

## **CCSA GENERAL STUDENT HANDBOOK 2013/2014 LONDON WINTER PROGRAM**

This guide is provided to assist you in planning your trip. Enclosed you will find helpful information on a variety of topics.

We urge you to read this handbook carefully and bring it with you. We also advise you to take the time before the trip to do some research to make your sightseeing more meaningful. Your local library and the Internet are great resources! We suggest that you begin with the CCSA web page (<http://www.ccsa.cc>), utilizing the Travel Tools icon.

### **YOUR PASSPORT...**

In order to go on your trip, you will need a passport. Information on how United States citizens can obtain a passport may be found on the U.S. Department of State's website ([http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html)). The State Department reports that it normally takes about 4-6 weeks to obtain a passport once the application has been received; however, in recent months, the processing time has greatly increased. You may wish to pay extra to have your passport expedited.

When you receive your passport, you should immediately sign it on the appropriate page since it is not valid unless signed by the bearer. Also, complete the information requested on the inside front cover. In case of an accident or other circumstance, it may be necessary to contact the designated agent or next-of-kin. Especially, **keep your passport safe** and never loan it to a friend or stranger under any circumstance.

**\*\*Please be certain that you have provided one copy of your passport to CCSA\*\***

The U.S. Department of State encourages you to register your trip with the local in-country U.S. Embassy or Consulate before you leave. This is done through the State Department's travel registration website (<https://travelregistration.state.gov/ibrs/ui/>). Registration enables U.S. officials to contact you in an emergency and to notify your family or other persons that you identify, if necessary.

If your passport becomes lost or stolen, report this IMMEDIATELY to the CCSA director, to the nearest U.S. embassy or consulate, or to the local police. We recommend that you make two additional copies of your passport -- leave one copy with family or friends and keep one in your suitcase. If you can supply the consulate with a photocopy of the passport, it may quicken the replacement process.

### **CLOTHES AND BAGGAGE...**

Don't try to pack your entire wardrobe! A good rule of thumb is to put everything you plan to take on the bed, then put a third of it back in the drawers. You will be bringing home more than you take, so it is a good idea to pack as little as possible while still providing a few basic outfits. Once you know your airline itinerary, **we advise that you contact your airline carrier regarding checked and carry-on luggage restrictions.** You will be required to carry your luggage within the airport so pack what you can comfortably manage yourself.

**We strongly recommend that you visit the Transportation Security Administration's website (<http://www.tsa.gov/travelers/index.shtm>), or you**

**may access it via the Travel Tools section of the CCSA website (<http://www.ccsa.cc>), for a current list of permitted and prohibited carry-on items.**

You should check the following websites, United Kingdom Department for Transport (<http://www.dft.gov.uk/airportsecurity>) and the British Airport Authority (<http://www.baa.co.uk/security>), regarding the latest security updates and carry-on luggage restrictions.

Remember to keep your passport and any other items you might need (medicine, glasses, contact lens case, film) in your carry-on luggage. But remember to pack **light** – you'll be bringing souvenirs home!

You may find that the cost of laundry facilities is more expensive abroad than in the U.S. Helpful hint for short-term programs (two weeks): Wash some of your clothes in your sink.

Jeans or casual wear are fine for attending class and for the majority of field trips. Your professor will inform you if you need to dress in a particular manner. It is a good idea to have one nice outfit for special visits, the theatre, a concert, or religious services.

It is **very important** to take at least one very comfortable pair of walking shoes. If you can't walk four or five miles in the shoes you plan to take, leave them at home. It is a good idea to have two pairs of comfortable shoes and to alternate wearing them. This helps keep the feet in good health, a critical factor since you will be walking everywhere to catch public transportation. **Past participants have stated that this point cannot be over-emphasized.**

### **CAMERAS AND FILM...**

Taking pictures abroad will add a pleasurable and memorable dimension to your travels and studies. In order to avoid frustrations while taking photos abroad or having poorly developed pictures when you arrive home, you may wish to consider the following photo tips:

**Camera:** Check your camera thoroughly before you leave. Make sure that batteries are fresh (you may want to take a spare set). If your picture-taking is infrequent, you may want to read your camera manual to review all of the camera functions and controls.

**Traveling With Your Digital Camera:** Traveling with a digital camera is a bit easier than with a film camera because the digital storage cards for cameras are not subject to the fog from X-rays from baggage scanning. Plus the other good thing about them is that you can see a preview of your image immediately and know if you have a picture that you can use or not.

#### Carry-On Luggage:

It is always a better idea to carry on your digital camera in your camera bag since chances of it being dropped or mishandled are reduced. The camera bag can go through the scanner at Security with no worry.

#### Suggestions for What to Bring Along:

- Camera bag with instruction book if at all unfamiliar with camera operation;

- Camera battery charger that is 220V rated for international current and the appropriate plug adaptor;
- Portable storage unit (such as a Wolverine Flash Pac) for downloading your images from the camera memory cards onto its hard drive for archiving and so you can reuse the memory card. Make sure you bring the AC adapter and batteries for its operation and that you have another plug adaptor for the unit. Make sure the unit is 220V rated for international current.
- Extra camera memory cards to use between downloads;
- If you are using a digital SLR, bring an extra lens, if appropriate;
- Extra camera batteries especially if the weather is cool or cold.
- Don't count on buying batteries when you arrive, prices can be very high.

#### Upon Returning:

- Images that are downloaded onto the Wolverine portable storage unit, should be moved to your hard drive and also onto CD or DVD media for archiving the original images before you color correct or resize for printing.
- Organize your images by date, place or subject matter for easier retrieval later.
- Get prints made at one of the excellent online services or print yourself.

Go to <http://www.wolverinedata.com/> for portable storage devices or find at other places online.

**Film:** Take plenty of film with you. Depending upon your photographic likes and habits, you may wish to take rolls of film with different film speeds (e.g., ASA/ISO ratings from 100 to 1000). The fast 1000 ASA/ISO speed will come in handy in dark or interior situations where a flash is impractical or not allowed. Consider whether you want to take slides, prints, or both. **Please see the Travel Tools section of the CCSA website (<http://www.ccsa.cc>) for film tips.**

#### **Travel Tips for Film**

##### Traveling With Your Film:

The International Imaging Industry Association (13A) advises travelers to always pack all film in your carry-on luggage. When you do so store them in a mesh bag or a clear zip-lock bag so that visual inspection can be easily done.

##### Checked Luggage:

Most airports do not use excessive x-ray when scanning carry-on luggage, but do use very strong scanning when examining your checked baggage. This checked baggage scanning can and will fog film especially film with high ISO ratings. So, the faster the film, the more likely it is to get fogged by the scanner. So the advice we give is to put all your film in your carry-on luggage and when possible, have your film processed before you return from your trip.

##### Carry-On Luggage:

Federal regulation requires hand checking of photographic materials when requested at airports for carry-on luggage. This should be available unless there is a sign posted telling you that this cannot happen. However, in times of high traffic, this is not possible, and to demand this kind of checking can cause you and other travelers serious delays. The scanning is of such a low grade that it will not damage your film, digital cameras or computers.

### Checking Carry-On Luggage Outside the U.S.:

When traveling outside the US, the same regulations do not pertain. So, it is wise to request to have your unprocessed film hand checked rather than sending it through the carry-on luggage scanner. Look for posted signs telling you if the scanner is safe for film. If so, send it through. If you are uncomfortable with this, it is better to process your film while traveling or to find a parcel service that will hand inspect and not x-ray your film while shipping.

### Using those Lead Film Bags:

It is suggested that you do not use the Lead Film Bags for your film while traveling. This is especially true for film placed in checked baggage. The reason is that when the baggage goes through the very strong radiation scanning before it is placed into the airplane, the lead bag will show up as an opaque object causing your bag to be kicked out of the system. When this is done, inspectors will have to hand-inspect your packed and checked luggage. Regulations usually state that you must be present while this is done. If you are already at the gate, you will have to go back to where the bag is to be inspected and this could easily cause you to miss your plane or for your plane to be delayed. Plus, the strong radiation used in these systems may not even have protected your film from damage and fogging anyway.

For more information go to <http://www.i3a.org/>.

**Photo Etiquette and Rules:** Be a good traveler and observe local rules regarding picture taking. In some historic places (mostly cathedrals and palaces), photography is not allowed unless you have a special permit. Where picture taking is allowed and appropriate, be patient and don't let photographic enthusiasm make you a pushy and impolite tourist.

Depending on the exchange rate, developing film is usually more expensive abroad than in the U.S. However, you may wish to develop your film overseas to make sure that your camera is working properly. Or better yet, use a digital camera and know that you have captured the images you wish to have for the future.

### **AIR TRANSPORTATION, SECURITY & GETTING THROUGH CUSTOMS...**

Security officials in your U.S. city of departure may ask you numerous questions. Don't be nervous! Instead, take comfort in the fact that this process is for your own safety.

**\*\*Do NOT leave your luggage unattended at any time\*\***

Upon arrival at your destination, proceed to the passport control area. You will be asked questions regarding the purpose and length of your trip. Explain that you are part of a travel/study program. Answer questions openly; do not joke with the officials. Proceed to the baggage claim area to pick up your luggage. Remembering your flight number is helpful in locating the proper baggage carousel. Carts are usually available to carry your luggage.

Going into another country requires that you pass through their Customs checkpoint. After picking up your baggage, proceed through Customs. If you have something to declare, follow the appropriate signs (often a red dot). Otherwise, if you have nothing to declare, follow the appropriate signs (usually a green dot). Please exercise courtesy and patience with Customs officials. They may ask to check that you have not brought

anything illegal into the country. If they do not question you, continue walking. Although it sounds confusing, you'll find your way. If you become separated from the group, don't panic – **just look for someone holding a CCSA sign as you go through the international arrival gate.**

When you return to the U.S., you must also clear U.S. Customs. You will be given a Customs declaration form on the plane on the return flight (a sample form can found at <http://www.cbp.gov/xp/cgov/travel/vacation/> -- click on Sample Customs Declaration Form). You may declare orally all items acquired abroad and brought back with you duty free, whether purchased or given to you as gifts, **if** their total value does not exceed \$800. If the total value exceeds \$800, you will be required to provide a written declaration of the articles acquired and pay a duty tax. Please read the *Know Before You Go* publication on the U.S. Customs & Border Protection website (<http://www.cbp.gov/xp/cgov/travel/vacation/kbyg/>).

### **PERSONAL SAFETY & SECURITY OF MONEY & BELONGINGS...**

The CCSA Board of Trustees, the program director(s), and their agents and suppliers of transportation have planned to take special precautions for the safety and welfare of participants. Obviously, none of these can provide guarantees covering circumstances beyond their control. You are responsible for learning fire and other safety instructions of every locality you visit. You are advised to follow any special instruction relative to safety that may be provided during the orientation conducted after you arrive. CCSA advises participants to exercise caution regarding any involvement in local political activities.

If you are planning personal travel, make yourself aware of crime information in areas you will be visiting including the safety of buses, trains and other forms of public transportation. We recommend that you begin by using the Internet for the most current information on issues such as safety, transportation, etc. You may wish to start your search in the Travel Tools section of the CCSA website (<http://www.ccsa.cc>). By selecting the Health & Safety icon, you can access the websites for the U.S. State Department (including direct links to Travel Warnings, Road Safety, and Information for Students) and the Centers for Disease Control and Prevention (Health Information for International Travelers).

Throughout your stay, carefully secure your money and personal belongings. Busy city streets, tourist attractions, and public transport stations are the haunts of pickpockets, purse-snatchers and thieves. Please be cautious by following these guidelines:

1. Keep your room door locked, even if you are just going down the hall for a few minutes (not applicable to home-stays).
2. Button or pin your billfold and passport in an inside coat pocket or buy a money belt. (Remember to keep a copy of your passport in a separate location.)
3. Never leave your purse or other belongings or packages unattended at any time.
4. Do not hang your purse or coat on the back of chairs in public places.
5. Do not leave bags under or at the side of seats and tables.
6. Do not leave your purse unzipped or open on counters at fast food restaurants or in other vulnerable places.
7. In all cases, be alert in public transport stations and observe those around you.

**Traveling in pairs or groups is highly recommended, and special instructions will be provided during the orientation about situations and locations that should be avoided to enhance the safety of participants. Caution is always advised!**

**Participants must advise the program director in writing if they plan independent travel that may necessitate their absence overnight.** This is necessary in order for participants to be contacted by the director(s) or the faculty members in case of emergencies or so persons attempting to contact them can be informed of their time of return.

### **GUIDELINES FOR CONDUCT...**

CCSA expects participants to display maturity and to respect the rights of their fellow students, faculty and other CCSA staff. Immature and inconsiderate behavior will not be tolerated. CCSA seeks to reinforce the positive images maintained in the past by encouraging its students to exhibit a pleasant, courteous and cooperative attitude.

The following rules must be observed **throughout the program:**

1. Loud and boisterous behavior that infringes upon the rights of other students to enjoy quiet and privacy in the residence hall/hotels or causes a disturbance to the residents of the area adjacent to the housing site is prohibited.
2. **Outsiders are only permitted in the lobby/public area of your place of accommodation if it has one – otherwise no visitors allowed.**
3. No more than two people may occupy a double room and a student may not impose a third party on his/her roommate.
4. Defacing or destroying furniture, facilities or other property is prohibited.

Any other rules and regulations of each accommodation site will be announced or posted upon arrival.

Quiet hours begin at 11:00 p.m. daily (unless otherwise stated) and must be strictly observed.

While you may lawfully consume alcoholic beverages if you are over the host country's legal drinking age, public drunkenness is illegal and intoxication is absolutely no defense against any charge of misbehavior. In other words, you are expected to adhere to appropriate standards of behavior at all times and having "one too many" is no excuse. (Please refer to the Program-Specific Information, Safety Section for the legal drinking age of your host country. Also refer to the alcohol/health and safety question in the Health Questions and Answers section of this handbook.)

Please be advised that CCSA will **NOT** permit the consumption of alcoholic beverages on the bus during transfers or excursions. The penalties for possession and use of illegal drugs are severe; any violations will be subject to the jurisdiction of the host country authorities applying host country law.

You are reminded that you are bound by the Code of Conduct contained within the CCSA application which states: *I hereby agree that in consideration of my being permitted to participate in this CCSA program, I will be subject to the supervision and authority of the faculty and/or director in charge; that standards of conduct will be stipulated by the faculty and/or director that I will meet; and that I will display maturity and responsibility as a representative of my college or university. I also understand and agree that the*

*faculty and/or director in charge has the authority to make decisions regarding my continued participation in the program if they determine that my conduct warrants disciplinary action or if they determine that my continued participation, for whatever reason, poses an immediate risk of harm to me or to others.*

### **GRADE APPEAL PROCESS...**

1. Students are strongly urged to discuss their concerns first with the faculty member assigning the grade. Failing a resolution of the disagreement with the faculty member, the student may appeal to the CCSA Executive Director. This appeal must be written.
2. The Executive Director shall conduct a preliminary investigation and if he/she determines that there is probable cause to believe that the appeal is well founded the Executive Director may either conduct a comprehensive investigation or refer the matter to an advisory committee of three members of the Board of Trustees.

The process to be followed by this committee is as follows:

- a. Receive a committee charge from the Executive Director that should include possible options.
- b. Review all documentation.
- c. Request additional documentation from either the professor and/or the student in either interview or written form as deemed necessary by the committee.
- d. Review these submissions and if possible, make a recommendation that would lead to a resolution at the faculty-student level.
- e. If unresolved, make a written report to include a recommendation to the Executive Director.
3. Upon completion of the comprehensive investigation or the receipt of the report of the advisory committee, the Executive Director shall render a decision that shall be final with respect to CCSA.
4. If the grade has not yet been recorded at a CCSA school, the student's grade shall be recorded as an incomplete, pending the Executive Director's decision.
5. If the grade has been recorded at a CCSA school, the student must utilize that school's appeal process. If the school requests CCSA to participate in the appeal process, it will be as stated in paragraphs one, two, and three.

### **SUGGESTIONS AND EVALUATIONS OF CCSA PROGRAMS...**

Participants are encouraged to make suggestions to the Executive Director, program director(s) or to a faculty member for changes, additions or improvements to this study abroad program at any time. A formal evaluation form will be distributed and collected prior to your return to the U.S. The CCSA Board of Trustees evaluates each program upon its conclusion, seeking ways to enhance the educational and travel content.

### **SAFETY TIPS FOR TRAVELERS...**

#### **Specific Advice for Women Travelers**

Women traveling abroad may encounter unexpected difficulties if not prepared. Although violence against women is higher in the U.S. than in many other countries, the uninformed female could be at greater risk for unpleasant or even dangerous situations if she does not take the time to prepare herself. Language and cultural differences may

compound the problem. For example, in many cultures direct eye contact by women may be regarded as inappropriate.

U.S. students need to be aware that different attitudes about women may exist in other countries. It is not uncommon for the lifestyle of American women to be considered as "free and loose" in comparison to what is acceptable in many other countries. This image may be further reinforced by negative stereotypes often seen in American television shows and movies. In addition to preconceived notions, interpretations about behavior, amount of eye contact, use of body language, style of dress, use of make-up, and personal distance between individuals may be profoundly different from country to country. Further information about cultural differences and women's issues can be found at Studyabroad.com (<http://www.studyabroad.com/guides/handbook/handbook4.html>).

Therefore, it is vital that women prepare themselves for possible situations that could range from sexual comments or harassment to the extreme of physically threatening behavior. It is important to learn about the customs, religion and appropriate dress for women before a visit is made to another country. The traveler should read as much as possible about the country to be visited before leaving home. Internet sites about the country are another good resource for the traveler. The goal is to be knowledgeable, prepared and safe.

#### Safety tips for the woman traveler:

1. Follow examples of culturally appropriate dress and behavior. Watch the women of the country you are visiting.
2. Do not dress provocatively and do not wear a lot of jewelry. You want to blend in with the public. You will be less of a target for harassment or inappropriate remarks.
3. If you need help with directions and if you have a choice, ask a woman. Do not be afraid to ask other women for advice or assistance. Older women are also helpful in reprimanding men who harass you.
4. If you are in an area where you do not see other women, then leave the area.
5. Sit near other women on public transportation.
6. Always choose an aisle seat so you won't get pinned in.
7. Project a confident attitude. Walk as if you know where you are going and what you are doing.
8. If someone is bothering you, be assertive. Tell them in a calm, serious manner to stop. Be direct and speak clearly and emphatically.

#### Safety tips for all travelers:

1. Don't do anything you wouldn't do at home.
2. Know how to use the local phones. Even if you have a phone card, always carry correct change for a phone call.
3. No matter where you are, always know where the exits are located.
4. Never go out alone in a strange environment, especially at night. If you have to go out alone, take a cab from door to door. Do NOT accept rides from people you do not know.
5. If a situation doesn't feel right or you have a "gut feeling", remove yourself as quickly as possible and/or ask for assistance.
6. If you must walk some place, go with a group and leave with the group. Do NOT walk alone.



7. Know your surroundings. Get a map of the local area. Study it before setting out so you know where you are going. Having to study it on the street makes it obvious that you are unsure of where you want to be and invites strangers to approach you.
8. Be cautious in public restrooms.
9. Be alert for staged distractions in public. That is a time to be more vigilant with personal belongings.
10. Do not tell strangers where you are staying.
11. When returning to your room, check the windows to be sure they are locked.  
Always lock your door.
12. If you are staying in a hotel and you feel uneasy about someone in the lobby watching you get on the elevator, press several different floors so they don't know where you got off.
13. If someone gets into an elevator with you who makes you feel uneasy, get off.

Please visit the U.S. Department of State's website for information on safety issues ([http://www.travel.state.gov/travel/tips/safety/safety\\_1747.html](http://www.travel.state.gov/travel/tips/safety/safety_1747.html)). The information contains helpful precautions to minimize the chance of becoming a victim of terrorism and also provides other safety tips for Americans traveling overseas.

## **Health Questions & Answers for the Study Abroad Participant**

The Cooperative Center for Study Abroad (CCSA) schedules academic study abroad programs in a variety of different locations. The experience of studying abroad can enrich your personal life and academic career and should not be marred by preventable problems. Becoming ill while you are traveling abroad is just as likely to occur as it would if you had stayed home. Whether or not you do may depend on your knowing what health risks are involved while you are traveling, following sound medical advice and making pre-departure preparations.

### **Do I need to get any special immunizations before I travel abroad?**

Before you travel you should make sure that all routine immunizations are up to date based on the recommendations approved by the Advisory Committee on Immunization Practice (<http://www.cdc.gov/nip/recs/adult-schedule.htm>). Routine immunizations are those immunizations that will protect you against many diseases that are still common in many parts of the world.

It is advisable to discuss your need for protection against tetanus with your personal physician. Tetanus boosters are recommended every 10 years after the initial series and it is easy to forget when it was last administered. Tetanus is an infection of the nervous tissue caused by a contaminated wound or injury. Cuts, abrasions and scrapes are not uncommon when you are traveling. Should you suffer any minor injury, keeping the area clean and protected from contamination is very important.

In addition to the routine immunizations, the Centers for Disease Control and Prevention (CDC) provide a listing of recommended immunizations. Vaccinations on this list are recommended to protect individuals from illnesses present in other parts of the world. According to the CDC (<http://www.cdc.gov>), which vaccinations you need depends on a number of factors including your destination, whether you will be spending time in rural areas, the season of the year you are traveling, your age, health status, and previous immunizations. Information about recommended vaccinations specific to the locations of CCSA Programs may be found on the CDC website as well as in the CCSA site-specific student handbook. CCSA recommends that you meet with your personal physician at least 4–6 weeks prior to departure on your selected study abroad program to determine your vaccination needs.

### **What health risks do I need to be aware of before I travel abroad?**

Certain health risks are universal, while others may be specific to geographic areas. In general, in most developed countries, health risks related to infectious diseases may be no greater than those you would encounter while traveling in the U.S. However, in less developed regions and countries, standards of sanitation and hygiene can vary greatly. The risk is generally much less in the more populated areas of these regions. The risk of infectious diseases is related to the exposure to water and food of uncertain quality.

### **I have had some mental health issues (such as anxiety and depression) in the past. Can I still study abroad?**

Traveling and study abroad presents many new stressors that may exacerbate or amplify any mental health issues that exist. Developing a self-awareness of these stressors will assist you in identifying coping strategies that will be effective when confronted with the stressors. Stressors associated with travel and study abroad include:

- separation from the familiar support system of family and friends;

- travel stress on the body;
- adjustment to local culture; and
- strain of physically adapting to differences in housing, food and water.

In preparation for participation in the program, CCSA recommends all participants discuss these stressors and their mental health status with their personal physician or counselor.

### **What infectious diseases could I develop when traveling and what can I do to prevent them?**

The most common infectious diseases you could develop when traveling are related to either the GI tract or the respiratory system.

The most common of the infectious diseases one may acquire is "traveler's diarrhea". Diarrhea is actually a defense mechanism to protect your body against unaccustomed organisms. As such, it is usually self-limiting and should subside in 3-5 days. In the meantime, the most important thing that you can do is maintain your fluid intake to prevent dehydration. The best choices would include fruit and vegetable juices and clear soups that are high in mineral salts that may also be depleted. However, if the diarrhea is severe, you have a chronic health problem, you begin feeling progressively weaker or it does not subside within several days, it is recommended that you seek medical attention.

Hepatitis A (Infectious Hepatitis) is more common in North Africa, the Middle East, and the Caribbean. It is possible to contract the disease anywhere, including the U.S., where living conditions are crowded and unsanitary or if exposed to contaminated food or water. You may also contract Hepatitis A through eating of contaminated clams, oysters and other shellfish, especially if eaten raw.

In areas where sanitation is poor or in heavily populated locales where the risk of infectious disease is higher, it is recommended that only canned or bottled beverages or beverages made with boiled water be consumed. If the water is of questionable quality, iced drinks should be avoided. Choose only fresh fruits and vegetables, which can be peeled, and avoid food items sold from street vendors.

The most common respiratory illnesses are similar in symptoms to upper respiratory infections or a common cold that you may experience in the U.S. These symptoms may occur as a result of exposure to new types of viruses while traveling. The best treatment is to prevent the respiratory illnesses from occurring.

### Infection Control Practices for Respiratory Illnesses

1. Individuals with symptoms of a respiratory illness (coughing, sneezing, runny nose) should take precautions not to spread the illness to other individuals.
2. If symptoms are accompanied by a fever, they should limit interactions outside the home until after the resolution of fever, provided respiratory symptoms are absent or improving.
3. Each individual with a respiratory illness should be advised to cover his or her mouth and nose with a facial tissue when coughing or sneezing. Soiled tissues must be disposed of properly.
4. Sharing of eating utensils, towels and bedding between individuals with respiratory illnesses and others should be avoided.
5. Preventive practices to prevent the transmission of any illness include careful and frequent **hand washing** using either soap and water or waterless alcohol-based

sanitizers. Hand washing removes potentially infectious materials from the skin and helps prevent disease transmission. (Adapted from <http://cdc.gov/>)

**I hear that the drinking age is different in other countries. Is there anything I need to know about alcohol and my health and safety?**

On your study abroad trip, you will experience many new social situations some of which may involve the consumption of alcohol. Alcohol is considered a legal drug and is readily available. Alcohol, when consumed responsibly, is generally not harmful for healthy people. Therefore, it is important to understand that alcohol is a psychoactive drug that affects the central nervous system (CNS). Although alcohol consumption produces a euphoric or "high" feeling, it actually causes depression of the CNS. As a result, even moderate drinking is not entirely without risk. You can put yourself at risk for health problems, relationship problems and threats to your physical safety. The less experienced you are, the greater the health and safety risk you are likely to incur.

Why are you, as a participant in a study abroad program, at risk for increased consumption ("binge" or high-risk drinking) of alcohol?

- Drinking age in the country you are visiting may be lower than at home
- Stress of adjustment to a new environment
- Easy availability and low cost of alcohol
- Peer pressure
- Pressure from local culture
- You may be a "novice drinker"
- Frequency of alcohol consumption in the local culture

In the U.S., alcohol consumption has been found to be related to situations involving increased physical violence, sexual harassment and assault. Behavioral effects of even moderate consumption may include irritability, moodiness, anxiety, loss of judgment, changes in behavior, impulsiveness or an inability to cope. Physical effects include alterations of muscle coordination, slowed reflexes, tremors, and, ultimately, a loss of consciousness. Alcohol can interact negatively with a large number of medications. For example, alcohol will have an even stronger sedative effect if consumed with any medications that also cause depression of the central nervous system such as medications to control pain or aid sleep. If alcohol is consumed frequently with medicines that you buy over the counter, such as acetaminophen, long-term health problems can develop. You should always check with your doctor or pharmacist before drinking any amount of alcohol if you are taking any medicines, prescription or otherwise.

**If I am sexually active, am I at greater risk for infectious diseases?**

Accordingly to the World Health Organization:

"An estimated 333 million episodes of curable sexually transmitted infection (syphilis, gonorrhea, chlamydial infections and trichomoniasis) occur annually throughout the world. They are important causes of infertility, illness and death. Nonetheless, some travelers continue to place themselves at risk of infection. In a few developed countries, a large proportion of sexually transmitted infections are now acquired during international travel."

Other diseases that can be sexually transmitted include infection with the human immunodeficiency virus (HIV) that causes AIDS and Hepatitis B virus (HBV). AIDS and HBV are considerably less an epidemic in some countries than in the U.S., and

considerably more in others. In addition to transmission through sexual intercourse (both heterosexual and homosexual), needle-sharing, blood transfusion, injections or other invasive procedures increase the risk of acquiring HIV, HBV and other infections. Some countries may not have the resources to adequately screen blood or provide sterile needles; thus, under certain circumstances, there may be greater risk for exposure to the HIV virus. The U.S. Department of Health and Human Services states:

"Travelers are at risk if they use or allow the use of contaminated, unsterilized syringes or needles for any injections or other skin-piercing procedures, including acupuncture, use of illicit drugs, steroid injections, medical/dental procedure, ear piercing or tattooing."

Therefore, CCSA strongly recommends that participants avoid receiving tattoos, body piercing, etc. while abroad due to the concern of the lack of safety standards and the possibility of contracting Hepatitis B and/or HIV. Measures for preventing sexually transmitted infections are the same whether in the U.S. or traveling abroad. Participants should avoid multiple partners or sexual encounters with any individual whose HIV-infection status is unknown. If you are sexually active, ALWAYS use a latex condom. If you anticipate being sexually active while traveling, take a supply of condoms with you as conditions, manufacturing and storage of condoms in other countries may be questionable.

### **What if I have a prior health problem?**

If you have any pre-existing health conditions or have other health-related questions, you are strongly encouraged to discuss the appropriateness of your participation on the study abroad program with your personal physician prior to the trip. You will be asked to complete a special medical form as part of the application process. It is important that you provide accurate and complete physical and mental health information and any other personal data that is necessary in planning for a healthy study abroad experience. All information will be treated with strict confidentiality.

CCSA makes every reasonable effort to accommodate participants with disabilities, but many locales outside of the U.S. have not been altered to accommodate persons with disabilities. Moreover, certain CCSA programs have, as an essential element, field experiences that require considerable stamina.

If you have diabetes, are allergic to medications such as penicillin, or have any other physical condition that could require emergency care, carry some form of identification with you at all times (wallet identification card, medical alert bracelet or necklace). The specific problem and what must be done should be clearly stated in the event you are unable to communicate this information yourself.

### **Do I need to do anything special if I am taking medicines prescribed by my doctor?**

If you require regular medication or injections, be sure to check with your personal physician for any advice or recommendations. The program staff is concerned about the wellbeing of all participants but they are not trained healthcare professionals. It will be your responsibility to self-administer all personal medications.

If you need prescription medications regularly, take an adequate supply with you. Consult with your physician, pharmacist and insurance company to insure that you will have a sufficient supply of medication for the entire trip. A letter from your physician should accompany prescription medicines, providing a description of the problem and the name and dosage of the prescribed medication. If it becomes necessary to seek medical

attention, this information will assist medical personnel in providing the most appropriate care. It is important that all prescription medications be left in their original container as carrying unlabeled medications can result in severe difficulties with immigration, customs and other law enforcement personnel.

The Center for Disease Control recommends, "Diabetics or other persons who require routine or frequent injections should carry a supply of syringes and needles sufficient to last their stay abroad." It may be illegal in some countries to carry needles and syringes without a prescription. You should carry a letter from your physician documenting your need for the needles and syringes.

### **What about other medicines that I sometimes take for simpler problems like a common cold?**

If you take specific "over-the-counter" medications for recurring problems, such as headaches, sinus problems, colds, skin conditions (mosquito bites, cuts, poison ivy, etc.), diarrhea or constipation, it is suggested that you bring a supply of those medications with you. The U.S. Food and Drug Administration does not regulate "over-the-counter" medications in other countries. Therefore, medications may not be of the same purity (quality) as a similar medicine in the U.S. Additionally, these medicines may not contain the same chemical substances that you are accustomed to taking for a particular problem, which may alter your response to the medicine. Also, some U.S. "over-the-counter" medications may be prescription drugs in other countries. You should have a written statement from your personal physician that the medicine you are carrying is being used under a doctor's direction and is necessary for your physical well being while traveling. "Over-the-counter" medications should be left in the original container.

**Warning** Research has shown that medication sharing is relatively common among adolescents and adults. Any individual who receives a medication whether it be a prescription or over-the-counter drug via sharing does not receive the appropriate information about its actions and possible negative interactions with other medications, or any other associated risks. Sharing drugs that could possibly cause allergic reactions or serious side effects is of special concern. All participants are strongly encouraged NOT to request or offer any medications to others.

### **I have heard that air travel for extended periods of time can cause health problems. What precautions can I take?**

Airsickness is not common. However, if you have experienced airsickness in the past or have had significant problems with motion sickness, you may want to discuss this with your healthcare provider. Prescription and nonprescription medications are available to combat motion sickness. If you anticipate traveling in a boat (especially a small boat) while on your study abroad program and have had problems with motion sickness, you may want to have medications available to combat the problem. Ginger tablets, which are available over the counter, have been shown to be effective for some in preventing motion sickness associated with small boat travel.

If you have sinus or inner ear problems, the changes in altitude and the cabin pressure may intensify symptoms. It is recommended that you discuss with your healthcare provider the need for a decongestant while traveling. If you have had frequent sinus or ear infections, your healthcare provider may recommend bringing an antibiotic or a prescription for one with you on your trip.

The controlled cabin temperature, humidity and pressure may result in simple dehydration if fluid intake is not maintained. Drinking alcoholic beverages in excess while in flight will have an additive effect on the dehydration. Dehydration can cause the blood to be thicker, so individuals who have a history of blood clots should be especially careful that they drink adequate fluids. Also, adequate fluid intake is necessary to flush the kidneys and urinary tract. Individuals with a history of frequent urinary tract infections or kidney stones must be sure to drink adequate amounts of water while traveling. Normally 8-10 glasses of water are recommended each day. The amount should be adjusted depending on the length of the flight. Bottled water can be kept in your carry-on luggage or requested from the flight attendants.

Prolonged air travel can lead to slowed circulation in the legs, as well as stiffening of the joints for those with arthritis. Slowed circulation in the legs may lead to swelling, generalized discomfort and may increase the risk of blood clots in susceptible individuals. To prevent joint stiffening, avoid swelling and maintain adequate circulation in the legs, walk around the plane every 1-2 hours or try some simple leg exercises while you are in your seat. For example, extend your leg as straight as you can, given the limitations on space; hold the position and flex the foot to point the toes toward the head; extend the foot, pointing the toes toward the ground; lower the leg. Repeat with the other leg. Repeat 5-10 times every hour. Or, leaving the feet on the floor, alternate lifting the heels and holding to the count of five, then lift the toes to the count of five. Repeat 5-10 times per hour. Each of these exercises causes muscle contraction and relaxation, which aids the circulation in the legs.

### **Do I need to get special health insurance before I leave?**

A comprehensive group health insurance policy is provided to program participants as part of the program package. This health insurance is provided for the length of a participant's CCSA study abroad program. We urge you to discuss with your insurance agent the amount of coverage extended through the policy provided by CCSA in combination with your personal medical insurance coverage as it relates to overseas travel. By doing so, you can make an educated decision regarding the potential need for additional insurance.

It is important for you to check with your own health insurance carrier to confirm whether your policy applies overseas, including provision for medical evacuation. It is recommended that you obtain in writing from your insurance company: (1) the extent of coverage that is extended during your travel abroad, and (2) the correct procedure for submitting claims. Ascertain whether your insurance company will make payment to the overseas hospital or doctor or whether you will be reimbursed later for expenses you incur. Some insurance policies also include coverage for psychiatric treatment and for disposition of remains in the event of death.

Useful information on medical emergencies abroad, including overseas insurance programs, is provided in the Department of State, Bureau of Consular Affairs brochure, Medical Information for Americans Traveling Abroad, available via its Travel Publications page at [http://travel.state.gov/travel/tips/health/health\\_1185.html](http://travel.state.gov/travel/tips/health/health_1185.html).

### **What if I get sick while I am traveling abroad?**

If you begin to feel ill during the trip, it is important to inform the CCSA on-site director immediately. He/she will discuss with you whether you need to seek medical attention. If it does become necessary to seek medical attention, the on-site director will assist you in this process. If a medical emergency occurs, get medical attention immediately and then contact the CCSA on-site director. If the director is unavailable, contact your CCSA

professor. CCSA suggests that you carry the phone number and address of the CCSA accommodation site with you at all times while you are abroad.

**I don't exercise much but I am not a "couch potato". Do I need to do anything special to get ready for traveling abroad?**

You may consider yourself physically fit and prepared for the trip. You may believe that if you are going to be in an urban area with excellent local transportation you do not need to worry about preparing yourself physically. If you can walk at least three miles without stopping and climb 2-3 (long) flights of stairs without getting short of breath, you probably are fit enough to tolerate what you can expect to encounter on most study abroad programs. Yet, there is no better way to absorb the culture and experience the country you are in than to WALK! And how do you imagine you will get down or up from the underground station? And what about that historical cathedral or castle or palace – they didn't have elevators in 1600.

It is suggested that you **consider beginning an exercise program at least six weeks before your study abroad program** begins. If you have health problems or have not participated in an exercise program, you may need to consult your personal physician first for his/her advice. Maintain a regular schedule and exercise at least three times a week until you leave. You should try to increase your distance and/or the number of stairs each week. Your **goals should be to walk at least three miles without stopping and to climb two (long) flights of stairs**. You may find yourself walking five or more miles each day, so it would also be a good idea to break in those new walking shoes while you are exercising. If you wait until you arrive at your destination, those brand new shoes may equate to brand new blisters.

**Besides exercising, what else do I need to do to get myself ready for the trip?**

The trip itself can cause stress that could have physical consequences. Being healthy when you begin your trip is as important as breaking in your shoes. The excitement of going abroad combined with final exams, holidays or just being with your family often means that you may be neglecting yourself. If you haven't been getting enough sleep, haven't been eating well and have been burning the candle at both ends, your immune system may have to work harder and you may be placing yourself at risk for getting sick.

You may not get sick before you leave home, but the moment you set foot on foreign soil it seems to happen. Consider their germs are different from our germs and you probably don't have a natural resistance to them. Your resistance to disease may have been further reduced by the long hours associated with traveling; the disruption in normal eating patterns, as well as the changes in climate and time zones. Changing time zones disrupts your normal sleep and wake cycles. Upon arrival at your destination, it is recommended that you help your body adjust to the time change by staying awake a few more hours. This adds to your immediate fatigue and may further tax your immune system. To prepare you for the adjustments your body will have to make, the same day you begin the previously mentioned exercise program, you may want to consider beginning a vitamin supplement, working hard at eating three well-balanced meals every day and getting adequate sleep (7-8 hours) each night. It may take several days for your body to adjust to the time change and you may be tempted to try to extend the length of your days so you can experience all there is to experience. Therefore, it is advisable to include some short rest periods for the first few days after arrival. Meal times may not be a priority as you explore the new and exciting surroundings. Just as it was important to prepare yourself prior to your departure, it is just as important to maintain these habits now.



**What do I need to take with me?**

It is very important that all medications, letters from your personal physician, etc. be packed in a bag that you will carry with you while you are traveling. Unfortunately, checked luggage sometimes does not arrive at the same time as you and any items that you need either during the trip or upon arrival should be carried with you.

Also, you will want to be prepared to handle any minor health problems or deal with any issues associated with pre-existing medical conditions as they occur during your travels. Being prepared with a "first aid kit" may save you significant time and frustration while traveling. A basic first aid kit of over-the-counter medications that you are accustomed to taking or possible supplies specific to your destination is recommended.

Things to include in a first aid kit:

- Prescription medications with an accompanying letter
- Medical alert wallet ID card/bracelet/necklace
- "Over-the-counter" medications; for example,
  - Anti-diarrheal medication
  - Medication for constipation
  - Decongestant for sinus or upper respiratory problems
  - Antihistamine, also for sinus type congestion
  - Anti-motion sickness medication
  - Medication for relief of pain and/or fever such as acetaminophen, aspirin, ibuprofen
  - Cough medication
  - Antacid
- Band-aids in assorted sizes
- Ointments for cuts, rashes, etc. (for example, Benadryl or hydrocortisone for poison ivy or insect bites; Neosporin or similar antibiotic ointment for cuts or scrapes)
- Insect repellant
- Sunscreen, at least SPF 15 or more
- Waterless alcohol-based hand sanitizer
- Disposable thermometer strips

## **Program Specific Information 2013/2014 London Winter Program**

### **WHERE YOU WILL BE...**

Participants will reside in either the Washington Mayfair Hotel or the Courthouse Hotel, both located in central London within walking distance of transportation and many attractions. The two hotels are less than two miles away from each other (or one stop on the London Underground). Below is the breakdown of classes (by course title and faculty last name) assigned to each hotel.

#### **At the Washington Mayfair Hotel**

<http://www.washington-mayfair.co.uk/default-en.html>

History of Western Art (Brown)

Change and Improvement in Europe (Oestreicher)

Dead Poets (Lewis)

English Essay (Embree)

Theatre in Action (Wadia/Filippo)

Doorway to Fantasy (Miller/Leigh)

Entrepreneurship (Volker/Phillips)

Healthcare Yesterday, Today and Tomorrow (Ryan/Steinke)

Advertising and PR (Barnes/Eckman)

Theatre on Location (Shaw/Hatton)

#### **At the Courthouse Hotel**

<http://www.courthouse-hotel.com/beta/>

Great Exhibitions (Decker)

Dr. Who (Lavery)

Crime and Punishment (Mohanty)

400 Years of London Theatre (Hansen)

Medieval Civilization (Resor)

#### **Washington Mayfair Hotel**

The Washington Mayfair Hotel is a distinguished hotel with a history dating back to 1913. Its Art Deco origins can be clearly seen in the exquisite and understated bas relief features on the exterior. You will be staying in one of London's finest locations, Curzon Street, tucked into the heart of Mayfair a few minutes from Park Lane.

Park Lane, Piccadilly, The Royal Academy of the Arts, Buckingham Palace, Bond Street, Green Park and Hyde Park are a few minutes walk. Oxford Street, Piccadilly Circus, Regent Street and Knightsbridge are within a 10-15 minute walk. From Green Park Underground nearby, there is easy access to the City, Canary Wharf, the O2, Wembley Stadium, all London mainline stations and a direct link straight to Heathrow.

#### **Courthouse Hotel**

The Courthouse Hotel is situated in the heart of London's bustling shopping and theatre district. A stone's throw from Liberty's and the shopping paradise of Bond Street, Regent Street and Carnaby Street, the hotel is in a prime location. Situated in an old courthouse, the Grade II listed building retains much of the splendor of the original. From the internationally known Selfridges department store and Bond Street with its Couture boutiques to the London Palladium, famous for its great Musical and Theatrical performances, you are in the center of everything.

Nearby places of interest are the Royal Opera House, Selfridges, London Palladium, Covent Garden, Berwick Street Market, Soho Theatre, Chinatown and Bond Street designer boutiques.

### **CLIMATE & CLOTHING...**

Britain has a fairly temperate climate and can sometimes be overcast. The weather can vary greatly from day to day but generally winter (December – March) is a cool 33-41°. Winter sees Britain's shortest and coolest days (about 7-8 hours of daylight) but these can be crisp and bright.

The British weather is liable to change from day to day so if you are wondering what to wear, it is a good idea to bring a selection of items. Items to include are: some light clothes, items you can layer (that way you can add or remove layers depending on temperature), at least one warm sweater, winter coat, gloves, raincoat, and umbrella.

### **HOUSING & MEALS...**

The Washington Mayfair Hotel

5 Curzon Street

Mayfair, London

ENGLAND W1J 5HE

Telephone: 011 44 207 499 7000 (dialing sequence from U.S.)

Fax: 011 44 207 495 6172

<http://www.washington-mayfair.co.uk/washington.htm>

Courthouse Hotel

19-21 Great Marlborough Street

London

ENGLAND W1F 7HL

Telephone: 011 44 207 297 5555 (dialing sequence from U.S.)

Fax: 011 44 202 797 5566

Website: [www.courthouse-hotel.com](http://www.courthouse-hotel.com)

Participants at either hotel are housed in twin rooms, with occasional use of multi-bedded rooms, unless single accommodations have specifically been requested and an additional charge paid.

Hotel room amenities include: individually controlled air-conditioning, electronic safe, Internet access, tea and coffee making facilities, satellite & pay movie channels, hairdryer, shower/bath, bathrobes, face cloths and towels and desk.

**No Smoking Policy in London** -- Effective July 1, 2007, it is against the law to smoke in public spaces, including transportation (buses, trains, tube system, etc.). If you smoke, please check with the hotel for the approved smoking locations.

A full English buffet breakfast is included each morning, with service from 7 – 9 AM. Lunch and evening meals are at the participant's expense.

### **INTERNET ACCESS...**

If you have your own laptop with wireless connectivity, this is provided free of charge throughout both hotels for basic web surfing, e-mails etc. For high bandwidth downloads

you will need to use the hard-wired facility in your room for which there is a charge. There are also PC's provided free of charge for guest use in the lobby. You will be charged for any printing from these PC's.

### **PHONING TO AND FROM BRITAIN...**

Remember to inform your family and friends that Britain is:

5 hours ahead of Eastern Standard Time

6 hours ahead of Central Standard Time

7 hours ahead of Mountain Time

8 hours ahead of Pacific Time

Listed below is the correct dialing sequence for calling Britain directly from the U.S.:

International Access + Country Code + City Code + Number

011	44	207	499-7000*	Washington Mayfair
011	44	207	297-5555*	Courthouse

\*This is the number of the main reception desk at the respective hotel. Please inform friends and family of your room number after your arrival in London.

Listed below is the correct dialing sequence for calling the U.S. directly from Britain:

International Access + Country Code + Area Code + Number

00	1	#	#
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One way to call home is to charge the call to your home number by using your long-distance carrier. You can charge the call to your calling card, or make a collect call to the U.S. number dialed. Please check with your long-distance carrier for international phone instructions before you depart the U.S. Another option to consider is the purchase of a pre-paid international phone card.

**WARNING:** CCSA strongly recommends **before departing** the States that you thoroughly investigate and make a well-informed decision regarding the best method for making international calls to and from Britain. Once in Britain, please read any information materials concerning telephone usage at your accommodation site. Past participants have reported phone bills totaling hundreds of dollars for calls made from their hotel room. Many phone booths do not take change; they will only accept phone cards that can be purchased locally.

Wherever you go in the United Kingdom, you will never be too far from a public pay phone. Most pay phones accept 10p, 20p, 50p and £1 or £2 coins for short calls. Major credit/debit cards and country calling cards can also be used from most pay phones.

Cell phones can be purchased or rented in London. It may be possible to bring and use your own cell phone in London. Prior to departure, check with your provider on connection fees, contracts and also what equipment you may have to purchase and perhaps attach to your phone for activation.

Most dual and tri band mobile phones that have GSM 900 or 1800, will work via roaming in Britain. Check with your mobile phone provider before you leave that the 'roaming'

function is activated on your phone. You can buy a British prepay mobile phone including phone number and SIM card for as little as £30 in many high street shops.

We suggest that your family members be provided with the CCSA office phone number: (615) 460-6575 or (800) 319-6015.

### **ENTRY REQUIREMENTS...**

U.S. citizens do not need a visa for short stays in Britain.

If you are not a U.S. citizen, you should contact your home-country embassy in the United States, as well as the British embassy or consulate, to determine which documents are needed to enter Britain. You should also contact the U.S. Immigration and Naturalization Service to determine which documents are needed to re-enter the United States and whether your leaving the United States is likely to have an adverse effect upon your U.S. resident status.

Again, the U.S. Department of State encourages you to register your trip with the local in-country U.S. Embassy or Consulate before you leave. This is done through the State Department's travel registration website (<https://travelregistration.state.gov/ibrs/ui/>). Registration enables U.S. officials to contact you in an emergency and to notify your family or other persons that you identify, if necessary.

### **FOR THOSE ARRANGING THEIR OWN TRANSPORTATION...**

Participants who have arranged their own transportation should proceed through customs into the main terminal of the airport.

From Heathrow Airport, you have many choices. You may take the tube/subway, Airbus, train to central London and take a taxi (about £20.00) from there to your hotel (address in the Housing & Meals section above). For more information, please review the airport website (<http://www.heathrowairport.com/>).

From Gatwick Airport, purchase a one-way, standard-class ticket for the Gatwick Express train to Victoria Station. The cost is about £15.00, and the train ride takes about 1/2 hour. Once at Victoria Station, follow the signs to pick up a taxi. Take a taxi to your hotel (address in the Housing & Meals section above). The cost should be about £20.00. For more information, please review the airport website (<http://www.gatwickairport.com/>) - Click on To and From Our Airport).

**For those residing at the Washington Mayfair Hotel:** If traveling by tube to the hotel, please get off at the Green Park stop. Exit the station onto the north side of Piccadilly, turning right. Continue walking and turn right into Clarges Street. When you reach Curzon Street, the Washington Mayfair Hotel will be visible directly across the road.

**For those residing at the Courthouse Hotel:** If traveling by tube to the hotel, please get off at the Oxford Circus stop. Exit the station via the Argyle Street Exit. Go south down Argyle Street (away from Oxford Street) past the London Palladium theatre to the bottom of the street. You are now in Great Marlborough Street. Turn left and continue walking down Great Marlborough Street and you will see the Courthouse Hotel ahead on the left, just past the pedestrian crossing. It will be covered in lights so very visible.

Although group flights depart the U.S. on the evening of December 26, participants will not arrive until December 27. Consequently, your room reservation at the hotel starts on December 27. Check-in time is usually 2 p.m. However, if you were to arrive at the hotel before that time, they will hold your luggage for you.

Upon arrival at the hotel, go directly to the reception desk to announce your arrival. Inform the clerk that you are with the CCSA group and ask to leave a message for one of the CCSA on-site directors informing them of your arrival.

**\*It is imperative that each participant who has arranged his/her own transportation forward a copy of the flight itinerary so that it is on file in the CCSA central office before you depart. Please contact the central office for further instructions (615-460-6575 or 800-319-6015).**

### **PUBLIC TRANSPORTATION IN LONDON...**

You will quickly become familiar with the London Underground or tube (subway) and bus systems!

Depending on your class, you will receive either one 7-day or one 7-day and one 3-day Central Zone Travel Cards. This gives you unlimited travel on London buses and the Underground in Zones 1 and 2, which will give you access to much of the city and to all of the mainline train stations. You will be required to pay a supplemental fee when you travel to other zones of the city. When taking local transportation, don't travel with valuables. You may, however, keep your passport with you.

**Note:** In American English, a subway refers to an underground train. In British English, a subway refers to an underground pedestrian crosswalk.

### **HEALTH AND SAFETY...**

Students will be treated for emergency situations under the British National Health Service provisions. Illnesses arising from pre-existing or chronic conditions are NOT covered; neither are minor ailments such as colds, sore throats, etc. Last year visits to nearby clinics cost £50-£100 per visit. Charges can be significantly higher than those assessed in the United States.

Remember also that most medical care facilities and medical care providers in the UK do not accept insurance subscription as a primary source of payment. You will need to pay the balance due and submit a claim to your insurance company once you return to be reimbursed. Please remember to have the physician complete the claim form, if you have one, before you leave his care or get copies of any information about the care you received.

The Department of State strongly urges Americans to consult with their medical insurance company prior to traveling abroad to confirm whether their policy applies overseas and whether it will cover emergency expenses such as a medical evacuation.

You should carry all medicines you are planning to take in the original containers as issued by the pharmacy or purchased over-the-counter. If you have a pre-existing medical condition, you should carry a letter from your physician describing the medical condition and any prescription medications, including the generic names of prescribed drugs. You

should check with the British embassy to make sure any required medications are not considered to be illegal narcotics. Note: some medications available by prescription or over-the-counter in the United States may be controlled substances in Britain.

If you have allergies, reactions to certain medications, foods, insect bites or other unique medical problems, consider wearing a "medical alert" bracelet. You may also wish to carry a letter from your physician explaining required treatment should you become ill.

The legal drinking age in Britain is 18. Please refer to the General Information Guide under the Conduct Section for pertinent information regarding alcohol consumption.

Vehicular traffic in parts of Britain is often congested and hectic. Since the British DRIVE ON THE LEFT-HAND SIDE OF THE STREET OR HIGHWAY, be very careful to LOOK RIGHT, THEN LEFT, before crossing a street. You are cautioned to pay special attention to this difference since Americans are conditioned to look for traffic from the opposite direction. For the reason just explained and because of the convenience of public transportation, you are advised **not** to try to drive an automobile.

### **MONEY AND EXTRA EXPENSES...**

For additional expenses (lunches, dinners, admission costs for concerts, the theatre, museums, and other events), you will need a **minimum of \$650**. This amount is entirely dependent upon each student's spending habits. Participants should consider budgeting additional funds for personal expenses such as souvenirs and independent travel. Be certain to take enough extra money to cover your spending; it would be wise to establish a budget for these optional expenses.

Before you leave the U.S., exchange enough cash (approximately \$100) to pay incidentals, such as snacks, for the first day or two. You can exchange money at larger banks, some airports and websites such as [www.foreignmoney.com](http://www.foreignmoney.com) (CCSA does not endorse this agency).

Perhaps the best advice when determining how best to exchange money is: Don't rely on one method. A combination of cash, ATM card, and credit card seems to work best.

Once abroad, you may exchange currency at banks, post offices, some hotels and Bureau de Change kiosks, which are found at international airports and most city centers. It is always a good idea to check current exchange rates before you travel. Post offices in Britain don't charge commission when exchanging currency. You also shouldn't be charged commission when withdrawing cash from an ATM or when using your credit card to pay for a service. You should be aware that U.S. banks may charge a higher processing fee for withdrawals made at an overseas ATM – check with your bank before you leave. You may use your Automatic Teller Machine (ATM), or cash machines as they are called in Britain, card to get currency, because the exchange rate is usually better. You will find ATMs at most banks, high streets and shopping centers. You can use international credit cards, debit cards and bank cards at ATMs providing they have a four-digit PIN encoded. As a general rule, any ATM that displays the Visa badge can be used by Plus cardholders and those displaying the MasterCard badge can be used by Cirrus cardholders.

Banks in Britain are generally open Monday through Friday and hours vary. Many banks have 24-hour banking lobbies where you can access a range of services via machines.

You should check with your own bank whether you will be able to gain access to these facilities. If you need British currency when the banks are closed, you can obtain it at larger high-street travel agents, in exchange offices in large department stores, at counter desks in larger hotels or at one of the many independent Bureaux de Change. Regulations require all Bureaux de Change to clearly display all exchange rates and full details of any fees and rates of commission.

You may use a credit card to make major purchases. All credit cards that bear the Visa, MasterCard or American Express logo are widely accepted in Britain. If your card does not bear one of these logos, you should ask the retailer in advance if you can use it, or check if your card's logo is displayed at the payment area. You should be aware that retailers can charge more for goods and services bought by credit card, but they must display a clear indication if any price increase applies. Contact your credit card company in advance to let it know in which countries you will be using your card. Oftentimes, a credit card company will cancel or put a hold on a card when suspicious purchases (e.g. overseas purchases) appear.

Remember to tell your card issuer that you will be traveling, and ask about fees, daily limits, and other possible pitfalls. Ask your bank for assurance (in writing) that your card and password **will** be accepted in Britain. CCSA suggests that you also verify that your ATM card is **NOT** a debit card. Debit cards can be used without entering a password and, hence, present an even greater risk if stolen. Also, should you have an alphabetic PIN, familiarize yourself with the corresponding keypad numbers, as alphabetic characters do not always appear on keypads world-wide.

As there is always potential for credit card fraud, be sure to exercise due caution in the use and handling of your credit cards at all times. You may wish to check with the bank that issued your card for information and advice concerning proper safeguards and methods of reporting misuse. You should also get a 24-hour emergency telephone number to call – not an 800 number since they do not work when calling from Britain – of the bank that issued your credit card so you can cancel it in the event it is stolen. We also suggest keeping a copy of any credit cards you are taking with you in case they are lost or stolen. Make sure you have signed the back of your credit card before you depart the U.S.

**Most importantly, don't wait until the last minute to consider your financial needs.**

British currency is the pound sterling. The pound (£) is made up of 100 pence (p). Coins come in various sizes and are in denominations of 1p, 2p, 5p, 10p, 20p, 50p, £1 and £2. Notes are issued in denominations of £5, £10, £20, and £50 (£100 in Scotland and Northern Ireland). You may find it helpful to take a pocket calculator to convert currency exchanges.

### **SHOPPING & VALUE ADDED TAX (VAT)...**

In general, London prices can be high. The majority of department stores begin their seasonal sales directly after Christmas. Harrods' sale begins in the New Year; most sales last for 2-3 weeks.

Many countries assess a tax on goods [e.g. Value Added Tax (VAT) in Britain], a portion of which may be refundable following return to the States. In order to request a rebate, proper documentation must be submitted to the official governing agency. We suggest



that you read the information on this on the British government website (<http://www.direct.gov.uk/en/index.htm>) in preparation for your trip.

Remember to keep your receipts; when you come home, you may have to list everything and its price for customs. If you are making a fairly large purchase, ask the sales clerk for a cash-back (value added tax) refund form. This form can be mailed to the merchant from British Customs when you leave London and you will receive a refund in a few months.

### **HOLIDAY INFORMATION...**

January 1 is observed as a holiday and, consequently, banks will be closed. There is limited service on bus, underground, and rail.

January 1: London Parade (It's free!) begins at 12:30. American-style extravaganza of 7,000 musicians, dancers, acrobats, clowns, and floats march their way from Westminster Abbey, Parliament Square, London SW1. Procession led by the Lord Mayor of London. Tube: Westminster. Call: 020 8566 8586.

### **PRICE GUIDE & TIPPING...**

Here is a general price guide for a few common items:

- Dinner (3-course) £15-45
- Lunch snack/sandwich £2-4
- Café lunch £4-7
- A postcard stamp to anywhere abroad 50p
- Hamburger £2.50
- Cappuccino £1-3
- Kodak film, 36 exposures £4-5
- Can of Coke 40 p - £1
- Single cash bus ticket £1
- Single cash underground ticket £4

Tipping is not always appropriate in the UK. If you feel the service was good and you want to show your appreciation, here is a guide to customary practice:

Hotels – Where a service charge is not included in a hotel restaurant, it is customary to give 10-15% of the bill. For rooms, you can leave an optional amount to room staff.

Restaurants – Many restaurant bills include a service charge; make sure you check the bill to avoid tipping twice. Where a service charge is not included, it is customary to leave a tip of 10-15% of the bill. Some restaurants now include a suggested tip in the bill total.

Taxis – 10-15% of the fare

Porterage - discretionary

### **ELECTRICAL APPLIANCES...**

Electrical voltage in Britain is 240 volts AC at 50 HZ (ours is 110 volts), so your curling irons, razors, etc. will not work there without adapters. Many appliances sold here have voltage transformers built into them (look for a 240 volt switch on the back or side of the appliance). If your appliance does not have a built-in transformer switch, you will need to purchase a voltage converter. Regardless of which type appliance you may bring, you will still need to purchase a three-pronged (square pins) adapter for the British outlets (this can be obtained in Britain at airports, electrical shops and hardware stores). If you decide to buy converters or adapters in the U.S., check with the nearest Radio Shack or Wal-Mart. Consider using battery operated appliances whenever possible. Many students simply do without electrical appliances during their stay.

Information used in this handbook was taken from various websites: U.S. Department of State, London Vacation Guide, Britannia Travels, Britain and British Government.

## SUGGESTED PACKING CHECKLIST

**Pack light!!** Remember, whatever you bring, you'll have to carry. Consider taking the following:

### Clothes

2 pairs of good walking shoes or gym shoes	4 shirts
Socks	3-4 pairs pants
Underwear	3 sweaters/sweatshirts
1 skirt/dress slacks	1 (heavy-weight) coat/jacket
Dress shoes	1 lined rain coat/jacket
Sweatpants (optional)	Gloves
Shower shoes	As directed by instructor

### Medicine and Toiletries\*\* - Please follow airline regulations on how to pack

Prescriptions/medicines ( <b>place in carry on</b> )	Deodorant
Razor/blades ( <b>not in carry on</b> )	Comb/brush
Toothbrush/toothpaste	Over the counter medications
Soap/shampoo/conditioner	Tissues
Tampons/other	Glasses/contact lenses/solutions
First aid kit ( <b>no scissors on carry on</b> )	Disposable thermometer strips
Waterless alcohol-based hand sanitizer	

### Miscellaneous

Camera/film/slide film/batteries/film protector	Diary/journal and pen/pocket calendar/notebook for class
Back pack/carry all bag	Luggage lock & tags
Alarm clock (battery operated)/battery	Pocket calculator (for money conversions)
Umbrella	Address book
Adapter and converter for electrical appliances (optional)	Woolite/laundry line (optional)

Radio/ipod/mp3 player/headphones/batteries	Pocket guide/maps for London
Sunglasses (optional)	Ziplock bags
Waterless alcohol-based/anti-bacterial hand sanitizer	Sewing kit <b>(not in carry-on)</b>
Change purse (optional)	

### **Important things to carry on the plane with you**

<b>PASSPORT (make copies and keep separate)</b>	Money Belt
Local currency (~\$100)	Credit Card
Traveler's checks (keep receipts separate)	Prescriptions/medicines
Glasses/contact lenses/solution	Reading material

**REMINDER: Keep your airline ticket and passport in a safe place. You will need them to return home.**

**\*We strongly recommend that you visit the Transportation Security Administration's website, accessible via the Travel tools section of the CCSA website (<http://www.ccsa.cc>), for a current list of permitted and prohibited carry-on items. \*\***

### **DO YOU KNOW THESE BRITISH TERMS?**

#### **FOOD AND BEVERAGES...**

* Chips	French fries
* Jelly	gelatin dessert or salad/Jell-o
* Jam	what we call jam and jelly
* Tomato sauce	catsup
* Cornet	ice cream cone
* Iced lolly	popsicle
* Lemonade	a carbonated drink like 7-up
* Sweet	a dessert or candy
* Biscuit	a cookie
* Joint	a pot roast
* Potatoes in their jackets	baked potatoes
* Serviette	paper napkin

#### **PEOPLE AND OCCUPATIONS...**

* Bobby	policeman
* Constable	patrolman
* Inspector	police lieutenant
* Commissionaire	doorman at a hotel or club
* Chemist	pharmacist
* Greengrocer	a groceryman who does not deal in meats, etc.
* Ticket Inspector	railroad conductor

## CLOTHES...

* Plimsoles	sneakers or tennis shoes
* Mack	raincoat
* Brolly	umbrella
* Purse	a pocketbook/wallet; men carry them in their pockets and women carry them in their handbags

## HOME AND FURNITURE...

* Power point	electrical outlet
* Telly	television
* Flat	apartment

## PLACES AND PUBLIC OBJECTS...

* Postbox	mailbox
* Launderette	a laundromat; coin-operated laundry
* Toilet/loo	just what it says! Do not ask for the bathroom or the restroom unless you want to bathe or take a nap.
* Public	The British place toilets conveniently in obvious places throughout their cities and even in country towns. They are all free!
* Dustbin	garbage can
* Subway	a pedestrian underpass; (not for trains)
* Underground/"The Tube"	where you pick up and ride the subway trains
* Cinema	movie or movie house
* Phone box	public phone booth
* A show	a light musical production
* Orchestra	main floor, usually front seats, although in some theatres the seats orchestra is the whole main floor
* Dress Circle	seats usually in the first balcony or, in some theatres, toward the back of the main floor
* The Gods/The Gallery	The balcony; the highest balcony if there is more than one
* First floor	the second floor
* Ground floor	the first floor
* Lift	elevator (noun, not verb)
* Pub	a drinking establishment usually with reasonably priced, decent food

## SOME DIFFERENCES IN PRONUNCIATION...

* Garage	GARE -idj
* Theatre	THEE-uh-tuh (NEVER Thee-AI-terr!)
* Schedule	SHED-ule
* Tomato	toe-MAH-toe
* Potato	poe-TAY-toe
* Can't	CAHNT
* Clerk	Clark
* Derby	Darby