

# LOYOLA

UNIVERSITY CHICAGO



## JOHN FELICE ROME CENTER

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# Student Handbook

## ABOUT US

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### MISSION

As a leader in international, cross-cultural learning, the John Felice Rome Center serves students seeking to become global citizens through an expansive curriculum that fully incorporates Rome, Italy, and Europe into the classroom.

### VISION

JFRC seeks to form learners from all faiths and from all over the world, who strive for academic excellence in the Jesuit tradition and work to create a society in which faith and justice can flourish. This transformative educational experience seeks to fully utilize its strategic location in Rome, a laboratory of learning and a gateway to Europe, the Mediterranean, Africa and the Middle East.

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## ACADEMIC SERVICES

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### GENERAL ACADEMIC POLICIES

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#### **Registration**

All students must be enrolled in a minimum of four (4) classes, amounting to twelve (12) credit hours, to be considered a full time student. This is the minimum course load required for all students in order to comply with the terms of the student visas provided by the Italian government. Dropping below four (4) classes is considered part-time study, and thus, not in compliance with Italian law. The maximum course load is six (6) courses for a total of eighteen (18) credit hours.

#### **Italian Language**

Students who have never enrolled in a university-level Italian course prior to studying at the Rome Center are required to enroll in one section of Italian 101. As representatives of the United States, all program participants should make an effort to understand the basics of the language in the country in which they are choosing to study. This language requirement cannot be waived, cannot be replaced with knowledge of another language, and cannot be placed out of with a proficiency exam.

#### **E-mail**

The JFRC considers electronic mail an official form of communication between the JFRC and the student, using the official **@luc.edu** e-mail address that is provided by the university to every enrolled student. Students are responsible for all communications sent by the JFRC to their Loyola e-mail accounts.

#### **Course Fees**

Certain courses at the John Felice Rome Center are subject to supplemental fees. These fees are in addition to the tuition and room and board fees that appear on a student's bill for the semester, and they must be paid in person at the Rome Center's business office, with either cash or a credit card. These mandatory fees are highlighted on the course schedule and on the Rome Center website. They are required for different reasons: for example, *LITR 268: Food and Wines of Italy* incurs a certain fee in order to finance the services of the sommelier and the price of the wine tastings. There is a publicized deadline for all course fees to be due. If a student has not paid the course fee by the specified deadline, a block will be placed on the student's Locus account. This block will prevent visiting students from receiving their transcript and LUC students from adding/dropping courses in subsequent semesters.

## **Independent Student Travel**

No special accommodations will be made for individual travel. The Rome Center supports travel as an opportunity for personal growth by offering excursions and trips throughout Italy and Europe. In addition, there are no classes on Friday (with the exception of make-up Fridays) to facilitate travel. Personal travel is not an excuse for absences or lateness. For that reason, no exams or quizzes are to be made up if missed for reasons of travel.

## **Make-Up Class Fridays**

Because the Rome Center operates on four-day weeks, class meetings are very concentrated. On average, 2-3 make-up class Fridays will be scheduled during any given semester. These Fridays will be indicated in the semester's academic calendar, on the academic board, and on syllabi. The purpose of these make-up class Fridays is to recuperate any class time lost from any holidays. These classes are obligatory for all students and no exemptions will be granted for travel or any other personal reason. For example, during the fall semester, Thanksgiving occurs on a Thursday, which is always considered a Rome Center holiday. A make-up Friday will be scheduled to recuperate the class time lost due to the holiday. Should a student choose to travel during these or any other scheduled class days, he or she will simply be marked absent.

## **Examination Policy**

Final examinations are given during the scheduled examination period each semester. Additional tests or examinations may be given during the semester as often as deemed helpful by the instructor. Students who miss their final examinations at the assigned hours will not be permitted to sit for a make-up examination without approval of the Dean of Faculty. Permission is given rarely and only for grave reason; travel is not considered a grave reason. Make-up exams will only be given for documented absences.

Optional mid-term examinations are administered shortly before the mid-semester break, although some may be given afterwards. Student progress is assessed after mid-term so that students who are not performing to established academic standards may be informed of their academic shortcomings far enough in advance to take corrective steps. Academic alert notices are issued to students who are not performing at acceptable levels; notices may also be sent to the students' deans and/or study abroad coordinators if deemed appropriate. The policy concerning travel and make-up examinations for missed mid-term exams is identical to that for final examinations.

Absence due to a serious illness must be reported to the Dean for JFRC Student Life prior to the examination and later substantiated by a written statement from the physician in attendance. In cases where proper permission has not been granted, a grade of "WF" will be assigned. In instances where proper authorization has been granted, the student may take a make-up exam by following the make-up procedure outlined above.

## **Final Exam Policy**

In accordance with established policy at the home campus, exams must be held at the time indicated in the calendar. Faculty have been instructed to not hold exams during the last week of class because students should receive a set number of class sessions; anything less than those class sessions would be cheating them of needed instructional time. With the exception of a short quiz, no exams are permitted during the last week of classes before final exams.

If students have more than two examinations in the same day, they may appeal to the Dean to shift one of the exams to another day. Conflicts such as these may occur; after securing the Dean's permission and in consultation with the Senior Academic Services Advisor, an alternative time can be arranged. The Senior Academic Services Advisor will work with the faculty member and the student to re-schedule the exam at a mutually agreed upon time.

## **Absences**

Professors have a right to create their own absence policy, and this should be indicated explicitly on their course syllabus. Absences will be excused only in the event of sickness or an emergency. The procedure should be as follows:

1. Sick absences:
  - a. These can be excused by presenting instructors with a note from the campus physician or any licensed health professional from the Villa Stuart clinic or another hospital.
  - b. Should a student be sick on days that the campus physician is not present, and there is no one to provide them with a “note,” the student should write directly to his or her faculty member(s) and explain their absence.
  - c. There is no other procedure for “excusing” absences.
2. Travel absences:
  - a. These absences are considered absolutely inexcusable.
  - b. Any student who calls or emails any person at the Rome Center to explain lateness or absence from class due to travel should be instructed that messages of this nature need to be communicated directly to professors. No part of the administration has the power to “excuse” an absence on behalf of travel delays.

## **Visiting Students**

Should a student’s home university have certain regulations or requirements concerning academics while abroad, it is the student’s responsibility to familiarize themselves with such policies. While studying at the Rome Center, all students are considered Loyola University Chicago students, and are therefore subject to LUC policies and requirements.

## **Students with Disabilities (SSWD)**

Any student that takes part in the Services for Students with Disabilities (SSWD) or Loyola Chicago’s home campus, or any comparable office at another institution, will be accommodated by the Rome Center as they usually are at their home campus. To request any special classroom accommodations, an official verification from a counselor or advisor within a department of this type is required. This communication should be directed to the Senior Academic Services Advisor, who will assist in arranging accommodations with individual faculty members. It is encouraged that the student also reach out directly to his or her faculty member(s) in an effort to communicate exactly what is needed. The Rome Center is committed to providing accommodations where necessary.

## **Honesty in the Classroom / Plagiarism**

As one of Loyola University Chicago’s campuses, the Rome Center is committed to academic rigor and excellence. Academic dishonesty of any kind will not be tolerated. Students must adhere to proper citation procedures for all class work. Failure to do so may result in an “F” for the course, at the very least; and in the most serious instances, can result in suspension and even dismissal from the Rome Center.

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## SUMMER SESSION ACADEMIC POLICIES

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### **Summer Registration Procedure**

Students must register for all courses as regularly graded courses. No extra step is needed at the time of registration. During the first two days of classes, students will be permitted to elect a change of registration with the Academic Services Advisor. After that publicized deadline, no changes will be made to a student’s schedule.

## **Pass/Fail Policy**

Eligibility for the Pass/Fail option: The Rome Center does not allow any students, visiting or otherwise, to elect the pass/fail option during a summer session.

- A maximum of six (6) credit hours can be taken during any one (1) summer session at the JFRC.
- Should a student opt to participate in both JFRC summer sessions, the maximum credit hours taken amount to twelve (12).
- Should a student opt to participate in both summer sessions, as well as the intersession course, the maximum credit hours taken amount to fifteen (15).
- In an attempt to comply with Loyola University Chicago's mission statement and promote the academic rigor of the John Felice Rome Center curriculum, no courses may be taken as pass/fail during the summer session.

## **Absence Policy**

Students must comply with each course's individual absence policy as is stated on the course syllabus by the professor. No travel-related absences are to be tolerated. Absence due to sickness or injury needs to be corroborated by a doctor's note.

## **Withdrawal from Class**

Students studying at the Rome Center during the summer semester must be enrolled in two (2) classes for credit. Students will have until 5:00 p.m. the second day of classes to make any changes to their course schedule. Any changes after the second day of classes may result in a final grade of "WF," withdraw with failure. Students may not withdraw from a class if doing so will drop them below the six (6) semester credit hour minimum required of students in attendance at the Rome Center summer program.

## **Final Examination Policy**

All students must sit for their final examinations on the day scheduled. No exams are to be given on another day or at another time without expressed consent from the Dean of Faculty. Travel plans or other personal commitments may not interfere with already scheduled finals.

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## **JFRC FALL/SPRING SEMESTER ACADEMIC POLICIES**

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## **Pass/Fail Policy**

Procedure to elect a pass-no pass option:

Students should register for all courses as regularly graded courses. No extra step is needed at the time of registration. During the first two weeks of classes each semester, eligible students may elect this choice by completing a Pass/Fail form in the Senior Academic Services Advisor's office at the Rome Center. Students visiting from another university (not LUC) must have the Pass/Fail option approved by their home university advisor before any official changes can be made. Students will not be permitted to Pass/Fail a course without this permission.

Eligibility for the Pass/Fail option:

- The student must be a junior or senior student in good standing who has satisfied the course prerequisites (or has the written permission of the course instructor).
- A maximum of twelve (12) credit hours may be taken under the Pass/Fail option during a student's undergraduate career at Loyola. The credits earned will be included in the total number of hours earned toward graduation, but they will not enter into the computation of cumulative grade point averages. A student may take a maximum of one (1) course under the Pass/Fail option in any one academic session at the Rome Center. This number differs from the allowance in effect for Loyola students

enrolled at a campus of Loyola in Chicago. Approval for this variation was granted by Loyola's provost upon recommendation of the Academic Affairs University Policy Committee.

- Only electives can be taken under the Pass/Fail regulation. Permission will not be given for core, major, or minor requirements.
- Under the pass-fail option:
- The grade of "P" (Passed) will be assigned by the Loyola University Chicago Registrar for "A," "A-," "B+," "B," "B-," "C+," "C" and "C-" work;
- The grade of "NP" (Not Passed) will be assigned for "D+," "D," and "F" work.
- The grades of "P" and "NP" will appear on the official record of the student's work taken at the Loyola's John Felice Rome Center and may not be converted to any other grade symbol.
- Courses given grades of "P" will count toward graduation credits, while grades of "NP" will not count toward graduation.
- Students may select the Pass/Fail option, or change between it and the regular grading system, only during the official change of registration period each term (generally, the first two weeks of classes in any given semester). Once this is done, a return to the regular grading system can only be accomplished with the permission of the Dean.

#### NB – Visiting Students:

Since all students—both visiting and continuing—are considered Loyola students while at the Rome Center, all of the above rules and regulations covering pass/fail must be followed. It is the students' responsibility to clear the Rome Center Pass/Fail regulations with the home school. None of the Rome Center regulations may be waived, removed, or changed.

Without full knowledge of the home school's regulations, a student may encounter difficulty in transferring this credit to their home school at the end of the year. It is recommended that each student review a copy of the home school's Pass/Fail regulations on that institution's website. No student whose home institution is other than Loyola University Chicago will be allowed to choose the Pass/Fail option without the express written approval of their academic dean or study abroad coordinator.

#### **Auditing Classes**

Students wishing to take a course without receiving credit may formally audit the course. Class attendance is required of auditors who are formally registered. If they do not attend class, the final grade of "W" will be awarded. Assignments, including examinations and term papers, are not required, but auditors have the right to participate in class discussion. A course which is audited does not count as hours attempted. A course may not be converted to audit after the regular change of registration period. *Students who are required to take Italian 101 may not audit this course.*

A student who wishes to audit a course must register for the course as if the course were being taken for regular credit. During the change of registration period, the student must complete an audit form in the office of the Senior Academic Services Advisor in Rome, and then the course will be converted from credit to audit.

#### **Withdrawal from Class\***

Students who withdraw from class merely by being absent will receive the final grade of "WF." Voluntary and repeated unofficial withdrawals from classes will result in the student being barred from further attendance at the Rome Center. Students may withdraw from class with the final grade of "W" provided this is done before the conclusion of the tenth week of class. Students may not withdraw from class if doing so will drop them below the 12 semester hour credit minimum required of students in attendance at the Rome Center. Official withdrawals can be made either on-line when the automated system is active or with an official "change of registration" form obtained from the Senior Academic Services Advisor.

*\*Withdrawal from Italian 101 is not permitted, as this course is a requirement for all Rome Center students with no previous Italian experience.*

## DEPARTMENT OF STUDENT LIFE

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The Student Life Team is made up of the Associate Dean of Students, the Director of Residence Life and Student services, and 6 Student Life Assistants.

The responsibility of this office extends to all facets of student life outside the immediate concerns of the Academic Office.

### MISSION

The JFRC Office of Student Life enhances the Rome campus experience by creating a transformative environment. We provide a safe, secure residence hall that fosters inclusive community wherein students, staff, and faculty integrate academic, social, spiritual and recreational experiences in Rome, Italy, and throughout Europe. Our commitment is to ignite individual passions and social responsibility in partnership with our residents and greater community to develop a vision of self and others beyond one's home culture.

### STUDENT LIFE STAFF

The JFRC Office of Student Life provides such general university services as counseling and guidance, housing, health and food services, recreation and student activities for students in Rome. The Student Life is made up of the Associate Dean of Students, Director of Residence Life and Student Services, Student Life Assistants, a Student Office Assistant, and a Resident Assistants. Student Life Assistants (SLA) provide most of the first response support, assistance and referrals to students during their time at the Rome Center in these areas.

The special character of the JFRC program adds another dimension to the function of the offices of Student Life, namely, the enrichment of the student's foreign study experience. Advice is given about the adventures of life in a foreign country and use of a foreign language, travel, exploration of the European historical and artistic heritage, and an appreciation of cultural differences.

### Coordinator Positions

Each SLA fills one of six coordinator positions within the Student Life Department, which have been developed around important tenets of the student experience. While all of the SLAs are focused on student development and care, each SLA will work with different campus partners and sponsor different programs according to their coordinator position.

- Wellness Coordinator
- Leadership Coordinator
- Faith and Ministry Coordinator
- Campus Operations and Sustainability Coordinator
- Academics Coordinator
- Community Engagement Coordinator

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### SLA ROLES AND RESPONSIBILITIES

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#### Duty Coverage

The SLA-on-duty is the first contact person in an emergency. They also are available at both lunch and dinner Mensa and hold office hours in the SLA office from 14:30-16:00 Monday through Thursday. The SLA-on-duty also does frequent rounds of the building. The SLAs rotate duty so that there is someone available 24/7. You may ask any SLA questions, but they may refer you to the SLA-on-duty if they are not available to answer the question. The Receptionist or Guard always knows who is on duty. This information is also posted near the Portineria, on each of the SLA's room doors, and on the door to the SLA office.

## **SLA office**

The SLA office is located at the beginning of the classroom hallway and is open from 14:30-16:00 every weekday. This is the best time to ask questions you may have.

## **Further SLA Responsibilities**

The SLAs assist with campus ministry, campus recreation, calcio, study trips, cultural awareness, medical emergencies, and conduct-related matters. SLAs plan programs for JFRC students both on-campus and off-campus.

## **Programming**

If you have an idea for getting students off-campus, we encourage you to share it with an SLA and they can help you with your ideas. This also applies if you have organized a particular event in the past, or are involved in an activity at your campus that you'd like to bring here to the JFRC. The Student Activity Committee is a great way to get involved on campus and plan programs for you fellow students. See below for more details.

## **SLA Assistance**

When it comes to the Italian language, traveling throughout Europe, and exploring Rome, the Student Life Team urges you to try to answer your own question before seeking out an SLA. Use those skills that you are learning in your Italian course, and the resources available around campus such as the many bulletin boards full of tips for your time here and the travel guides in the library. If you are in a bind or it's an emergency, seek out an SLA.

## **STUDENT ACTIVITIES**

### **Student Activities Committee**

The purpose of the Student Activities Committee is to create a student outlet and voice between students and staff, advocating for student-initiated programs. These programs are student-driven and led by the SAC speaking on behalf of the greater JFRC student body. The main goal for SAC is to plan and organize successful events for students. The SAC is also advised by the Student Life Team at all meetings.

### **Calcio**

*Calcio* is the Italian word for soccer, but it is also our intramural, campus-wide soccer league. It has become a JFRC tradition and something that alumni still talk about as one of their favorite parts of living at the JFRC. Students have to pay to sign-up to cover t-shirt and field costs. Then students are sorted into teams according to skill level. Every week the teams test themselves against each other until one team emerges victorious at the end of the semester. Per tradition, students and staff go out to a local pizzeria at the end of each week's games.

### **Orientation Weekend Trip**

Set out with your classmates to explore the country of Italy. During this three-day trip, you will familiarize yourself with the Italian traditions, cuisine, and language as well as get your first taste of traveling.

### **Mass of the Holy Spirit**

The Mass will formally inaugurate the semester at the Church of St. Ignatius of Loyola in downtown Rome. The Mass is free to all students. The optional Welcome Dinner after the Mass takes place at fine-dining restaurants in the historic center.

### **Dinners in Balduina**

Get a taste of local food while getting to know the Balduina neighborhood.



## **Papal Audience**

Experience the immensity and importance of the Catholic community in Rome as you listen to the Pope address the people gathered in Piazza di San Pietro.

## **Karaoke**

Enjoy a fun night on campus as you sing your heart out in front of your classmates.

## **Silent Auction**

Give back to a charitable organization by donating an item or service for others to bid on at our on-campus Silent Auction. Past items up for bid include walking tours of the center and home-baked goods!

## **Panini Distribution**

The JFRC is proud to partner with local Rome organizations to provide sandwich distribution services to the homeless every Friday during the regular school year.

## **English Tutoring in the Neighborhood**

Students each semester have the opportunity to be paired with members of the community for paid tutoring opportunities. These tutoring opportunities are available based on a first-come, first-served basis. Information on this opportunity will be available during Orientation Week.

## **Christian Life Communities**

Christian Life Communities (CLCs) are small faith sharing groups that are based around three pillars: spirituality, community, and mission. CLC participants meet weekly in a small community (6-12 people) for prayer and discussion about where they have found God in their lives. ([luc.edu/campusministry/faithprograms/clc/index.shtml](http://luc.edu/campusministry/faithprograms/clc/index.shtml))

## **Study Trips**

See Italy and Europe on school-organized trips which take you to places hard to reach on your own and provide you with a unique perspective of the culture and history of the places you visit. During the first week of classes, you will be given the opportunity to sign up for the various trips offered throughout the semester. We request that payment-in-full be given upon signup for day trips and weekend trips, while longer trips require only a non-refundable deposit.

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## **COMMUNITY STANDARDS**

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As you are now a student enrolled in the Rome study abroad program you are subject to the JFRC Community Standards during the period of enrollment, regardless of your home institution. Just as we expect you to adhere to the JFRC Community Standards while on campus, it is also important for you to familiarize yourself with Italian and Roman law so that you can represent Loyola University and the JFRC responsibly while you explore your surroundings here in Rome. An electronic copy of the Loyola University Chicago Community Standards can be found at the following [link](#).

Below we have highlighted the top 5 most commonly violated policies.

**QUIET HOURS BEGIN AT 22:00** every night so you must turn down your music and speak softly, especially in the hallways. Please be especially attentive to speak softly if you are on the phone after 22:00. At all other times of the day, you are expected to keep noise within reason. This policy also applies to the exterior areas of our campus such as the courtyard and driveway. Our community includes those who live around us in the neighborhood and it is important we extend our respect to those people.

**ALCOHOL CONSUMPTION** is permitted only in the privacy your room. If you consume alcohol, you are expected to do so responsibly and within your limits. You may neither transport unsealed alcohol containers nor drink in public spaces on campus, unless at a University-sponsored event.

**GUEST & OCCUPANCY POLICY:** Guests are welcomed between the hours of 08:00 and 22:00. All guests must sign-in at the front desk with the receptionist or guard immediately upon entering the building and must be accompanied for the duration of their stay on-campus. After signing in and leaving an ID, guests are permitted only in Rinaldo’s Café, the Information Commons (IC), and the front lobby area. They are not permitted in the Residence Hall. Overnight guests are not permitted.

In the Residence Hall, students may host other JFRC students up to the room capacity of six people (one of the six must be a resident of the room).

**ID CARDS:** You will receive a JFRC ID card at the start of the semester that contains information related to the program as well as important emergency phone numbers. Students should keep this card on their person at all times, especially when off-campus. Between 22:00 and 08:00, you must show your JFRC ID card to enter the building, even if only leaving the building to smoke. There is a €25 fine for not having your JFRC ID in your possession, especially when you leave campus. A replacement fee of €25 must be paid if you lose your ID. This fee is waived in cases of ID theft.

**LOCK OUTS:** Ask the receptionist or guard to call the on-duty SLA to be let into your room. The cost for a lock out is €10. The Business Office will be informed immediately of your outstanding debt. Please pay the €10 at the Business Office as soon as possible, or your final grades may be withheld. Lost keys cost €35 to replace.

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### ROOMMATES RIGHTS AND RESPONSIBILITIES

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Living successfully with a roommate requires flexibility and the willingness to communicate in an open, honest, and respectful manner. As part of the Loyola University Chicago residential community, each Loyola student has the following rights and responsibilities:

Student Rights	Student Responsibilities
The right to access one’s room and facilities at all times;	To respect oneself, others, staff, community, and property;
The right to feel secure in one’s living space;	To respect the rights listed above of all community members;
The right to live free from physical, emotional, and mental abuse;	To understand and abide by university and residence hall policies and procedures necessary for community living;
The right to clean living spaces;	To be open and responsive to reasonable requests of community members;
The right to sleep during the night undisturbed;	To be open, responsive, and cooperative with residence hall staff members.
The right to privacy;	
The right to study in one’s room free of noise and distractions;	
The right to have one’s belongings respected by others;	
The right to be listened to and to be heard.	

The Student Life Assistant (SLA) on your floor can be a valuable resource if you have questions about any of these issues.

In the event that you and your roommate experience any conflict or disagreement, we encourage you to refer to these rights and responsibilities as a place to begin further discussion. If you need additional support or someone to mediate the discussion, your SLA can serve in this role. The Director of Residence Life and Student Services can also help mediate roommate concerns.

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## COMMUNITY LIVING EXPECTATIONS

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### **Floor Meetings**

Floor meetings will be held on the first Monday night of each month. This is an opportunity for your SLA to meet with you to answer questions, discuss future programming initiatives, and check in to ensure that all is well in the floor community. Towards the end of the year, SLAs will hold Mandatory Closing Floor meetings to discuss your responsibilities and expectations when you head back to the States.

### **Weekend Plans Log**

Each week, the Student Life Team requests that you fill out an online document which will notify us of your weekend plans, whether you are traveling throughout Europe or staying in Rome. This document provides information for the JFRC staff to communicate with our students who are traveling in the event that emergencies occur, such as the London subway bombings of July 2005 or the Paris attacks November 2015 that may impact their travel plans and/or ways of returning to the JFRC. It also provides our food services staff with an accurate number of meals to prepare during the weekend.

### **Fire Drill**

Once a semester, a fire drill will take place at the JFRC. If you are on campus during the drill, it is expected that you will follow the direction of your SLAs and exit in a calm and orderly fashion. These drills are performed to keep our students and staff trained on the procedures for these types of emergency situations. The designated gathering space for fire evacuations is on Via Massimi, right outside of the campus gates. For detailed emergency protocol and procedures, please refer to your floor SLA for specific instructions.

### **Closing procedures**

At the end of each semester, there are certain procedures in place to facilitate the students' exit from the JFRC. A pre-departure meeting, during which all procedures will be fully explained, will take place 2 weeks prior to the end of the semester. Throughout the last week of your time at the JFRC, we ask that you donate used items which you do not wish to take home in the appropriate receptacles, remove all items and trash from your room, and be present for a checkout appointment with your SLA. During the appointment, the SLA will ensure that the room matches the conditions listed on the Room Condition Form you will complete at the beginning of your time at the JFRC.

Damages will be documented and the fines incurred will follow the chart below. Any damages or excessive mess in community areas (bathrooms, lounges, corridors, or the stairwell) will be documented by the SLA and all of the members of the community will be held accountable if the responsible individual does not come forward.

All students are required to enter their end of semester travel information in the End of Semester Departure Log.

Listing of Community Damage Charges and Physical Hardware Charges

Physical Hardware Charges			
Individual Items	Prezzo €	Shared Items	Prezzo €
Desk	11	Refrigerator	150
Desk Drawer	30	Ladder	20
Chair	30	Trash Can	10
Lamp	25	Mirror	25
Cork Board	10	Mirror Light	15
Mattress	120	Ceiling Fan	100
Linens	15	Ceiling Light	20
Pillow	15	Towel Rack	30
Room Key	10	Room Walls (Repaint)	200
Wardrobe Doors	30	Room Door (Repaint)	100
Wardrobe Hanger Bars	30	Sink	150
Bookshelves	20	Screened Balcony	25
Bed Drawers	100		
Bed Frame	50		
New Cylinder	50		
Wool Blanket	30		
Bedsread	40		
Drying Rack	15		

Conditional Charges	
<i>Improper Checkout (IC)</i>	<i>Prezzo €50</i>
Keys/Recore+ <i>IC</i>	€ 100
Improper Cleaning + <i>IC</i>	€ 125
Excessive Damage + <i>IC</i>	€ 50-250
Improper Check Out Appt.	€ 50
Excessive Trash + <i>IC</i>	€ 125
Vomit etc. + <i>IC</i>	€ 150

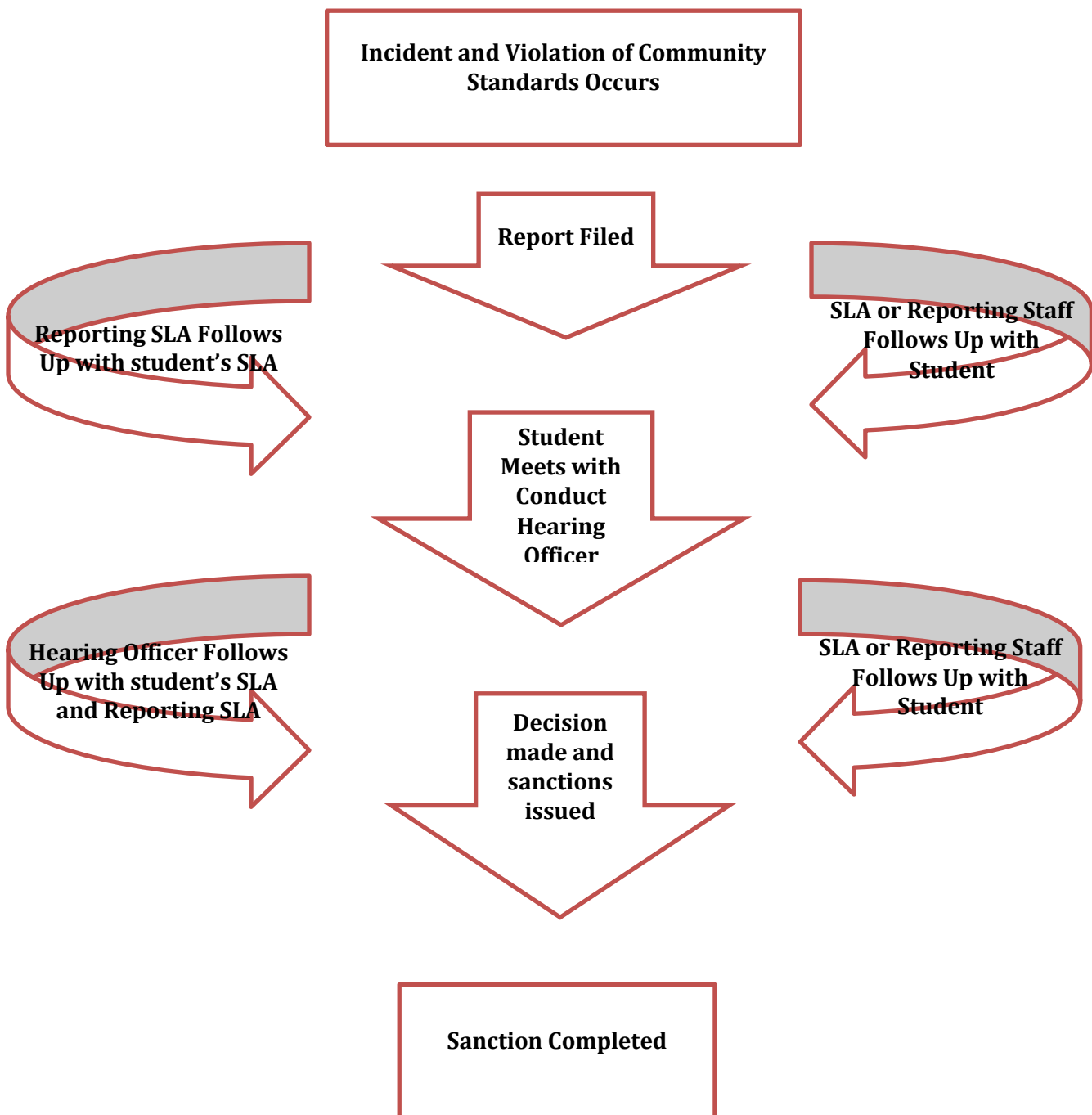
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## CONDUCT PROCESS

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The Student Life Team is responsible for ensuring that students can study and live in a safe, intentional environment. In alignment with the Loyola University Chicago Office of Student Conduct and Conflict Resolution, members of the community who violate the Community Standards outlined above will go through the following process. The chart below details how the JFRC staff will inform and support students through the process.

The JFRC is also committed to following Title IX guidelines in responding quickly and effectively to sexual misconduct and any other conduct that is motivated by sex, gender, or gender-expression and that creates a hostile environment for Loyola Students. Members of the university community, guests, and visitors have the right to be free from gender-based misconduct. If you observe or experience any of the above, please inform a staff member so that we may assist you through the reporting process. For more information, please consult the following website: <http://www.luc.edu/osccr/resources/gender-basedmisconducttitleix/>



## FACILITIES

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### KEY SERVICE LOCATIONS ON CAMPUS

**PORTER'S DESK (PORTINERIA):** Bus tickets (€1,50), Phone Cards (€5), Copy Cards (10 cents/copy), Fax (€1,50 per page), Yellow Pages, Taxi Service (order a €48 flat rate to either airport from the JFRC).

Neighborhood maps as well as menus for popular restaurants in Monte Mario can be found at the Porter's Desk.

**BUSINESS OFFICE:** Exchange US cash or traveler's checks (no commission), pay for books, study trips, and conduct sanctions. Hours are 13:30-15:30 Monday through Thursday. Extended hours or closures will be announced in advance. **The Business Office is always closed on Friday.** You may want to exchange money at the Business Office rather than at a bank because banks charge a commission. You may also store valuables in the Business Office safe. **BOOKSTORE:** is located on the main level at the beginning of the Administrative wing of the JFRC. Hours will vary based on the class schedule of the semester. Books are ordered at the bookstore and paid for at the Business Office.

**COMPUTERS** are located in the third floor student lounge, as well as the student lounge on floor 0. All computers are equipped with Skype software.

**INFORMATION COMMONS** is located on the 0 Level and is open 24/7. This space serves as JFRC's Quiet Study Zone. While in the Information Commons, students should hold each other accountable for maintaining the silence. The stacks within the IC have limited hours. Please refer to posted hours within the IC.

The conference rooms located on the same floor are an ideal space for quiet group studying. If the rooms are not occupied by a class or meeting, please use these spaces to work with fellow students on group projects, communal studying, etc. so that the IC can remain a silent study area.

**LAUNDRY FACILITIES:** There are laundry machines and dryers on the **4<sup>th</sup> floor** (€2 for the washer and €2 per cycle for the dryer) as well as drying lines available in each room. Please be courteous of other users by removing and transferring your laundry in a timely manner.

### MENSA DINING HALL SERVICES AND HOURS

The JFRC is fortunate to have a full-functioning cafeteria called Mensa. Mensa is staffed by an enthusiastic staff of Italians, who enjoy sharing Italian cuisine with the JFRC student, faculty, and staff community. The Mensa is located on the -2 Level, adjacent to Rinaldo's Café and the Palestra (gym). Below is some information on the Mensa and how to best utilize this resource.

Lunch:           Monday-Thursday – 11:45-14:30  
                      Friday-Sunday – 12:30-13:30

Dinner:           Monday, Tuesday, & Thursday – 17:45-19:30  
                      Wednesday – 17:30-19:00  
                      Friday & Saturday – 18:00-19:00  
                      Sunday – 18:00-19:30

All students are provided with a Mensa Meal card that cannot be transferred between students. Students must present and scan their card upon entering Mensa. In the event that a student loses their Mensa Meal card, they will be asked to pay a €25 replacement fee. In the event that a student needs a temporary card to gain access to Mensa, they will need to pay a €25 fee for the use of the temporary card for entrance to Mensa. It is in the best interest of students to have their Mensa Meal cards in their possession.

Mensa Etiquette - Because the Mensa is a place where meals are shared, students are expected to wear shoes upon entering. Students will be provided options for Primi, Secondi, Dolce, and insalata, among other culinary delights. Food, with the exception of one piece of fruit, is not permitted to leave Mensa. Students ARE NOT permitted to take cutlery or plastic cups from Mensa.

**THE PALESTRA (GYM)** is open for your use 24 hours a day. We value your safety so it is encouraged to work out in pairs. Students must sign a waiver before using the Palestra. Please note that the Palestra is limited only to Fitness Classes during specified times. During those times, the gym is closed to general users. Please report any damages or broken equipment to [jfrcfacilities@luc.edu](mailto:jfrcfacilities@luc.edu).

**RESTROOMS:** There are communal bathrooms with private showers in each residence hall. Certain aspects of Italian bathrooms confound students at first (e.g., less water in the toilets), but solutions are often obvious and become more so the more one lives in Italy (e.g., toilet brushes). Gender neutral bathrooms are available.

**RINALDO'S BAR** is located on the -2 Level of the JFRC adjacent to the Palestra and Mensa. Rinaldo's Bar is open during the day for coffee, soft drinks, panini, and other food. The space is also available for student programming and meeting.

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## BEYOND THE BUILDING

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### OTHER AREAS OF INTEREST AT THE JFRC

**COURTYARD** is available to students to enjoy when weather permits. Benches within the courtyard provide spaces for students to read, research, or catch up on their experiences in Rome.

**OLIVE GROVE** is available for students to use. The entrance to the Olive Grove is to the left of the main JFRC Gates. Keys to the Olive Grove can be checked out from the Porter's Desk. Students are to abide by all Community Standards (ie. Noise, guests, alcohol, etc) when in the Courtyard or the Olive Grove.

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## SERVICES

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### SERVICES ON CAMPUS

**ATM:** One of the easiest way to get cash is to use one of the many ATMs (*bancomat*, in Italian). There is one *bancomat* located on-campus and others throughout the city. Be mindful of the withdrawal fees and international exchange rate fees with your bank. While Italy is a cash culture (credit cards are rarely used for small purchases), some Italian establishments are hesitant to give large amounts of change during a transaction. We recommend that when withdrawing cash, you withdraw in increments of €20 (e.g. take out €80 instead of €100).

**CLEANING SERVICES:** Although the JFRC has a cleaning staff that cleans general areas in the building each weekday, there is no cleaning service for the Residence Hall student rooms. Brooms and other cleaning supplies are available for student use. The key for the cleaning supply closet is available at the porter's desk.

**COMPUTERS** are located in the Information Commons as well as the lounges on the 2<sup>nd</sup> and 3<sup>rd</sup> floors. All computers are equipped with internet and word processing. To print, select the closest printer in the drop down menu. Insert your printer card in the reader next to the printer and select your document from the computer stationed next to the printer.

**COPY MACHINES** are available in Mailroom, the IC, and the Administrative wing of the JFRC.

**JFRC GEAR** such as water bottles, sweatshirts, polos, umbrellas, and tote bags can be purchased at the Business Office. These items will not only help make your experience at the JFRC a great one, but they make great souvenirs for friends and family at home.

**INTERNET** is available in the 2<sup>nd</sup> and 3<sup>rd</sup> floor lounges, IC (wi-fi), Rinaldo's Bar (wi-fi), Mensa (wi-fi), JFRC Lobby (wi-fi), Courtyard (wi-fi), class and conference rooms (wi-fi). Please note that given Italy's internet culture, internet bandwidth is very limited. We ask that student be mindful of how much they are downloading and when, to prevent any slow internet connection.

**LOST AND FOUND:** Things that are lost should be taken to the porter's desk. Check with the Receptionist, Guard, or SLA if you lost something.

**PRINTERS** are available in the IC, and the 2<sup>nd</sup> and 3<sup>rd</sup> floor lounges. Instructions on how to print are described under COMPUTERS.

**RECYCLING:** A major part of "greening" the JFRC is the campus-wide recycling effort. Students may use receptacles for paper, plastic, metal, and glass on every floor in the residence hall and throughout campus.

**SACK LUNCHES** will be offered to replace Friday lunches that you miss while traveling when classes are not in session. In order to receive a sack lunch you must sign up at Mensa. In special cases, students participating in the internship program may coordinate a replacement sack lunch on days they are unable to attend lunch Mensa due to their internship.

**SHEET EXCHANGE:** JFRC-issued bed sheets, pillow cases, and towels can be exchanged for a clean set every Tuesday office 109 (located on the first floor, at the end of the wing of offices). Check campus signage for the exact hours.

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## MAINTENANCE ISSUES

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### Overall Maintenance Issues

If something in your room or a community space needs repair, please file a maintenance report by sending an email to [jfrcfacilities@luc.edu](mailto:jfrcfacilities@luc.edu). Include your name, room number, and a description of the problem in the e-mail. If it is not repaired within 48 hours, please tell your SLA. If it is an emergency such as a water leak, contact the SLA immediately. If your bunk bed is in need of repair, please notify an SLA and file a maintenance report as soon as possible. There is no maintenance staff available during the weekends unless it is an emergency; most repairs will not be fixed until Monday. The earlier you report a maintenance problem, the faster it can be fixed.

### Bed Bugs

Being a frequent traveler, it is possible that you may come in contact with bed bugs while staying in hostels. Please research your sleeping accommodations carefully. Familiarize yourself with the appearance of these bugs and the types of bites you may receive. If you think you have come in contact with bed bugs, inform the SLA on duty immediately. It is possible that you will be asked to relocate to a different room on the JFRC campus while your room is cleaned. Your linens will be replaced and further instruction will be given regarding how best to clean your clothes.

Students are strongly encouraged to seek out the JFRC physician for a consultation and diagnosis.

### Community Damage Policy

Community members are expected to respect the cleanliness of community spaces. Our cleaning staff is dedicated to ensuring the common areas can be enjoyed by all students, staff and faculty. All students are responsible for any damages that make in their rooms. Any "unassigned damages", where a specific individual is not identified as the source of the damage, will be charged to the floor or community. JFRC staff will determine the breakdown of costs when charged for specific damages. In the event specific floor damages are



identified, the costs for those damages will be divided amongst the community members of that floor. Cleaning costs in community spaces begin at €150.

Damages assessed at the Zone Hotel will depend on the prices set by the Zone Hotel Staff.

### **Health and Safety Checks**

The maintenance staff performs these inspections each semester to ensure the conditions of each room meet sanitary and safety standards. Student will be informed of the day and times of these checks.

### **Insects**

Late spring, summer, and fall are bug bite seasons in Italy. Cleaning your room regularly will help limit the potential for bug bites.

### **Key Issues**

Let an SLA know you have lost your key, and email [jfrcfacilities@luc.edu](mailto:jfrcfacilities@luc.edu). A maintenance staff member will replace your lock the next business day, and you will be charged a €35 replacement fee, to be paid in the Business Office. Once your lock has been replaced, you must bring both old keys to the SLA-on-duty who will give you your new keys.

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## MEDICAL INFORMATION

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While in Rome, we encourage all students to contact staff when they need assistance. The Student Life Assistants, the Dean of JFRC Student Life are all available to help you obtain the proper medical attention or treatment during your time in Rome.

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## MEDICAL STAFF & FACILITIES

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The Rome Center offers on-campus consultation with an English-speaking Italian physician and psychologist during scheduled hours each week when classes are in session. The physician may examine students, write prescriptions, and/or recommend follow-up attention at private or state facilities in the area. They also may administer injections. All student rooms are equipped with refrigerators in which medicines that need to be kept cold can be stored.

Our English speaking physician **Dr. Andrea Scarpa** is on campus twice a week: **His hours will be posted outside the infirmary and throughout the building.**

Our counselors **Dr. Carolina Meucci** ([cmeucci@luc.edu](mailto:cmeucci@luc.edu)) and **Dr. Shahla Ahmadi** ([shahlaahmadi9@gmail.com](mailto:shahlaahmadi9@gmail.com)) are on campus twice a week when classes are in session. Office hours will be posted during the first week of classes. Students are encouraged to email them to schedule an appointment.

*Please note that if you do see the doctors during their scheduled office hours, you can potentially be excused from your class if it is scheduled at the same time. You are responsible for informing your professors and Academic Services.*

The JFRC infirmary does not provide medication. Medication can be obtained easily at a local pharmacy listed below.

The closest health facility to the JFRC with English-speaking doctors is

**Villa Stuart Clinic**

Ms. Gabriella Nataloni

Tel. +39 3293951135

Via Trionfale, 5952

T: 06.355.281

C: 06.355.28.445

<http://www.villastuart.it>

In addition to **Villa Stuart Clinic**, another large medical office with English-speaking doctors is

**Aventino Medical Group** (near Circo Massimo metro stop)

Via Sant'Alberto Magno, 5

Tel: 06.572.88.349

<http://www.aventinomedicalgroup.com/meet.htm>

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**DENTAL SERVICES**

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There is an English-speaking Dental Office near the JFRC:

**Studio di Odontoriatria Ricostrutiva**

Dr. Roberto Raia

Via della Balduina, 114

Tel: 06-3540-3508

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

Other English speaking Dental offices in Rome include:

**Centro Medico Ottavia**

Via della Stazione Ottavia, 122

Email: [info@centromedicoottavia.com](mailto:info@centromedicoottavia.com)

**Studio Odontoiatrico (near Piazza Navona- Castel Sant'Angelo)**

Dr. Karel Decaesstecker

Corso Vittorio Emanuele II, 266

Tel: 06-689-6774

**English Dental Studio (near Circo Massimo metro stop)**

Via della Fonte di Fauno, 29

Tel: 06-578-3639

Students should also consult the listing of English-speaking health care professionals found on the [US Embassy website](#).

We maintain a roster of English-speaking physicians, dentists, and counselors in Rome who are qualified to assist you, but we assume no responsibility for these medical referrals. Many doctors do not accept overseas payments from insurance companies and students will be asked to pay up-front for the visit. *Doctors will provide students with receipts/invoices in order to be reimbursed by CISI/ US insurance company.*

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## HEALTH INSURANCE

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Italian law requires all non-Italian students in Italy to have medical insurance through an Italian or a foreign insurance company. Please be sure to carry a copy of your insurance card (e.g., CISI, HTH, Aetna) *at all times*. This is a notification that you are insured while in Italy.

Loyola Chicago students on the [CISI international health insurance plan](#) are covered for most office visits, services, and lab work at Villa Stuart and Aventino Medical Group. However, CISI requires a \$100 deductible (the *total* amount of covered medical expenses you are responsible for over the course of the semester) to be paid at the first medical visit and, if charged more, the patient must independently file a claim for reimbursement of expenses beyond the initial \$100 over the course of the semester with CISI. **Therefore, you must bring your passport, CISI card, and cash/credit card when you are seen at any clinic or hospital in Rome. Always prepare to pay and seek reimbursement (file a claim) for any medical service. The clinic will not handle this for you! All students must file a claim.**

### Follow these steps for filing a claim

1. Pay for the services you received and tell the clinic/hospital that you will file the insurance claim
2. Request your official itemized bill and receipt from the clinic/hospital
3. File your claim using the itemized bill and receipt to request reimbursement

**Seek out a JFRC Student Life member to help you with questions about this process and don't be afraid to verify payment details/responsibilities with the clinic (as they often speak English).**

**Please also note that claims may be filed with CISI for reimbursement of most necessary prescribed medication.**

### CISI procedures & tips:

- Print out card and keep it on your person
- Pay and claim system
- \$100 deductible + reimbursement process
- Your ID number is your policy number
- Keep receipts for everything! You must claim within 24 hours of appointment / treatment
- To open up a claim email: [medassist-usa@axa-assistance.us](mailto:medassist-usa@axa-assistance.us) or call 001312 935-1703 (collect-calls accepted)

**Remember to seek out a JFRC Student Life member to help you with questions about this process.**

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## EMERGENCY ROOM AND HOSPITALIZATION

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Any treatment received in Italian emergency rooms is subject to a medical fee. Policies on public hospital charges vary from region to region. Emergency protocol in Italian public hospital emergency rooms are based on three levels or codes of the injury or ailment:

**CODE GREEN:** for minor injuries/ sickness where vital signs are not compromised; patient is relatively stable.

**CODE YELLOW:** for patients whose vital signs are suffering or impaired.

**CODE RED:** for cases in which vital signs are not functioning and the patient cannot respond, is under cardiac arrest, or has suffered from severe thoracic or head injury. These cases take precedence over all others.

Therefore, please note that visits to the emergency room in Italian public hospitals may be subject to long waits, depending on the level of the health problem. Students should carefully evaluate their situation with the JFRC physician, a Student Life Assistant or other members of the Student Life Team or Administration before choosing to go to an Italian emergency room. *Student Life staff will only accompany students in cases of extreme emergencies.*

Students can also consult the Loyola University Chicago Wellness self-care site:

<http://www.luc.edu/wellness/selfcare/>

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## MEDICATION

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**It is illegal to have medication mailed to you and it will be stopped at customs.** Students should bring enough of their prescription medication with them to last their entire stay in Rome (this is also true for contact lenses, over-the-counter cold and allergy medicines, and vitamins). American prescriptions are not honored here. Ask your home doctor to list the generic name of the medicines. If you need a prescription while abroad, you must see an Italian doctor and have a new prescription written. You will also be asked to pay the full market price and then you must file independently with your insurance once you are home.

***Please note: Not all medications are available in Italy e.g., ADD and ADHD medications.***

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## PHARMACIES NEAR THE JFRC

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Over-the-counter medication can be obtained easily at a local pharmacy (*farmacia*) without a prescription. Most pharmacies follow usual Italian shopping hours: Monday through Saturday 09:00 to 19:30/20:00 with a break during lunch usually from 13:00 to 15:00/16:00. Pharmacies close on Sundays.

**Farmacia Igea**

Largo Cervinia, 18

T: 06-3534-3691

**Farmacia Cerulli**

Via della Balduina, 132

Tel: 06-689-6774

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## HEALTH EMERGENCY PROTOCOL

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JFRC's Student Life team will make every possible effort to assist you or refer you to the proper person, agency or service. In emergency situations (serious illness or injury, fire, theft, assault, etc.), students should first contact the SLA-on-duty and/or use the emergency numbers listed on the emergency sheet distributed at Orientation (and also located on your JFRC ID card):

**Michael Beazley, Dean of Students**

**Cell: 345.974.7759**

The on-duty SLA is always reachable by phone and, when necessary, will go to the Emergency Room with the student or meet the student there.

**Q: What constitutes an emergency?**

A: Situations that include (for example) head trauma, significant blood loss, or broken bones would constitute an emergency and should receive immediate attention. Less serious situations like having an upset stomach or sore throat would not likely constitute a medical emergency, and can be addressed through a conversation about options with an SLA or JFRC Administrator. In emergency situations when you believe you need to see a doctor as soon as possible, contact the SLA-on-duty who can help you make an informed decision based on their knowledge of medical attention.

Non-emergency medical issues should be brought to the attention of a Student Life Assistant or the Director of Student Life at the JFRC during business hours (Mon-Fri).

*NB: Emergency mobile numbers should be called only for a true emergency. Students are expected to exercise discretion to distinguish between an inconvenience that can be remedied the next business day and a real emergency requiring immediate assistance.*

## PERMESSO DI SOGGIORNO

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The *permesso di soggiorno* is the formal immigration process that allows our students to study lawfully at the JFRC. The steps of the process may vary from year to year; however, below are the major highlights that a semester or full-year student may expect.

**DECLARATION OF PRESENCE:** Within eight days of a student's arrival in Italy, that student must make an official Declaration of Presence with the local police. One does this through the post office. Often the officials from the post office come to campus, so that students can come at an assigned time to sign the necessary paperwork. If it happens that the post officials do not come to campus, JFRC staff will direct or accompany all students to the local branch of the Italian postal system.

**FINGERPRINTING AT QUESTURA:** The next part of the *permesso* procedure is to be fingerprinted at the immigration branch of the Roman *questura*, or police. Staff will accompany all students to complete this step.

**CARTA DI SOGGIORNO:** Sometimes the final step of the immigration process for our students is picking up their *carta di soggiorno*, or immigration card. If this is the case for you, you will take a short walk to the local branch of the *questura* to speak with their immigration authorities. They will need a passport and a signature.

At the end of these steps, your student visa and immigration process are valid and completed. As previously stated, this process and these steps are subject to change.

### DECLARATION OF PRESENCE (FOR SUMMER STUDENTS)

"Students registered at an authorized school" for under 90 days are considered non-residents and are required to have their passports stamped, (Immigration stamp) at the European airport of arrival. In the absence of said stamp, they will need to fill out the Declaration of Presence Form.

More Information on travelling in the Schengen, can be found on US Department of State site:

<http://travel.state.gov/content/passports/english/go/schengen-fact-sheet.html>

**If your passport was not stamped at the airport upon arrival, you must fill out the Declaration of Presence Form.**

JFRC Student Life staff will assist Summer Students with this process.

## MAILING & SHIPPING

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### RECEIVING MAIL

Each student (including those at the Zone) is assigned a post box on the JFRC campus. Access to your mailbox will be through your mail key, which you will receive upon check-in. When you receive a letter or postcard, it will be placed in your box. If you receive a package, it will be held at in the Porter's Desk and you will receive a letter of notification in your post box.

Your mailing address at the JFRC is:

Your Name  
Loyola University Chicago – Rome Center  
Room # \_\_\_\_\_  
via Massimi, 114A  
Roma, Italia 00136

## SENDING MAIL HOME

If you ever need to send mail home, there are two principal methods.

**Poste Italiane:** This is the Italian national postal system. Like the US postal system, you will need stamps (*francobolli*), which you can purchase from local tobacco shops. The closest mailbox to campus is in Piazza di Santa Maria del Cenacolo, a 5 minute walk from campus. However, it has been the experience of past JFRC students and staff that the Italian post can be very slow.

**Poste Vaticane:** The Vatican postal system is the official national post of the Holy See. The Vatican post requires Vatican stamps, and all letters must be deposited in only Vatican mailboxes. You may purchase Vatican stamps at the Vatican post office/gift shop to the left-side of St. Peter's Basilica in Piazza San Pietro. Conveniently there is a mailbox just outside that office.

## SHIPPING HOME

Shipping is not a common activity for JFRC students; however, when necessary we recommend that you consult local shipping options, such as Mail Boxes Etc.

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## RELIGIOUS INFORMATION

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### Mass schedule

Mass is celebrated on campus in the **JFRC Chapel** every Sunday night at 9PM and on Monday through Thursday at times determined by class schedule and priests' availability. Moreover, there are several English-speaking parishes throughout Roma and many parishes located in the Balduina neighborhood. Because Mass is not always offered on-campus during Summer Sessions, students should be proactive in learning about communities of faith where they can continue in their spiritual development.

### Non-Catholic Worship Space

Director of Campus Ministry and Chaplain, Fr. Albert Anuszewski, O.S.S.T., is available to give advice and to help students who would like to find worship spaces in Rome. Fr. Al's office is located on the first floor across from the reception desk in Room 105.

### Religious Neighborhoods within Rome

Of the many faiths represented in Rome, the Jewish tradition in particular is very historically significant. What is known as the "Jewish Ghetto" is the Jewish quarter. There are approximately ten synagogues in Rome. You can find more information online, and in most tour guides of Rome.

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## EMERGENCY INFORMATION

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### Q: How do I find the SLA-on-duty in an emergency?

A: The easiest way is to ask the Receptionist or Guard to call the **on-duty SLA**. For less urgent matters, you can look for the SLA-on-duty in the following locations:

- Before mensa, ask the Receptionist to call the SLA;
- During lunch, in Mensa;
- During Office Hours in the SLA office, which is the second door on the right in the classroom hallway;
- In the afternoon or evening, check the SLA's room or ask Porter to call the on duty SLA.

## **ID Expectations**

All JFRC students should have their JFRC ID on them at all times and should be able to produce their ID upon request, especially between 10PM-8AM. As a security measure we require anyone entering the building between 10PM-8AM to show an ID. Those unable to produce their ID may receive a fine through the conduct process. Students may be assessed a €25 fine for not having their JFRC ID in their possession.

## **Passport Information**

If your passport is stolen you must first file a police report and then bring a copy of the police report to the U.S. Embassy in whichever city you are located. We suggest that you travel with your Passport as well as a photocopy (put them in two different places) and also keep a copy at the JFRC. The majority of help you will receive in this situation will come from the American Embassy near you but in an effort to assist you, the JFRC can fax or email a copy of your Passport to you if you have kept a copy in your room at the JFRC. A photocopy will save you a significant amount of time when requesting a new Passport at the U.S. Embassy (located off the Metro A Barberini stop, on Via Veneto).

Below is the link to US Embassy's website for the US Citizen Services available in Italy.

<http://italy.usembassy.gov/acs.html>

## **Reporting Stolen Items**

Know which credit or debit cards are in your wallet so you can cancel them immediately. As many as ten students per semester get their wallet stolen. Frequently, this is due to not paying attention to your bags, asking someone to watch your purse, wearing your bag behind you instead of in front of you, hanging your bag on chairs, or keeping your wallet in your back pocket. A common mistake is pulling out large amounts of money in a bar, while many are observing where you place your wallet. Rules for the road: always carry money in two separate places, always bring your money with you to the shower while staying at a youth hostel, always carry your wallet in your front pocket especially while in bars or in buses.

## **Safety Tips**

Be mindful of your surroundings at all times, and travel or go out with at least one other person. Sadly, more and more Americans are being drugged while they are out and it is difficult to tell who a perpetrator is. Drugging occurs in any type of establishment, so do not judge an establishment by its look or clientele. A common situation involves a date rape drug being put into a drink, the perpetrator calling a cab, the victim feeling they need fresh air (a common side effect of date rape drugs) and the perpetrator being there to put you in a cab. This does not happen only to women, but to men as well.

### **Tips to protect yourself while out:**

- Purchase drinks with small mouth openings so it is more difficult to put something inside.
- Do not leave your drink unattended. If your drink is unattended, purchase a new drink.
- Take your drink with you to the restroom.
- Never go to the bathroom alone.
- Don't accept drinks from others and watch the bartender make your drink.
- Don't let someone else watch your drink if you want to leave for a bit.
- Stick together as a group, even if one of your friends meets someone who seems nice.
- Keep track of the people with whom you went out. If someone is missing, look for him/her immediately.
- Have a designated group member who will not drink or not drink much to help keep balance in the group.
- Know the emergency numbers in Italy:
  - i. 113 for police;
  - ii. 112 for carabinieri;
  - iii. 118 for ambulance services.

## Lost ATM/Bank Cards

Contact your bank immediately. If you require money, we suggest using Western Union to receive a wire transfer. Go to the Western Union website for locations and information:

<http://www.westernunion.com/info/selectCountry.asp>.

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## TELECOMMUNICATION

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All semester students will receive an Italian cell phone with pay-as you go SIM card. Students are expected to have this phone with them in the event of an emergency. More details about the calling plans and phones will be provided during Orientation. Summer Session students do not receive cell phones.

### International Calls

We suggest you buy the Welcome Phone Cards that are sold at the Porter's Desk for €5, since they are one of the best deals for international calls. Instructions for how to make the call can be found by the telephones throughout the Residence Hall. Similar brands are also sold at Tabacchi around Rome in €5 or €10 increments. These cards can only be used in Italy, not in other countries.

You also have the option to set up a Skype web-chat account in order to video call friends and family all over the world. Skype accounts are free and the JFRC dedicates an entire computer lab to computers with Skype-access. Also through Skype, you can purchase a package that allows you to call U.S. land and mobile lines with a small monthly charge. Computers in the various student lounges are equipped with Skype.

In the event that you require a private space to conduct a Skype interview, please reserve a space through the Porter's Desk.

### Q: How do I call an 800 number in the States?

A: The easiest way to call US-based 800 numbers is by using Skype. If Skype is not available, it is otherwise difficult and expensive to make a call a US-based 800 number from a cell phone or land line. We suggest you either try to find a local number to use, bring another option (e.g., email address and/or non-800 numbers) for your credit cards and bank in case of an emergency. If another option is not available, it might be necessary for your parents to make calls for you from the States using the 800 number. In many cases, you can find a number online under "contact us" for clients calling from outside the US.

### Q: How do I use the hall phones?

A: There are directions posted by every hall phone and specific directions on how to use the Welcome Phone Card. Remember to dial:

1. Dial 0 for an outside line.
2. Dial the phone number for the calling card you're using.
3. Listen for the option on the calling card that gives directions in English.
4. Enter the pin number of the calling card.
5. Dial 001 before dialing the phone number you're calling in the States.
6. Listen for how much credit and time you have remaining on your card.

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## TRANSPORTATION & TRAVEL

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### BUSES

The most commonly used form of transportation in Rome is the bus. Rome's extensive bus routes connect the JFRC and Balduina neighborhood to the historic center and extend far into the surrounding suburbs. Bus stops,



departure schedules and route information are found on well - marked signs throughout the city. Orange, red/silver or green ATAC city buses and trams run from 5:30am to midnight. However, be aware: these are estimated running times. Some lines provide night buses (indicated with an “N”). Due to constant route modifications, students should always check the hours of operation for a specific route before departing.

For more detailed [ATAC schedules and information](#), check their [website](#) or call 800 43 17 84.

There are two main buses that serve the JFRC neighborhood: 990 & 913

## **SUBWAY (METRO)**

[Rome’s subway system](#) (Metropolitana) has three lines and is marked by red M signs on city maps. The two lines, **Lines A** (red) and **B** (blue), intersect at Termini Station. Subway Line A connects the Vatican with Anagnina, the central bus terminal for routes to other cities in Lazio. Line B extends from Rebibbia to EUR. **Line C** connects area of Via Casilina to Pantano.

Subway service begins at 5:30am and concludes at 11:30pm on weekdays and 1:30am on Fridays and Saturdays.

Try to avoid the rush hours and beware of pickpockets.

## **TICKETS**

Rome’s integrated Metrobus transportation system includes [buses and trams](#) (ATAC), subway (Metro) and some other suburban trains (FS) run by the state railways. These trains are called “ferrovie metropolitane” and there is a station near campus: Balduina which connects to Trastevere and Ostiense train stations.

You must validate all of the bus tickets in the yellow boxes when boarding the first vehicle and again after the expiration (100 minutes). Monthly bus pass costs €35. These are sold as renewable plastic passes which will cost an additional 10 euro at first purchase. Bus tickets are sold at porter’s desk, tabacchi stores, newsstands and many coffee bars; automatic ticket machines are positioned in Metro stations and at many bus stops; and ATAC and COTRAL ticket booths are located in many Metro stations, on the lower concourse level at Termini train station and at a few main bus terminals. There is also a possibility to buy the ticket by sending an SMS message containing the word BIT to the number 48299. In return you should get a message with a virtual ticket that you can show to the ticket controllers.

## **TAXI SERVICE**

Taxis wait at taxi stands and can also be called by the porter’s desk, in which case you will be charged a small supplement. It is difficult, if not impossible, to hail a cab while it passes by. The meter starts approximately at €2–4; there are supplemental charges for night service (10:00 pm –7:00am) and on Sundays and holidays as well as for each piece of baggage. Avoid unmarked or unmetered cabs (numerous at airports and train stations), whose drivers actively solicit your trade and may demand astronomical fares. Use only licensed, metered yellow or white cabs, identified by a numbered shield on the side and an illuminated taxi sign on the roof. The closest taxi stand to the JFRC is at Piazza Balduina.

To call a taxi: dial: 06-3570 or 06- 5551 or 06 6645 or 06 4994.

When you call a cab, give the operator the address where you want to be picked up. Do your best to pronounce the address as clearly as possible. Stay on the line until the operator gives you the name and the number of the car (e.g. Bologna 66 or Pisa 50) and the estimated arrival time of the car (3 minuti). Then hang up and wait for the taxi to arrive. The porter’s desk can help you reserve a taxi in advance when going to the airport or train stations early in the morning. Official Rome website <http://www.vivioromaintaxi.eu/> provides information about Roman taxi services, fees, consumer rights and complaint procedures.

## **TRANSPORTATION TO AIRPORTS**

There is a convenient nonstop train service between the Termini Train Station and Fiumicino Airport. Trains depart from Termini usually from tracks 23 or 24. Service generally begins at 5:52 am and ends at 10:52pm and there is a train every half an hour. Cost for a one-way ticket is approximately €14.00.

The local Balduina train connects Fiumicino Airport with the Trastevere train station (track 5). Cost for a one-way ticket is approximately €8.

## **TRAINS**

Italy has an extensive railway system. Train fares depend on the number of kilometers between the point of departure and destination. Passengers must pay a supplement (supplemento) for the faster or nonstop trains. The A (Altavelocita'), ES (Eurostar within Italy), IC (Intercity within Italy) and EC (Eurocity outside Italy) require supplements. You must validate all tickets in the yellow machines located at the front of every track before boarding. Train tickets and reservations can be purchased/made at Termini Station or at travel agencies. You can view timetables and also purchase tickets online by visiting the [Trenitalia website](#) in English. Furthermore, a 24 hour phone line provides train information: 89 20 21. Be aware that there is a fee for this service for both landline telephones and cell phones.