

**Study
Abroad**

Mercer County Community College

Student Handbook

Semester Abroad



Global Opportunities (GO!) Center Mission

The Global Opportunities (GO!) Center equips students, faculty, and staff to become leaders in an increasingly interconnected world, to prepare our students to become citizens who respect the uniqueness of others and to develop leaders who are willing to respectfully, responsibly, and productively address local, international, and intercultural issues.

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Division of Innovation, Online Education, and Student Success

ABOUT THIS HANDBOOK

This handbook serves as a guide to students who are interested in participating in study abroad programs administered by the Mercer County Community College (MCCC), Center for Global Opportunities (GO!), Division of Innovation, Online Education, and Student Success. With this handbook, the Global Opportunities Center describes the study abroad processes, policies, and procedures required for participation in a MCCC study abroad program.

By accepting an offer of admission to a MCCC study abroad program, participants agree to abide by the conditions of participation that are set forth and explained in this and all other orientation materials.

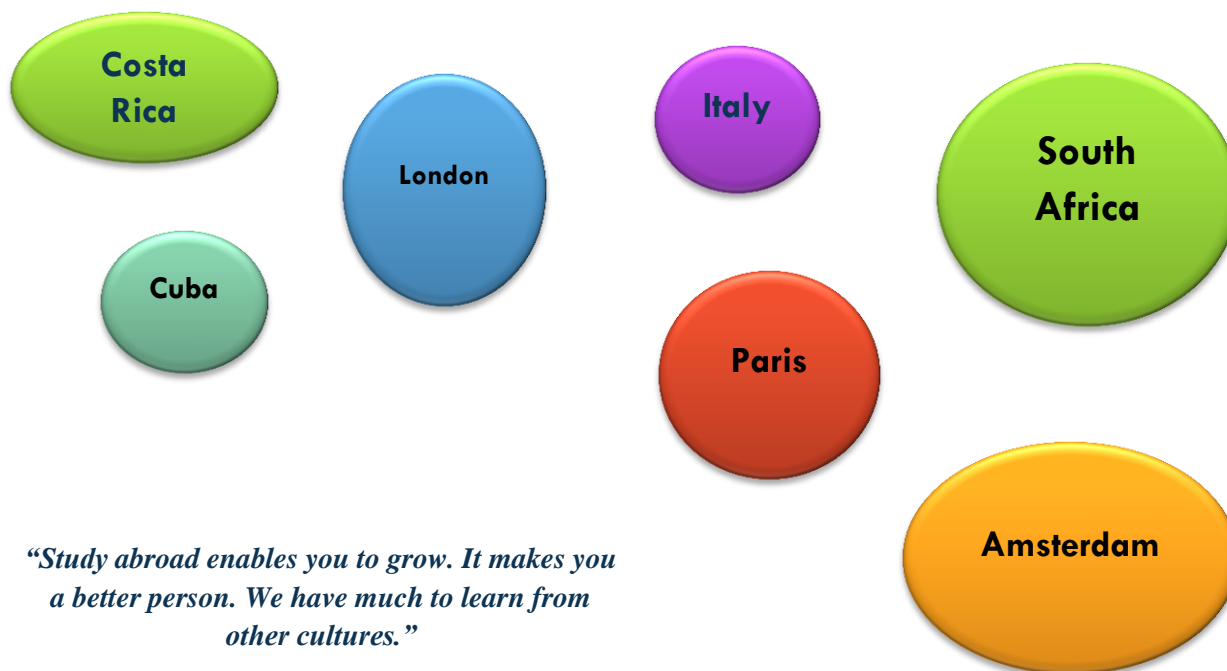
EXPAND YOUR HORIZONS THROUGH STUDY ABROAD

At Mercer County Community College, you can expand your college experience with firsthand explorations of other cultures. Mercer offers two paths to international education: short-term, faculty-led study tours and a semester abroad. Both programs take students outside of a traditional classroom setting to learn about and enjoy the art, food, business, architecture, history and science of a variety of exciting foreign destinations.

Participants report that they return home with new perspectives and insights, new friends and memories to last a lifetime. Some tours include community service projects where students engage with local residents, share ideas and make a difference in the local culture.

New destinations are added each year. Visit www.mccc.edu/studyabroad to learn about the Study Tour courses for the current academic year.

IN PAST YEARS, OUR STUDENTS HAVE JOURNEYED ALL OVER THE GLOBE, TO...



*“Study abroad enables you to grow. It makes you
a better person. We have much to learn from
other cultures.”*

- Andrea Lynch, Coordinator

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WHICH PROGRAM SHOULD YOU CHOOSE?

FACULTY-LED PROGRAMS ABROAD & DOMESTIC TRAVEL

Short-term programs led by Mercer County Community College faculty are the experiential learning component of an existing MCCC course(s). They vary in length from 1-4 weeks. MCCC faculty travel with students.

Choose this type of program if you (any one would indicate this is the best program for you):

- ☐ prefer to travel and learn with a group
- ☐ prefer the guided learning
- ☐ prefer structure to your academics
- ☐ have limited time to travel abroad
- ☐ have limited finances to travel abroad

Visit www.mccc.edu/studyabroad for the current faculty-led programs.

SEMESTER ABROAD

Students take courses at a foreign university and credits are transferred back to MCCC. Students travel independent of MCCC faculty. Eligible students may have portability of institutional aid, federal financial aid, and/or tuition remission.

MCCC's Study Abroad Coordinator will work with students to choose the appropriate destination and curricula to meet their areas of interest and academic goals. Students may choose from a variety of study disciplines, earning from 1 to 12 college credits depending upon the length and breadth of their course load. Housing options range from hotel stays, home stays with local residents, dorms and apartments.

Choose this type of program if you (any one would indicate this is the best program for you):

- ☐ are very self-motivated
- ☐ prefer independent learning
- ☐ have flexibility to travel abroad anywhere from 4 to 52 consecutive weeks
- ☐ have access to finances equivalent to a semester at a 4-year institution

Semester abroad programs made available through agreements with the College Consortium for International Studies (CCIS). Visit www.ccisabroad.org for program locations and details.



CHOOSING YOUR SEMESTER-ABROAD EXPERIENCE

Studying abroad is a challenging, interesting and exciting experience you can have as an undergraduate student. Because there are many different types of study abroad programs to choose from, your answers to the following questions will help you determine which type of program best matches your goals, interests and needs, and if the semester-abroad experience is for you.

WHAT TO CONSIDER:

Foreign universities expect students to take an independent approach to their education and learning. Often times, students are given starting points and suggestions for further study, but there is a strong emphasis on independent study. In some cases, the entire course grade is dependent upon a final exam at the end of the semester or year.

Are you comfortable with directing your own learning experience? YES NO
If **NO**, then consider a **faculty-led study abroad program**. Visit www.mccc.edu/studyabroad

GOALS:

1. Why do you want to study abroad?
2. What do you hope to gain from studying a semester abroad?

ACADEMICS:

Do you need to complete academic program requirements while abroad? YES NO
If yes, state which requirements:

Are you interested in pursuing a specific academic focus? YES NO
If yes, state which focus:

What type of learning environment and program type would you prefer? (Check all that apply)

- ☐ Traditional classroom setting
- ☐ Internship and/or field experience
- ☐ Service learning
- ☐ Large lecture-style classes
- ☐ Small seminar-style classes

With whom do you prefer to take classes? (Check all that apply)

- ☐ Other study abroad students
- ☐ International students
- ☐ Host-country students



LOCATION:

In which location(s) would you like to spend time? The College Consortium for International Studies ([CCIS](http://www.ccisabroad.org/), [https://www.ccisabroad.org/](http://www.ccisabroad.org/)) lists the following options for study abroad travel

(Circle all locations of interest to you):

Europe	North Africa/Middle East	Central America	Australia
Asia	Africa	South America	Canada

LANGUAGE:

Most study abroad programs offer courses that are taught in English. You do not need to speak the foreign language fluently; however, some language competency is beneficial.

Which languages do you have comfort with? Check your current proficiency for each language.

- | | | | |
|----------|--------------------------------|------------------------------------|------------------------------|
| 1. _____ | <input type="radio"/> Beginner | <input type="radio"/> Intermediate | <input type="radio"/> Expert |
| 2. _____ | <input type="radio"/> Beginner | <input type="radio"/> Intermediate | <input type="radio"/> Expert |
| 3. _____ | <input type="radio"/> Beginner | <input type="radio"/> Intermediate | <input type="radio"/> Expert |

LIVING ARRANGEMENTS:

Which living arrangements appeal to you the most? (Check all that apply)

- ☐ With an in-country host family
- ☐ With other international study abroad students
- ☐ With students from the host country

DURATION:

When and how long would you like to study abroad? (CCIS choices may vary)

- ☐ Short summer (4 weeks or less)
- ☐ Entire summer
- ☐ Fall semester
- ☐ Spring semester
- ☐ Academic year

WHICH PROGRAM BEST FITS YOU?

After you have completed the above sections, visit www.ccisabroad.org to browse through available programs options and create the study abroad experience that best suits your academic needs and interests.

Write your top three program choices. Include the **country, program title, duration** and **field of study**.

1. _____
2. _____
3. _____

NEXT STEPS...

- Discuss studying abroad with your MCCC academic advisor.
- Who is your academic advisor? _____
- Meet with Study Abroad Coordinator, Andrea Lynch. Email or call to schedule an appointment:
 - • **Email:** studyabroad@mccc.edu
 - • **Phone:** (609) 570-3660
- Apply to the CCIS study abroad program online at www.ccisabroad.org
- Fund your study abroad trip
- Attend the pre-departure orientation session
- Travel, Study, Learn, Enjoy, Return...
- Attend the re-orientation session

SEMESTER-ABROAD PRE-DEPARTURE CHECKLIST

- ☐ Read this handbook thoroughly
- ☐ Apply for your passport
- ☐ Attend Pre-Departure Orientation
- ☐ Meet with academic advisor to ensure appropriate credits for the courses taken abroad
- ☐ Meet with Study Abroad Coordinator, (Office of Global Opportunities go@mccc.edu -- Room LA 119)
- ☐ Apply for the Study Abroad Program with [CCIS](#), deadline is _____
- ☐ If you want to use financial aid, make an appointment with the Financial Aid Counselor to apply financial aid to your account
- ☐ If a visa is required for your location, apply for student visa; see Study Abroad Coordinator for assistance.
- ☐ Obtain the necessary vaccinations. Consult with CCIS and your primary care physician to determine necessary vaccinations for your country of choice.
- ☐ Do homework on the country. What are the political, economic, cultural relations like?
- ☐ Obtain enough prescription medication to last more than the days you will be gone, carry medicine in its original container, and take the label containing your prescription
- ☐ Place a luggage tag on the outside of your suitcases, the tag should be the closure type that does not show your name or any U.S. affiliation on the outside
- ☐ Determine the amount of money you will take with you
- ☐ Take only the credit cards and personal identification you will actually need and use
- ☐ Make copies of all important documents and leave a copy of each document with the International Education Center, a file will be created for you including the paperwork requested prior to travel
- ☐ Keep a copy of your credit cards (front and back) and passport.
- ☐ Learn about your responsibility and the non-reimbursement policy in situations resulting from a student's negligence
- ☐ Be sure to exchange cell phone numbers with your faculty advisor for the trip and several of your classmates in order to stay in touch throughout the trip's duration

BEFORE YOU LEAVE

STUDY ABROAD COURSE REQUIREMENTS

There are two study abroad courses in which all participants in MCCC study abroad and domestic travel study programs are required to take; STA001 (Study Abroad Orientation) and STA002 (Study Abroad Management). These courses are required for all program types. In addition, MCCC students intending to receive academic credit for the semester abroad program must work with the Office of Global Opportunities to select MCCC courses that are the equivalent of the international courses.

The following are required courses for both program types:

<p>STA001: Study Abroad Orientation (0 credits)</p> <p>This course prepares students for the study abroad or domestic travel study experience. Travel and in-country expectations and responsibilities will be reinforced.</p> <ul style="list-style-type: none">• Students are expected to access and complete pre-departure work from the online component and to attend a pre-departure.• Students are evaluated based upon their adequate participation in online component and the pre-departure orientation.• Course fee represents the non-refundable deposit for study abroad or domestic travel study.	<p>STA002: Study Abroad Management (0 credits)</p> <p>This course for student reflection and program assessment and management.</p> <ul style="list-style-type: none">• Students are expected to finish any online requirements and to attend a re-entry session.• Students are evaluated based upon their adequate participation in the online component and the re-entry session.• Course fee represents the non-refundable deposit for study abroad.• Course fee represents costs associated with the successful management and implementation of the study abroad program.
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STUDENT LEARNING & ACADEMIC FRAMEWORK

Study abroad programs are designed and approved for the academic development of MCCC students. Programs provide students with academic opportunities for language, intercultural, and/or intrapersonal development and environmental and cultural responsibility. MCCC students have the opportunity to earn academic credit specific to the program type.

MCCC students who study abroad for a semester usually take 12-15 credits at a foreign college or university. The courses taken abroad are the choice of the student. However, each course which a student intends to transfer back to MCCC must be pre-approved in collaboration with course coordinators, your academic advisor, and the Office of Global Opportunities.

Students wishing to travel abroad for a semester may be subject to additional GPA, foreign language proficiency, academic classification, and visa requirements as imposed by the study abroad provider, CCIS. The Office of Global Opportunities provides study abroad faculty advisors to assist students with program and course selection. Grades earned at the foreign institution will transfer back to the MCCC transcript.

COURSE APPROVAL

All semester abroad courses must be pre-approved by faculty, department chairs, and the academic Dean before travel abroad if student wishes to receive MCCC credit for the course. Approved courses must be the equivalent of an existing MCCC course. The Office of Global Opportunities will provide study abroad counselors to assist students with the approval process.

Mercer County Community College Study Abroad Program
Semester Abroad

COURSE SELECTION APPROVAL

Instructions to Students:

1. Fill out this form and bring it to your advisor for course selection approval.
2. Have your instructor sign this form.
3. If you want Mercer course equivalences for courses outside your major, you will need the signature of the Department Chair of the courses on this form.

_____	_____	_____	_____
Name	Student ID		
_____	_____	_____	_____
MCCC Major	Cumulative Credits	GPA	
_____	_____	_____	_____
Student Address (Street)	(City/State)	(Country)	(Zip Code)
_____	_____	_____	_____
Student Home Number	Cell Phone Number	Student E-mail	
_____	_____	_____	_____
Foreign University	Destination City and Country		
_____	_____	_____	_____
Study Abroad Provider	Semester and Dates of program		

Foreign Course ID/Title	MCCC Course ID/Coordinator	Credits	Approval Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Upon completion of these courses with a C or better and upon receipt of an official foreign university transcript, the above-mentioned student will receive MCCC college credit for these agreed upon courses.

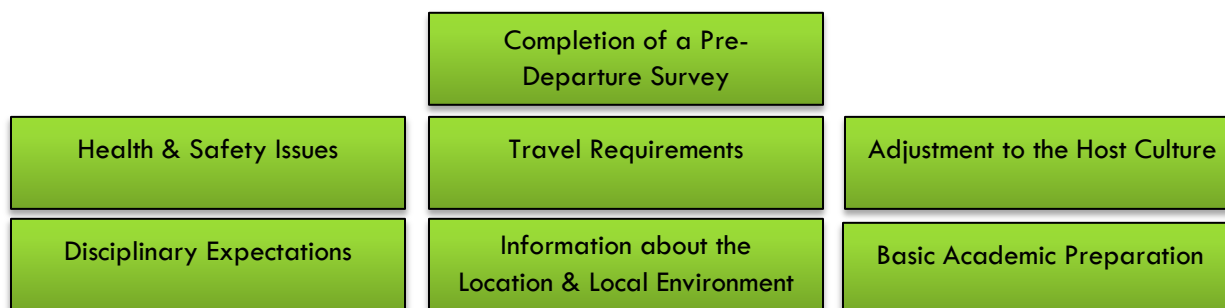
_____	_____	_____
Student Name	Signature	Date
_____	_____	_____
Study Abroad Coordinator	Signature	Date
_____	_____	_____
Academic Advisor	Signature	Date
_____	_____	_____
Division Dean	Signature	Date
_____	_____	_____
Registrar	Signature	Date

MANDATORY PRE-DEPARTURE ORIENTATION & ONLINE BLACKBOARD LEARNING

The purpose of the pre-departure orientation and the Blackboard Online Learning component is to promote consistency in delivery of information related to host location and culture, policy and regulation expectations, and health and safety information.

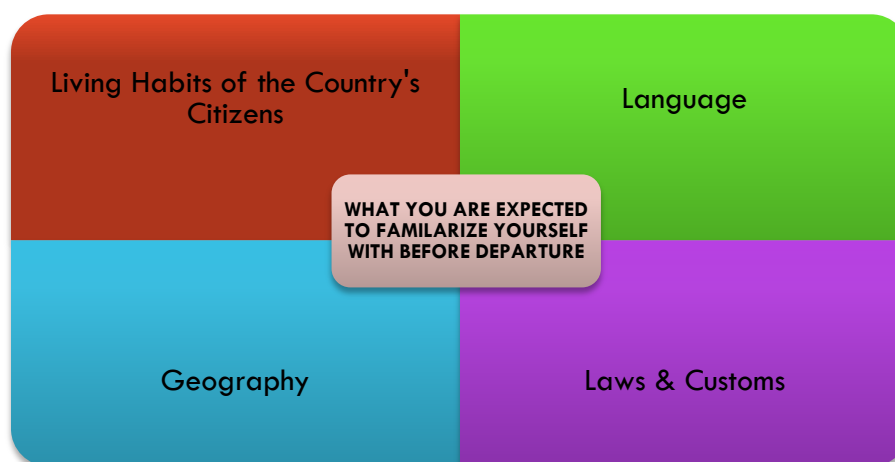
All approved students are required to attend a pre-departure orientation conducted by the Office of Global Opportunities and access updates and information from the online component. The orientation date and time will be selected at a mutually convenient time. In the case of emergencies and with prior notice, make-up sessions will be scheduled. Unexcused absences will require a make-up orientation session for an additional fee or could possibly result in loss of travel privilege. Attendance at the pre-departure orientation is part of the academic requirement for STA001.

What Will the Pre-Departure Orientation Discussion Include?



REMEMBER: THINGS WILL BE DIFFERENT WHEREVER YOU GO. THIS IS AN IMPORTANT LEARNING OPPORTUNITY WHILE YOU ARE ABROAD.

Pre-Departure Expectations



PASSPORT & VISA

A US passport that is valid for at least 6 months beyond proposed trip return date is required for every person traveling to any foreign country including neighboring countries Canada and Mexico. Students are encouraged to apply for / renew a passport three to four months before the trip. Many countries require a visa for entry which requires your passport as part of the application. Check with the US Department of State the program provider regarding visa requirements for your chosen country.

If travel is denied because of faulty passport or visa paperwork, participants will not receive a refund of money.

Before leaving the USA, all copies of your important documents must be left with the Office of Global Opportunities. The Study Abroad Coordinator will provide a copy of these documents to the program manager. In case you lose your documents, we will be able to use the copies of your travel documents to help you return to the USA safely.

PAYMENTS & FINANCES

Charges

Program charges are set by the program provider. MCCC charges an additional nominal fee for program advisement and administration.

Deposit/Tuition

The payment schedule is set by the program provider.

FINANCIAL AID

Financial Support

On occasion the MCCC Foundation has provided financial support for study abroad programs. If Foundation scholarships are available, the application, eligibility, and approval process will be adequately communicated.

Students wishing to use all or part of his or her financial aid to finance study abroad must contact the Financial Aid Office for eligibility.

MANDATORY TRAVEL DOCUMENTS, INSURANCE & VACCINATIONS

Health Insurance

Consult the program provider for procedures of acquiring international health insurance.

It is generally recommended that all study abroad students have the following minimum international health insurance coverage:

- \$100,000 coverage for hospitalization and for treatment for accidents or illness
- Provision for medical evacuation in the event the participant suffers a catastrophic medical event.
- Provision for repatriation of remains in the event of participant's death while abroad.

Travel Insurance

In addition to international health insurance, students may want to consider travel insurance for reimbursement of losses suffered due to flight and baggage disruptions and/or liability insurance in the event of burglary or loss of valuable possessions while abroad. Follow the procedures of the program provider for mandatory health insurance.

Vaccinations

Students must consult his/her family physician, county health department, and the Centers for Disease Control (CDC), National Center for Infectious Diseases to determine what, if any, vaccinations and inoculation are most appropriate for him or her and what health precautions need to be followed for travel to the study abroad country.

SMART TRAVELLER ENROLLMENT PROGRAM (STEP)

STEP is a free service that allows U.S. citizens and nationals traveling and living abroad to enroll their trip with the nearest U.S. Embassy or Consulate. It is recommended for MCCC study abroad students to register with STEP before leaving. The website to register for this program is <https://step.state.gov/step/>.

With STEP, you can:

- Receive important information from the U.S. Embassy about safety conditions in your destination country
- Help the U.S. Embassy contact you in the event of an emergency
- Help family and friends get in touch with you in emergency situations

PACKING TIPS

Packing sensibly and lightly is important for all study abroad students. In addition to the essential items (clothing, toiletries, etc.), it is important to remember the following:

- Airlines restrict the amount and weight of luggage that passengers are allowed to bring with them. Consult your airline to determine what the limits are for your flights and what fees will be charged for baggage.
- Important documents (passport, emergency contact information, insurance card, housing information, program details, money, etc.) should be in your carryon luggage.
- Take enough prescription medication to last the duration of the program. Keep prescription medication in its original packaging and carry a letter/prescription from your doctor explaining your condition and use of medication. Prescriptions should be packed in your carry-on luggage.
- Take an extra pair of eye glasses and/or contact lenses, along with a copy of your eye prescription.
- Valuable items, expensive jewelry, and items that cannot be replaced should be left at home.

ELECTRONICS

Electronics Electrical currents are different from country to country. If you intend to bring any electrical appliances (laptop, phone charger, etc.), you may need to take a voltage converter and a set of adapter plugs. Converters/ adapters can be purchased at electronic stores in the U.S.; however, it might be easier to buy small electrical appliances, such as hairdryers, once you have arrived in your host country. If you are traveling with a laptop, obtain all necessary conversion information from a professional prior to departure. In some countries, digital snooping is commonplace, leaving your sensitive information vulnerable to theft. Prepare your device for travel by backing up your sensitive data and removing all information not needed for the duration of your program, updating security protections, and familiarizing yourself with local laws and security.





WHILE YOU'RE AWAY

ACADEMIC PERFORMANCE, GRADES

Have a great time, enjoy the experience of a life-time, but perform your best academically! The professors at your chosen foreign university will be evaluating your work and giving you a grade for your academic performance. When your grades are awarded at the foreign college or university, those grades will forward to your Mercer County Community College transcript and will calculate into your Mercer GPA.

AT THE AIRPORT:

- Check in two hours early; some overseas airlines will not allow you to board if you are late
- All carry-on luggage is subject to search, DO NOT change items from one bag to another while waiting for security or customs
- Be sure to do anything customs officers request of you, while the request may seem strange they do have the right to arrest you, if you are uncomfortable with the request, ask the program manager or another student to accompany you
- Keep your luggage with you at all times; do not allow anyone else to watch it for you
- Wait for your flight past the security checkpoint, only passengers are allowed in these areas
- Dress casually and do not wear expensive jewelry
- Do not leave your personal items unattended on the plane, items can be stolen in flight
- Remember "3-1-1" for carry-ons: 3.4 ounce bottle or less (by volume); 1 quart-sized, clear, plastic, zip-top bag; 1 bag per passenger placed in screening bin
- Rules for allowed items changes regularly through TSA (Transportation Security Administration), be sure to check www.tsa.gov for the most up to date information

WHEN YOU ARRIVE:

- Exchange some money at the airport for transportation and food
- If you have not prearranged for or know about ground transportation, ask an airline official, finding someone that speaks English is more available in the airport than almost anywhere else
- Do not engage in idle conversation with strangers, especially if they ask personal questions, they may be trying to distract you while their partner steals your bags or picks your pocket
- Do not leave valuables in your room, carry them with you
- Check for the nearest fire stairwell
- On a train or in some hotels you may need to show your passport to security, always ask when you can retrieve it and get it back as soon as possible

ENSURING GOOD HEALTH

An important part of maintaining your health while you are abroad is maintaining a healthy diet, exercise regimen and getting enough sleep. Remember that in addition to the psychological and cultural adjustment you will be experiencing, your body will also be going through a physical adjustment to a new climate, a new time zone, new food, etc. In some locations additional precautions may be necessary to avoid falling victim to food poisoning, drinking contaminated water or exposure to insect-borne diseases. You will also find that you get quite a bit of exercise by simply walking more than you normally do. Make sure that you allow time for your body to adjust to new food, environment, exercise and sleeping patterns. Getting plenty of sleep will allow your body to recover more quickly so that you can enjoy the excitement of your new location and experience.

If you have a medical condition that is not easily identified (diabetes, epilepsy, severe allergies), be sure to develop a plan with your healthcare professional before you leave home. Individuals living with diabetes are encouraged to bring a sufficient supply of needles and syringes with a prescription or doctor's authorization.

Prescriptions & Medication

If you take prescription medications regularly or expect to take some while abroad, make sure to bring a sufficient supply with you for the duration of your program. Ask your doctor about the availability abroad of any prescription medications you take regularly. Even if your prescription is available, it may be simpler to take an adequate supply with you for the period you are abroad (provided it is not perishable). If your insurance company asks for a letter certifying that you will be studying abroad, contact CCIS. Review potential side effects of your medications with your provider, as your body may react differently because of adjustment to new sleep habits, time zones, activities, and diet. Maintain your usual dosage and pattern of taking your medication while you are abroad.

Consult with your healthcare provider about any necessary adjustments to your dosage due to significant changes in time zones. Do not plan on sending medications abroad since it will require customs paperwork and may be delayed in delivery. It is recommended to carry your prescriptions with you in your carry-on luggage. For some medications, you may need to carry a letter from your physician stating why you need the prescription medication. Bring along copies of your medical prescriptions as well, including the name of the active ingredient(s).

Wash Your Hands

Be sure to wash your hands often with soap and water, especially before meals and after going to the bathroom. If soap and water are not available and your hands are not visibly dirty, use an alcohol-based hand gel to clean your hands.

Water

Be aware of water safety and contamination of your host country. If you are traveling to a developing area, boil your water. If you are unsure, drink bottled water or carbonated beverages with an intact seal. Remember that ice cubes could be made of unfiltered water and a chance for infection. In addition, brushing your teeth with tap water is not advisable in places where you must drink bottled water.

Food

Foods that are readily available in the US may not be available or easy to find in your host country. Watch for raw fruits and vegetables that may be washed in unfiltered or tap water. Watch for raw or undercooked meat, shellfish, or un-refrigerated foods and dairy – food storage temperature requirements overseas are often less enforced or simply different than they are here and your system may not be ready for this.

Jet Lag

Jet lag can be a problem for travelers who are crossing several time zones. Although it is not a serious condition, jet lag can make it hard for you to enjoy your first few days in country. Here are a few tips you can take to minimize the effects of jet lag:

- Drink plenty of water before, during, and after your flight. The air on planes is extremely dry and it is easy to become dehydrated when not drinking enough fluids.
- Avoid large meals, alcohol, and caffeine during your travel.
- On long flights, get up and walk around periodically to stretch your muscles.
- Sleep on the plane, if you can.
- After arrival, stay awake until the local bed time. If you are sleepy during the day, take short naps (20–30 minutes) so you can still sleep at night. Begin to eat meals at the local time

SPENDING MONEY

The amount of money you take with you should depend on the cost of living in the country to which you are traveling. Prior to the trip, you will be told about the exchange rate. Be sure to call your bank regarding any credit/debit cards you intend to use while abroad. In any case, you will need to carry a small amount of cash to spend while traveling.

Cash

It is recommended that you take a small amount of cash (\$50- \$100) to use in the airports and to exchange immediately upon arrival. Consult your program director for more guidance in this area. Familiarize yourself with the current exchange rate of your host country prior to departure.

Exchange Rates

Current exchange rates can be found online. Cash can be exchanged abroad at a variety of locations: airports, banks, hotel lobbies, currency exchange centers, etc. Your passport is often needed for identification when exchanging money and there will be a commission fee assessed to the transaction that is based on the amount of money being exchanged. Some countries restrict the bills that they are able to exchange to those that have been recently printed.

Credit & Debit Cards

These are probably the most convenient way to get money while you're abroad. You will receive your withdrawal in the local currency, so it's particularly convenient when you're traveling in several countries. The exchange rate is generally good, too. Check with your bank to know what fees are associated or if there are "sister banks" that will charge you no fees for usage (see note below).

Remember, credit card interest rates may be high if you don't pay off your card every month. You can access cash from your credit card but the interest rates are extreme, so be sure to ask your bank prior to selecting this option. It is also recommended that you take pictures of the front and back of your debit and credit cards in case they are stolen so you can quickly contact your bank to cancel the card. The International Education Center will keep a copy on file if you ask, you can also keep the pictures on your cell phone if you prefer.

Bank Account Abroad

If you are studying for a semester or longer, opening a bank account may be an option. You may want to set up a bank account in a local bank after arriving. Opening an account will allow you to obtain a local ATM card and not have to worry about locking up large amounts of money. You can choose a local bank or a branch of a U.S.-based bank. Some banks require a letter of recommendation from your home bank in the U.S.

If you plan to open an account, make your initial deposit with traveler's checks or direct deposit. Personal checks are very hard to cash overseas due to the long amount of time it takes a bank abroad to clear the check. In most cases, you will receive an ATM/debit card for your bank account abroad

Important Note: Be sure you inform your bank of your travel dates so that they are aware. Some banking institutions will freeze your account if they believe the charges are fraudulent.

QUESTIONS TO ASK YOUR BANK:

- 1) If your bank is international or if there is a “sister bank” in the country to which you’re traveling
- 2) If fees are charged for using a foreign banking
- 3) If your daily withdrawal limit is going to be sufficient for your needs when you are abroad
- 4) If your bank offers international ATM services
- 5) Call banks for both credit and debit cards for all services related to your needs

Personal Checks

Personal checks drawn on a U.S. bank will NOT be accepted abroad.

General Money Tips

Exchanging some U.S. money for local currency when you first arrive, at least enough for phone calls and taxi from the airport, is a wise idea. This can be done at major banks or in currency exchange offices at international airports.

Consider purchasing at least \$100 in local currency as soon as you arrive in country. Several banks in the US will exchange USD to the currency used in the country to which you will be traveling, but check the rates charged by your bank to do that. Carry cash in a safe place on your body, such as in a money belt or pouch around your neck under your clothes. You will want to keep your credit/debit cards, cash, and passport in separate locations when you travel, that way if you are a victim of pick-pocketing (the most popular crime to happen to international travelers) you won’t lose everything all at once.

HOUSING & TRANSPORTATION

<u>Housing</u>	<u>Transportation</u>
<p>Students traveling for semester abroad programs are subject to the housing policy of the program provider.</p> <ul style="list-style-type: none">• Most often these students are responsible for making their own housing arrangements with the support and advice of the program provider.• Housing options for international students in a foreign country often include: apartments, hostels, dorms, shared rooms with a host family. You will make your choice depending upon your preferences and budget.• On occasion, travel providers will offer single accommodations at an additional fee.	<p>Travel arrangements are often your responsibility. Research the public transportation system of the country you are going to prior to departure.</p> <p>It is usually your responsibility to get from the airport to your housing arrangement and to and from classes.</p>

SAFETY WHILE ABROAD

Precautions for times of political/social unrest or conflict during times of political or social unrest in your host country or region, or when the U.S. becomes a party to a political conflict anywhere in the world, additional precautions are advisable as follows:

1. Keep away from and avoid participating in demonstrations and other political activities. Americans enjoy many liberties; however political activities in other countries can result in detention and/or deportation by officials. Even demonstrations that are intended to be peaceful can sometimes turn violent, and you do not want to be caught in the middle. If you see a situation developing, resist the temptation to investigate and walk the other way.
2. Keep informed about the current political situations. In case of an emergency, advisories may be made to the general public through the media. Remain in close contact with the on-site staff.
3. Verify your registration with STEP through the U.S. Department of State.
4. Keep away from areas known to have large concentrations of residents aligned with interests unfriendly to the U.S. and its allies. Always consult with the on-site personnel before traveling to neighboring cities or popular tourist destinations.
5. When in large cities and other popular tourist destinations, avoid places frequented by North Americans such as bars, discos, U.S. fast food restaurants, U.S. banks/churches/businesses, U.S. consulates or embassies.
6. Be as inconspicuous in dress and demeanor as possible. Wear moderate colors and conservative clothing. Avoid American logos on your belongings and clothing. Avoid large and/or loud groups.
7. Do not agree to newspaper or other media interviews regarding political conflicts. It is important to remain as inconspicuous as possible. Do not make reference to your program group. In such cases, always say "no comment" and hang up or walk the other way.

CONDUCT & RISK MANAGEMENT

Conduct yourself responsibly and be respectful of your surroundings. Become familiar with emergency medical procedures. What's the local number for 911? Where is the nearest medical facility? Know your study abroad program's emergency plan.

Your safety, security, and well-being are critically important. Be sure you purchase travel health insurance or medical emergencies abroad.

Keep your study abroad program emergency contact information with you. Keep your program, home institution, and relevant family or friends aware of your travel plans and location

Read the local and international papers. Learn local laws, and familiarize yourself with the legal system. Review country alerts or advisories from U.S. Department of State's STEP program.



IN THE EVENT OF AN EMERGENCY:

In order to be prepared for any emergencies while abroad, students should:

- Familiarize themselves with local laws and customs of the countries to which they are traveling, remembering that they are subject to those laws while visiting there.
- Review the Center of Disease Control Traveler's Health Information website and materials provided by their health care provider pertinent to the area to which they are traveling.
- Obtain mandatory traveler's insurance and keep a copy of the card with them at all times along with the 24/7 assistance phone number.
- Make 2 photocopies of their passport. Leave one with a family member and keep on with them separate from the actual passport. The Office of Global Opportunities will have a copy in the office and program leaders will have a copy in-country. Upon return to the U.S. both copies submitted to MCCC will be destroyed.
- Know how to make an international phone call and test their ability to call the U.S. once in-country. Keep a charged cell phone with international calling ability or enough foreign currency and/or a calling card on hand to make phone calls at all times.
- Develop a family plan for telephone or e-mail contact, so that in case of emergency the student will be able to communicate with family directly about their safety and well-being.
- Consider registering with the U.S. Embassy through the Department of State's Smart Traveler Enrollment Program (STEP). Students who are not U.S. citizens must verify with their home countries if a program similar to STEP is available to them.
- Carry a credit card or foreign currency at all times. Be sure call your bank and inform them of your travel plans before departing the U.S. Write down credit card number and the phone number for international use and keep this information separate from the credit card. This information will be valuable if the credit card is stolen.
- Consider naming a surrogate to look after financial affairs while away.
- Provide the Office of Global Opportunities with in-country contact information, housing accommodations, and a planned itinerary.

Emergency Communication While Abroad

Follow the procedures of the program provider, CCIS, for emergency communication.

Personal Health Emergencies

Follow the procedures of the program provider, CCIS, for handling personal health emergencies abroad.

Environmental Emergencies

Follow the procedures of the program provider, CCIS, for environmental emergencies abroad.

IN THE EVENT OF AN UNPREDICTABLE EVENT

Unpredictable events such as airline delays, overbooking, and fare increases; labor disputes with program providers resulting in work stoppage; cancelled accommodation or excursion bookings; currency fluctuation resulting in higher prices; weather disruptions; equipment malfunction which prevents some participation; lost luggage; travel fatigue and jetlag; disputes among program participants; and program participant misconduct often occur. Be prepared with emergency contact information, back-up power sources for communications devices, and address of local US Embassy and/or Consulate.

IN-COUNTRY SUPPORT

Follow the procedures of the program provider, CCIS, for in-country support.

Be sure to keep GO! Center, CCIS, health insurance provider, US Embassy/Consulate, and family emergency contact information with you at all times.

WHEN YOU RETURN

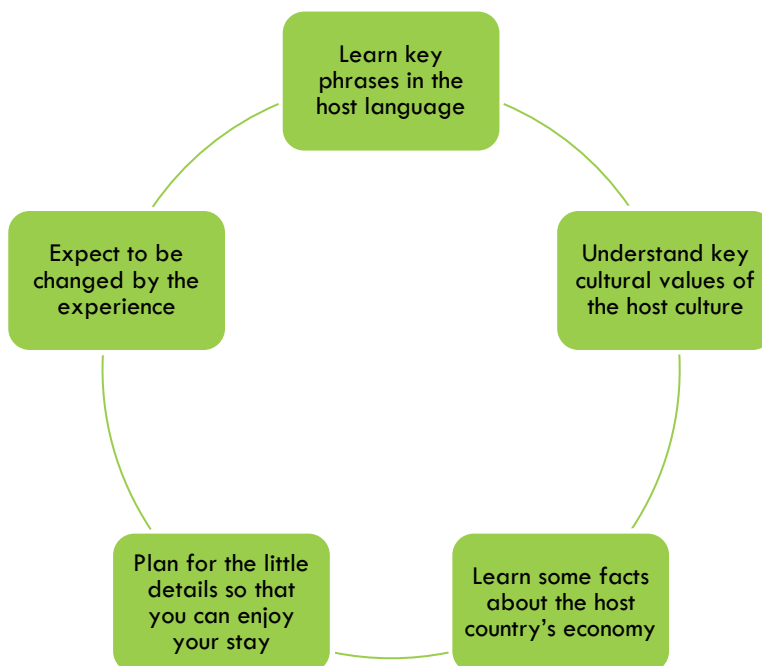
RE-ORIENTATION

Upon return, students are expected to attend a re-entry session conducted by the Office of Global Opportunities as part of the academic requirement for STA002. The purpose of this session is to further the learning experience through reflection and assessment. Reflection deepens the experience and helps students integrate meaning as they become aware of the self-growth resulting from this type of cultural exchange. Assessment serves to broaden and improve the programming for future students. Students are expected to complete a program evaluation and re-entry survey.

TRANSCRIPT

Your foreign transcript will be sent to the GO! Center and the grades earned abroad will transfer to your MCCC transcript.

GROW AS A CITIZEN OF THE WORLD



GENERAL STUDENT ELIGIBILITY

ELIGIBILITY FOR PARTICIPATION IN ALL PROGRAMS:

- Students must be 18 years or older to participate in study abroad on their own.
- Students must be in good financial and academic standing.
- Students must be in good disciplinary standing. Students with outstanding academic integrity or disciplinary probation actions are not eligible to travel or to participate in study abroad programs.
- Students must complete the application process for both MCCC GO Center and CCIS.
- Students must be capable of handling the physical rigors of walking long distances each day, often over uneven and inclined terrain, up and down stairs, and possibly while carrying or dragging luggage.
- Students must be able to physically and psychologically handle the rigors of long, extended travel often resulting in travel fatigue and jet lag due to traveling across time zones.

ADMISSION

Admission to an MCCC study abroad program is not guaranteed. Applicants who meet the eligibility criteria can usually expect to travel on the program of their choosing. However, because some programs have enrollment limitations, certain restrictions and order of preferences could apply. Acceptance is at the discretion of the Center of Global Opportunities in collaboration academic division Deans.

STUDY ABROAD ADVISING

Students are encouraged to meet with the Global Opportunities Coordinator (go@mccc.edu) to discuss the best study abroad program options. Students should also research program options by visiting <https://www.ccisabroad.org/>.

PARTICIPATION

If accepted into the program, students will:

- Enroll in STA001 and STA002.
- Make final payment prior to the start of the program.
- Enroll in courses specific to the travel experience.
- Submit all required documentation as outlined.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students must demonstrate the ability to perform the physical and psychological skills and abilities specified in the program requirements with or without reasonable accommodation consistent with federal law. Students who request accommodations must submit a written request for accommodation to the Office of Inclusion, Transition, and Accessibility at the time of Study Abroad application submission in order to receive appropriate consideration. The Office Inclusion, Transition, and Accessibility and the Office of Global Opportunities will determine if the program requirements can be completed by the student given their necessary accommodations.

MCCC cannot guaranteed that facilities, resources, and support services for students with disabilities will be available abroad to the same extent as students may be accustomed to in the U.S. However, when reasonable, MCCC will make every effort to assist students in obtaining needed accommodations while they participate in a study abroad program.

