

OFFICE OF
PRE-COLLEGE PROGRAMS

Study Abroad:
Rome Handbook

2019



UNIVERSITY OF
NOTRE DAME



DIRECTORY

Notre Dame On-Campus Police:

574.631.5555

(emergency and non-emergency)

OFFICE OF PRE-COLLEGE PROGRAMS

phone: 574.631.0990

email: precoll@nd.edu

website: precollege.nd.edu

Notre Dame International

Emergency Line:

574.339.6154

(texts and iMessages accepted)

Paul Mueller, Ph.D., Director, Enrollment Strategy, Planning & Research, Interim Director of Pre-College Programs, Concurrent Associate Professor of Political Science

As Interim Director of Pre-College Programs, Dr. Mueller is responsible for the vision and management of the Leadership Seminars, Study Abroad: Rome, Study Abroad: Ireland, and Summer Scholars programs, from developing tracks to working with faculty and staff on the academic and related aspects of the programs.

Angie Yugo, Interim Operations Director

Angie is responsible for the day-to-day function of the Office of Pre-College Programs including staff supervision, budget management, and leads the development of the recruitment & marketing efforts. She also facilitates the review of student applications, Resident Counselor recruitment, hiring & training and manages the office's community based organization partnerships.

Jessica Lee, Program Coordinator

Jessica is our social media coordinator (#awesome). She has a passion for seeing students thrive in a college setting while they pursue their dreams for the future. She loves all things creative, especially if it's on Pinterest. She assists with marketing endeavors and serves on the application review committee.

Kristina Wright, Program Coordinator

Kristina is our international aficionado! She is the on-site coordinator for our Study Abroad Programs in Italy and Ireland, traveling with the students to ensure a safe and extraordinary summer experience. As well as collaborating with the ND global gateways and faculty abroad, Kristina recruits and trains the summer resident counselors and is closely involved in Pre-College recruiting, programming, and application review.

Kevin McAbee, Program Coordinator

ND Class of 2001, Kevin develops and maintains Pre-College policy and procedures, coordinates social and service activities for the Summer Scholars and Leadership Seminars programs, and assists faculty in the coordination of their courses. He also serves on the application review committee.

Curtis Urban, Program Coordinator

Curtis is our data manager. While developing programs and events for Summer Scholars and Leadership Seminars in collaboration with ND faculty, Curtis primarily manages our online application tools. He also serves on the Pre-College application review committee and is involved in recruiting.

Kelly Jo Mikel, Administrative Assistant

'The Voice of Pre-College,' Kelly Jo is the first point of contact for all of your Pre-College questions! She also assists the Pre-College staff with programming, day-to-day administration, and managing finances. Kelly Jo has an immaculate garden and her cucumber harvest is sought after throughout the area!

In the coming weeks, the Office of Pre-College Programs will be communicating with students by email. Please be sure to check your email on a regular basis.

TABLE OF CONTENTS

MISSION STATEMENTS	1
DAY IN THE LIFE OF A STUDENT	2
RESIDENTIAL STAY	
What to Bring / Cell Phones / Dress Code	3
Rome Packing List	4
Visitors	6
Expectations	6
Summer Resident Regulations	7
Keys	8
Meals	8
Student Health	8
Summer Safety and Communication	9
Summer Resident Counselor	9
TRAVEL INFORMATION	10
FREQUENTLY ASKED QUESTIONS	11

UNIVERSITY OF NOTRE DAME MISSION STATEMENT*

The University of Notre Dame is a Catholic academic community of higher learning, animated from its origins by the Congregation of Holy Cross. The University is dedicated to the pursuit and sharing of truth for its own sake. As a Catholic university, one of its distinctive goals is to provide a forum where, through free inquiry and open discussion, the various lines of Catholic thought may intersect with all the forms of knowledge found in the arts, sciences, professions, and every other area of human scholarship and creativity.

The University prides itself on being an environment of teaching and learning that fosters the development in its students of those disciplined habits of mind, body, and spirit that characterize educated, skilled, and free human beings. In addition, the University seeks to cultivate in its students not only an appreciation for the great achievements of human beings but also a disciplined sensibility to the poverty, injustice and oppression that burden the lives of so many. The aim is to create a sense of human solidarity and concern for the common good that will bear fruit as learning becomes service to justice.

OFFICE OF PRE-COLLEGE PROGRAMS MISSION STATEMENT

To deliver a distinctive scholarly experience for high school students from around the world that will stimulate the mind and spirit.





SAMPLE DAY IN THE LIFE OF A STUDENT IN ROME

7:30 - 8:30 a.m.

Breakfast at Hotel Lancelot

8:45 - 9:00 a.m.

Walk to Rome Global Gateway

9:00 a.m. - Noon

Class time, group discussions, and lectures

Noon - 1:00 p.m.

Lunch

1:00 - 5:00 p.m.

Group excursion

5:00 - 7:00 p.m.

Study, research, or downtime

7:30 - 9:00 p.m.

Dinner at local venue

9:00 - 11:00 p.m.

Downtime

10:00 p.m.

Residence quiet hours

11:00 p.m.

In assigned rooms at Hotel Lancelot



RESIDENTIAL STAY

Students, along with Pre-College staff and a Resident Counselor, will be guests at Hotel Lancelot, conveniently located near Notre Dame's Rome Global Gateway and the Colosseum. All students will be assigned a roommate. Rooms are en-suite and equipped with AC, WiFi internet access, a safe, a television, and a hair dryer. The address for Hotel Lancelot is Via Capo D'Africa, 47, 00184 Roma, Italy. We ask that you direct any questions about the facility to Kristina Wright via email at kwright8@nd.edu, or by phone at 574.631.9287.

LODGING

Rooms are furnished with beds, dressers, and a closet or storage area. Students should bring their own toiletries and towel.

Course materials will be provided.

CELL PHONES

Each student is required to have a cell phone that works internationally for both phone calls and text messages. Communication between students and staff is vital. We encourage students and their families to contact their cell phone provider for detailed information about international plan options and pricing. Please note that students will not be allowed to call home from the telephones at Hotel Lancelot unless they are using a calling card that covers all charges.

Cell phone use during lectures is prohibited.

DRESS CODE

All students should dress in a neat, clean, and modest manner. All students must wear comfortable walking shoes each day.

Remember, you are not only representing yourself, but you are also representing the University of Notre Dame. We recommend loose, casual clothing (including shorts and skirts to the knee and comfortable pants). In some churches we visit, women may be required to cover their shoulders and knees. We recommend female students bring a scarf or cardigan they can put on when necessary. Out of respect and in consideration of others, all attire should fit appropriately to prevent visibility of undergarments.

ROME PACKING LIST

Carry-on Items:

- ✓ Passport (must be valid up to at least December 27, 2019)
- ✓ Color photocopy of passport
- ✓ Signed and notarized Consent for Minor Child's International Travel
- ✓ Original sealed and certified official birth certificate
- ✓ Medications (must be in original labeled containers)
- ✓ Cell phone
- ✓ Cell phone charger
- ✓ Camera
- ✓ Electrical adapters and/or converters for any small electrical devices such as camera, cell phone, etc.
- ✓ Cash (mostly in Euros) and credit/debit cards*
- ✓ Health insurance cards
- ✓ One change of clothes
- ✓ Sunglasses
- ✓ Essential personal care items

Packed Items:

- ✓ Sunblock
- ✓ Towel
- ✓ Shorts, T-shirts, pants
- ✓ Sweater, cardigan
- ✓ Dress outfit (button-up shirt, modest summer dress)
- ✓ One set of comfortable clothes (light workout clothes)
- ✓ Pajamas
- ✓ Comfortable, durable walking shoes, sandals, and socks
- ✓ Modest swimsuit or swim shorts
- ✓ Toiletries
- ✓ Umbrella
- ✓ Raincoat

Students may choose to bring a laptop or other electronic devices at their own risk.

Neither the University nor the Office of Pre-College Programs are responsible for the loss of money or valuables by anyone, or for the loss or damage of anyone's property.

It is typically quite warm in Rome in June. Please check accuweather.com for the predicted forecast for the duration of the program.

*Euros can be ordered from most banks but it can take up to two weeks to process the order depending on the individual bank

*Oanda is an excellent tool to get current exchange rates for any amount and currency: www.oanda.com/currency/converter/



VISITORS

The Office of Pre-College Programs requests that family and friends refrain from visiting students during the program. If it is critical that a parent visit a student during the program, students are required to submit a “Request for Visitor” form in advance, which needs to be signed by the on-site Program Coordinator, Kristina Wright.

Please note: Students may not have any visitors or guests in their assigned room except students of the same gender who are affiliated with the program.

EXPECTATIONS

Students and staff members are a team working together to create an inclusive learning environment. We encourage students to build community by interacting with others in a positive and supportive manner. It is imperative that students show mutual respect and consideration for one another. The freedom of an individual or group to exercise their privileges stops when that exercise infringes upon the rights of others.

As a member of the Notre Dame community, the following standards of behavior are expected:

- Respect for the rights, dignity, and safety of all individuals within the program and the Notre Dame community.
- Respect for the law and observance of applicable University and program standards of conduct and policies, including but not limited to those found at <http://bit.ly/ndprecollstandards>.
- Respect for public and private property rights.

All students are entitled to a positive and meaningful experience with Notre Dame. Any type of disrespectful, exclusionary, discriminatory, threatening, aggressive, or abusive behavior is strictly prohibited and may be grounds for removal from the program. This includes social media, verbal expression, and physical conduct and relations. If you witness a violation of any applicable standards, please report it to program staff immediately so it may be addressed appropriately.

NOTRE DAME SUMMER RESIDENT REGULATIONS

On site Pre-College staff oversee the general conduct of the participants, and provide a safe and supportive living environment.

QUIET HOURS: Quiet hours begin at 10:00 p.m. and end at 10:00 a.m. All students have the right to an atmosphere conducive to sleep during this time. Activities that violate quiet hours include speaking loudly, talking on cell phones in common areas, gatherings that can be heard in other rooms, loud music, running up and down the stairs, banging doors, and any other activity that disturbs others. Please keep this in mind when getting ready each morning.

CURFEW: All Pre-College students must be in their assigned rooms by 11:00 p.m. Sunday through Thursday. On Friday and Saturday nights, students must be in their assigned rooms by 12:00 a.m.

NO SMOKING: This includes vaping, juling, e-cigarettes, smokeless tobacco, etc.

NO POSSESSION OR USE OF ALCOHOL: This is grounds for expulsion from the program regardless of your age.

CORRIDORS: Athletic activity of any kind is prohibited in the corridors and hallways.

PERSONAL CONDUCT: Notre Dame is a Catholic university and expects students will exemplify the standards of Christian morality. Any activity that offends these standards, including any sexual activity, will lead to dismissal.

ROOM ENTRY: The program and residence staff reserve the right to enter rooms without a search warrant

for purposes of maintenance, security, discipline, and the orderly operation of an educational program.

SIGN IN/SIGN OUT: For reasons of safety and notification in case of any emergency, all students must coordinate with and receive prior approval from the Program Coordinator if they wish to leave Hotel Lancelot to explore “campus” outside of scheduled activities.

“CAMPUS”: Students may not be outside the Hotel Lancelot grounds without the supervision of Pre-College staff. The only exception to this rule is when walking to the Global Gateway in the morning or during approved “on-campus” free time, during which students must check out with the Program Coordinator and must travel at all times with another student and/or Resident Counselor. “Campus” will be defined upon arrival in Rome and will include a limited area near the residence and the Global Gateway.

EMERGENCY DOCUMENTS: Students must, at all times, have in their possession the program emergency card provided at check-in, cell phone, cab fare, and a **color** copy of their passport.

ORIENTATION: Mandatory orientation will be held online via Zoom video conferencing in May, and in person upon arrival in Italy.

Additional regulations will be presented upon arrival in Rome.

KEYS

Room keys are each student's responsibility. Lost keys compromise the safety of all students and should be reported immediately to a Resident Counselor and/or Program Coordinator.

MEALS

Three meals each day are included in the program fees. Breakfast will be served at the residence each morning. Lunch and dinner will be pre-arranged for the group to dine together at various locations. Proper eating habits and nutrition are necessary for general health and well-being.

STUDENT HEALTH

After students have confirmed their participation in the program, they will be required to complete medical forms and provide a copy of their health insurance card. We recommend that students and their families consult www.cdc.gov/travel and their health care provider for immunization information. Note also that you will need to have a health care provider complete and sign a section of the medical forms.

Current signed medical forms and signed waivers must be on file with the Office of Pre-College Programs. If a student has an allergy, has mobility limitations, or has any type of health condition (e.g., diabetes) or significant dietary restriction, the Office of Pre-College Programs **must** be notified at least 30 days prior to the program.

Pre-College will be purchasing GeoBlue International Health insurance for all participants. Students and their families should contact their own insurance companies to determine coverage for travel abroad before the student departs.

GeoBlue Contact Information

Phone: 844.268.2686

Email: customerservice@geo-blue.com

Website: www.geobluestudents.com

If at any time a student is sick or injured, a Pre-College Programs staff member will assess the situation and contact local emergency services if necessary. If on-site emergency services are not necessary but the student needs medical care, he or she will be accompanied by a staff member either to a local medical clinic or area hospital emergency room. A Pre-College Programs staff member will also contact the student's family. **Parents/Legal Guardian(s) are responsible for medical expenses incurred during the program.**

Pre-College Staff are not permitted to dispense any medication (prescription or non-prescription) to students.

The Office of Pre-College Programs and University are not responsible for the loss or damage of anyone's property or personal injury sustained during the program.



SUMMER SAFETY AND COMMUNICATION

Pre-College Programs have proven most effective and successful when students are encouraged by their families to fully immerse themselves in the experience. That being said, the safety and well-being of students and staff is our utmost priority. In the event of an emergency, please adhere to the following contact protocols:

- Family Concerns or Emergency
Contact the on-site Program Coordinator, Kristina Wright, at kwright8@nd.edu, or via mobile (provided prior to departure).
- Other Emergencies (e.g. natural disaster)
Contact the Office of Pre-College Programs (business days/ hours) 574.631.0990 or the Notre Dame Security Police (24 hours, 7 days a week) 574.631.5555. During this time it is critical that the on-site Program Coordinator be allowed to focus on the safety and well-being of the students and staff.



SUMMER RESIDENT COUNSELOR

The Study Abroad: Rome Resident Counselor is a current undergraduate or graduate Notre Dame student who has lived and studied in Rome. They are eager to share their academic and social experiences with you and to mentor you throughout your own Notre Dame experience. The Resident Counselor has unique strengths and talents that will enhance the recreational, social, and extracurricular activities throughout the program. Along with the Program Coordinator, they are available at all times to assist students with their concerns and interests. The Pre-College on-site staff are responsible for enforcing the rules and regulations of the program and the University.

The Program Coordinator and Resident Counselor will be a valuable resource in exemplifying the value of the Notre Dame community.

TRAVEL ARRANGEMENTS

The Office of Pre-College Programs will purchase a round-trip airline ticket from Chicago O'Hare Airport to Leonardo da Vinci-Fiumicino Airport in Rome for each student. You are responsible for transportation to Chicago O'Hare, arriving within a minimum of three hours prior to the departure time of the flight to Rome. All students will be departing from Chicago O'Hare Airport on Saturday, June 1, 2019, at 3:10 p.m. CDT, and will return to Chicago O'Hare Airport on Saturday, June 15, 2019, at 1:20 p.m. CDT. You are responsible for travel arrangements from Chicago O'Hare. Students will be allowed to check one bag weighing less than 50 lbs. A minimum additional fee of \$100 will be charged each way for a second checked bag, at the students' expense.

TRAVEL REMINDERS

- Bring your original passport, color copy of passport, original Consent for Minor Child's International Travel, and certified official birth certificate.
- Pack one, small carry-on bag with an extra set of clothes, toiletries, and medicines in case your checked luggage gets delayed.
- If you would like to lock your luggage, use a TSA approved lock (airport security might have to open your bag).
- In your carry-on, you are limited to one quart sized plastic bag with liquids not to exceed 3.4 oz (100 ml).
- Do not carry on items such as scissors, tweezers, nail clippers, etc.
- If your travel to Chicago is delayed or canceled, please call our office immediately at 574.631.0990. We will be checking our messages regularly.
- Please consult tsa.gov/traveler-information for additional information.

TRAVEL SAFETY

As part of assuring the safety of all participants in the Study Abroad: Rome program, students are required to participate in an orientation before the program as well as upon arrival in Rome. Students are also required to register with the U.S. State Department Smart Traveler Enrollment Program (STEP). To register, please visit bit.ly/enrollstep.

FREQUENTLY ASKED QUESTIONS

Q: HOW MUCH MONEY SHOULD I BRING TO ROME?

A: Almost all costs are included in your tuition; however, some students may enjoy socializing with one another at a local coffee or gelato shop, or they may want to partake in the great shopping offered in the city, or purchase some souvenirs during excursions. These costs are not covered in the program costs and students should bring some spending money for this. There are also several ATMs located in Rome but we encourage students to contact their bank to inquire about any international fees associated with their credit or debit cards and also inform their credit card company and bank if they plan to use their cards in Italy.

Q: DO I NEED TO BRING MY LAPTOP, BOOKS, OR SUPPLIES?

A: All books and supplies will be provided. Internet access will be available at Hotel Lancelot and the Rome Global Gateway. If during the course a computer is needed to complete an assignment, arrangements will be made to use a computer lab in the Notre Dame facility. Students may choose to bring a laptop, tablet, or other electronic devices at their own discretion. Should you choose to bring your laptop, tablet, and/or electronic device, please do so at your own risk. The University and the Office of Pre-College Programs are not responsible for the loss or damage of these items.

Q: WHERE WILL I MEET PRE-COLLEGE STAFF IN CHICAGO O'HARE AIRPORT?

A: One staff member will be stationed at the Alitalia Airlines check-in area in Terminal 5 and another staff member will be waiting at the departure gate. Staff will be at their stations starting three hours before the flight departure time.

Q: CAN MY FAMILY OR OTHERS VISIT ME DURING THE PROGRAM?

A: The Office of Pre-College Programs asks that family and friends refrain from visiting students during the program. If it is critical that a parent visit a student during the program, students are required to submit a "Request for Visitor" form in advance, which needs to be signed by the on-site Program Coordinator, Kristina Wright.

Q: CAN I ARRIVE LATE/CAN I LEAVE THE PROGRAM EARLY?

A: We do not allow students to depart from the program early or arrive late to the program. Our programs are designed in such a way that it is crucial for all students to stay with us for the entirety of the program. We do understand that emergency situations arise and if such happens while a student is in the program, please contact our office and we will assist you.

Questions? Please contact the Office of Pre-College Programs at precoll@nd.edu or 574.631.0990.





UNIVERSITY OF NOTRE DAME

Office of Pre-College Programs
307 Brownson Hall
Notre Dame, IN 46556-5601

+1.574.631.0990
precoll@nd.edu
www.precollege.nd.edu

Connect with Pre-College



twitter.com/NDPreCollege



[instagram.com/NDPreCollege](https://www.instagram.com/NDPreCollege)



[facebook.com/NDPreCollege](https://www.facebook.com/NDPreCollege)



[@ndprecollege](https://www.snapchat.com/add/ndprecollege)