergency legal advice-assistance, and emergency message service. For further information, consult the "Travel Assistance Program" brochure available from the Office of the Vice President for Campus Operations. For travel service assistance in the U.S. (or Canada), call 888-293-9229. If outside the U.S., call 001-610-293-9229

Also provided is *world-wide travel medical and emergency insurance* which includes: up to \$50,000 for accidental death & dismemberment, up to \$50,000 for all medical expense benefits, up to 100%* of usual and customary charges for emergency medical evacuation and repatriation of remains. *Note:* This insurance coverage (ACE policy #GLM N0 48 49 06 1R) is effective ONLY AFTER the person has left the United States. For a complete schedule of benefits, deductibles, and policy limitations and/or exclusions, please consult with the Office of the Vice President for Campus Operations.

To process an insurance claim: a) written notice of the claim must be sent to the Company (ACE) within twenty (20) days after the occurrence or commencement of any loss covered by the policy; b) the Company, upon receipt of the claim, will furnish the appropriate forms to the claimant(s); c) written proof of the loss must accompany any claim; d) payment of the claim will be made to the claimant(s) or to a beneficiary.

Contact Address: Office of the Vice President for Campus Operations, Dickinson College, P. O. Box 1773, Carlisle Pa 17013-2896. Telephone 717-245-1943; FAX 717-245-1903;

* These benefits apply only after all other valid and collectible insurance benefits are exhausted and are subject to policy limitations and/or exclusions.

September 2009

APPENDIX IV: HEALTH ISSUES WHILE TRAVELING

HEALTH ISSUES WHILE TRAVELING

Mary Arthur, C.R.N.P., M.P.A., Director, Student Health Services

Travel Clinics

Holy Spirit Hospital, Camp Hill
Phone: 717-972-4222

Hershey Medical Center Clinic
Phone: 1-800-243-1455

Internet Resources:

<http://www.cdc.gov/travel/index.htm><http://www.travelhealth.com>

Prior to traveling

Check the CDC web site to get information on the country you are going to. Read about any epidemics or outbreak in progress. Read about water and food precautions. The CDC site will also give you the immunizations you need to be up to date along with any additional vaccinations needed for that specific country. Some vaccinations need to be given weeks before departure, so don't wait, make an appointment as soon as you know where you will be going, so that any needed vaccines may be given in the appropriate time frame.

Immunization

All the following immunizations should be up to date:

- Measles, mumps, and rubella (MMR)
- Tetanus and Diphtheria (Td) - within the past 10 years or 5 years if you will be doing work outside around soil or potentially rusted material
- Hepatitis B (series of three shots)
- Polio

For persons who have received a complete series of polio vaccine, an additional single dose of vaccine should be received by persons 18 years of age and older traveling to the developing countries of Africa, Asia (East and Southeast), and Middle East, and the Indian subcontinent, and the majority of the new independent states of the former Soviet Union.

Additional immunizations are recommended for those over 65 or anyone at high risk such as asthmatics, or immuno-compromised people (HIV, long-term steroid use due to organ transplant, chemotherapy treatments, etc.). They are:

- Influenza (flu) vaccine (seasonal and H1N1)
- Pneumococcal vaccine

Malaria

Medication for Malaria must be taken before, during and after your trip to be effective. Expose as little skin as possible during your trip to areas where malaria is prevalent.

****THERE MAY BE ADDITIONAL VACCINES THAT ARE SITE SPECIFIC, SO CHECK THE CDC WEB SITE****

Medications

If you are taking prescription medication you should keep the medication in its original container from the pharmacy which will have your name, the medication name, dose, and the name of the health care practitioner who prescribed the medication. Do not transfer any medication into any unmarked container. You should also have a written letter or prescription from your physician also verifying this medication was prescribed by a license practitioner and is necessary for medical reasons. You should calculate the amount

of medication you will need while you are away, and bring enough so you do not run out.

Food and Water

The number one cause of illness in travelers is from food and waterborne diseases. Diseases from food and water can cause diarrhea, vomiting, fever and liver disease (hepatitis). Tips on how to stay healthy when abroad can be found on the CDC site.

Some suggestions include:

- Drink only bottled water, boiled water or carbonated drinks in cans or bottles
- Eat only thoroughly cooked food or fruits and vegetables you have peeled yourself
- Don't eat food purchased from street vendors
- Don't drink beverages with ice
- Don't eat dairy products unless you know they have been pasteurized
- Don't handle animals especially monkeys, dogs, and cats
- Don't brush your teeth with tap water

Items to take on your program

- Over the counter anti-diarrhea medicines such as Pepto-Bismol, or Imodium. Stronger prescription medications may make your condition worse.
- Iodine tablets and water filters to purify water
- Sunblock, sunglasses, hat

Common Sense

- Automobile accidents account for fifty percent of fatalities and medical evacuations
- Wear seat belts
- Don't drive OR SWIM drunk
- Do not walk on dark roadways at night
- Look both ways several times before crossing the street. Many countries drive on the opposite side of the road from the US, and students have been hit because they look one way only due to habit, and step into the path of an oncoming car.

Other Points

- Make sure you will have health insurance while abroad. Call your insurance carrier to find out procedure for obtaining care while outside the U.S., and get it in writing.
- Diabetics need to know country's regulations on needles.
- TB screening after returning is a good idea. This can be done at the Health Center.
- Certain countries require HIV testing prior to entry.
- Some antibiotics may cause oral contraceptives to be less effective. Always use a backup method if you have to be on an antibiotic.
- Emergency contraception (ECP) and birth control pills may be illegal in some Islamic countries. If the country allows it and there is even a remote possibility you will be sexually active, women should take ECP's with them. Please call the Health Center to ask about this.
- In Tropical areas don't walk around barefoot. Spray yourself and cloths with DEET or similar anti-bug spray, and cover skin completely with clothes. Wear hat.

APPENDIX V: STUDENT AGREEMENT FORM

In consideration of my selection for participation in a Dickinson College Study Abroad and/or Domestic Off-Campus Program, I, _____, hereby agree to the following conditions of responsibility:

1. I acknowledge that the Dickinson College study abroad and domestic off-campus programs represent the broad values of liberal education and bonds between cultures. As a guest in a host country or with a host family, I will strive to understand and respect norms of conduct and patterns of the host culture. I agree to represent the College responsibly and to abide by dress and cultural codes suitable to the cultures visited.

2. I agree to abide by all policies and regulations of the host institution/Program and/or the regulations of the Dickinson Center I may be attending. I understand that as a participant in a study abroad or domestic off-campus program I remain enrolled at the College and will continue to abide by all College policies, rules or regulations outlined in the *Student Handbook*. I understand that the College has the right to, and will, withdraw me from the program at any time if, in the judgment of the Associate Provost of Global Education, on the advice of the Program Director, I have violated such policies, rules or regulations or have engaged in disruptive behavior, academic infractions, or conduct which could bring the program into disrepute or disrupt the operation of the program. I agree, specifically, that I will have no involvement with illegal drugs, will not engage in illegal or abusive use of alcohol, and will participate in all classes and scheduled activities. I agree further that a decision to withdraw me from the program is final and that I am not entitled to any refund.

3. I further agree that the College may withdraw me from the program and send me home at any time during the program at my expense if the College determines that my continued participation in the program will adversely affect my health, safety or welfare, or the health, safety, welfare or enjoyment of the program by others. I agree further that a decision to withdraw me from the program is final and that I am not entitled to any refund.

4. I understand that the procedures outlined in this section for dealing with discipline and well-being are different than those outlined in the *Student Handbook*, and I agree that the procedures outlined in this agreement shall apply while I am a participant in a study abroad or domestic off-campus program. Further, I understand that a determination made by the Associate Provost of Global Education may be the basis for further disciplinary action by the College, in addition to causing my withdrawal from the program.

5. I understand and agree that in order to be assessed and receive credit for academic work completed while studying off campus, I must participate fully in the program. I also recognize that I am expected to complete the entire program and may forfeit credit should I choose to arrive after the program begins or leave the program early without the prior consent of the Program Director, the host institution, and the Office of Global Education.

6. I agree to indemnify and hold the College harmless from and against all claims and actions for property damage or personal injury sustained by me or any other person or entity, which arise out of my participation in the program, including but not limited to, violations of the policies and regulations of the host institution, violations of the policies, rules and regulations of Dickinson College, violations of law, and/or which are due to my sole or concurrent negligence with the College.

7. I, on behalf of myself, my heirs and personal representatives, hereby release Dickinson College and any cooperating institution and each of their officers, employees, successors and agents from any and all claims and causes of action for inconvenience, damage to or loss of property, medical or hospital care, personal illness or injury or death arising out of my participation in the study abroad program and/or travel or activity conducted by or under the control of Dickinson College or any cooperating institution.

8. I understand and acknowledge that there are risks and delays common to travel abroad and that there may be special health risks associated with living and studying in the country or area I have chosen. I understand that I have a responsibility to exercise due caution in my behavior while in the program and agree further that I am personally responsible for obtaining adequate health insurance, health information, instruction, immunizations, and prophylactic medications appropriate to my study abroad program.

9. I have read and understand the refund policies of Dickinson College as outlined in the program orientation handbook published by the Office of Global Education, and I understand that the application fee and confirmation payments are non-refundable.

10. I understand and agree that I will provide all completed materials, forms, and payments by the due dates

specified and recognize that failure to do this may result in either added costs or in my being withdrawn from the program. Further, I have read or will read and understand all general information provided on this program by the Office of Global Education, and will attend and participate in all orientation meetings and other pre-departure briefings.

11. This agreement shall be construed in accordance with the substantive laws of Pennsylvania without regard for its conflicts of laws provisions. The Courts of the Commonwealth of Pennsylvania, Cumberland County or the United States District Court for the Middle District of Pennsylvania shall have exclusive jurisdiction over any issue or dispute arising under or out of this agreement. Still further, each of the undersigned individuals hereby consents and submits to the personal jurisdiction of the courts set forth in this provision and waivers any challenge to the venue or jurisdiction of such courts over them.

12. I grant permission to the Office of Global Education to request on my behalf an official or unofficial transcript from the Registrar's Office at Dickinson College for the purpose of reviewing my GPA or to send the transcript directly to the institution to which I am applying. If I am from another school or have a transcript through another school, it is my responsibility to request a transcript with current information to be sent to the Office of Global Education.

13. I grant permission to the Office of Global Education to release my name and contact information to fellow program participants and to future students interested in applying to study off-campus.

14. I hold the following health insurance coverage which is valid overseas for the duration of my study abroad program. I understand that if this information should change I must notify the Program Director and the Office of Global Education at once; further, that if this insurance should lapse because of unpaid premiums during my stay, I and my parent(s)/guardian(s) are responsible for health expenses incurred.

Insurance Company: _____ Policy Number: _____

I have read and agree to the above:

Participant signature: _____ **Date:** _____

Program: _____

Please note that your signature must be original. Faxed or photocopied signatures cannot be accepted.

Please list the first person to contact in case of emergency for the time the participant is abroad.

Name: _____ Relationship: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell: _____

Fax: _____ E-mail: _____

11/09

APPENDIX VI: Refund Policy for Off-campus Programs

Refund Policy for Early Withdrawal
 From Dickinson-Sponsored and Dickinson-Partner Programs (Semester/Academic Year)
 Administered by the Office of Global Education

A student's date of withdrawal is determined by one of the following:

- 1) The date the student notifies Global Education in writing of his/her decision to withdraw, or
- 2) The date the student is officially dismissed from the program by the Office of Global Education, or
- 3) If a student leaves the program without notifying the Office of Global Education, the date of withdrawal is determined by either: the mid-point of the semester or the student's last documented attendance at an academically-related activity, whichever is later.

A student who withdraws 61 days or more prior to the begin date of the Semester/Academic Year Program will receive a 100% refund, less the non-refundable confirmation payment.

A student who withdraws during the 61 days prior to the begin date of the Semester/Academic Year Program will receive a 95% refund of the Program Fee less the non-refundable confirmation payment.

A student who withdraws after the program starts will forfeit the non-refundable confirmation fee and 5% of the Semester Program Fee. Refund of the remaining Semester Program Fee will be determined on a daily pro-rata basis until 60% of the semester has been completed. No refunds will be calculated after 60% of the semester has elapsed. Weekends are included in counted days, except when part of a scheduled period of non-attendance of five days or more, such as spring break.

For example, if a semester includes 110 days from the start date through the end date and a student withdraws on the 50th day, the College will retain the \$300 confirmation payment, 5% of the semester fee and a pro-rate portion of the remaining fee.

$$\begin{array}{r}
 (\$ 300) \\
 (5\% \times 26,705) \\
 \underline{(50/110 \times (26,705 - 300 - 1335.25))} \\
 \text{Total retained by Dickinson} = \quad \$11,530.55
 \end{array}$$

In all cases, Dickinson also retains the right to deduct non-recoverable costs from any applicable refund. For students receiving Financial Aid, please see the "Financial Aid Refunds" section below.

Financial Aid Refunds

For students receiving Financial Aid, the financial aid refund rules apply as stated in the Dickinson College Bulletin under the Dickinson College Refund Policy. It is important to understand that, since the financial aid refund and the refund to the student's account are calculated using different methods, the refund to the student account may not fully cover the required refund to the financial aid programs, and the student may end up owing funds to the college after the refund to the financial aid programs has been made.

**Refund Policy for Emergency Cancellation
Dickinson College Semester/Academic Year Programs
Administered by the Office of Global Education**

All decisions concerning the cancellation (or required modification) of a College program will be made by the Office of Global Education in consultation with responsible authorities on campus and overseas. These decisions will be based on, but not limited to, State Department warnings. In the unlikely event of an emergency program cancellation, every effort will be made to accommodate the academic needs of program participants by offering an alternative to enable students to complete their course work. For example, one possible alternative for Semester/Academic Year programs would be to offer suitable coursework on-campus during the summer.

Students whose program is cancelled prior to the begin date will receive a full refund of the Program Fee, including the confirmation payment.

If a program is cancelled after it starts and an alternative for credit completion is offered, no refund will be given.

If a program is cancelled after it starts and an alternative credit completion is NOT offered, the student will receive a full refund including the confirmation payment.