

# UNIVERSITY OF DALLAS ROME PROGRAM



## STUDENT HANDBOOK

Spring 2020

## WELCOME TO ROME!



Welcome to Rome and to the University of Dallas Eugene Constantin Campus at Due Santi!

The Rome semester has been called “the core of the Core” and “the jewel of the UD education.” It is many miles from Irving and your home, but it is also the centerpiece of much of your UD education. The Rome Campus, faculty, staff, and programs offer you enormous educational, travel, social, and spiritual opportunities. We offer you a beautiful campus, safe accommodations, wonderful Italian food, informative lectures, and close interaction with your professors, history, and beauty.

The Rome semester asks a great deal of you at the same time. You will be stretched and pushed and challenged on this program; you must respond with respect, flexibility, decency, and charity.

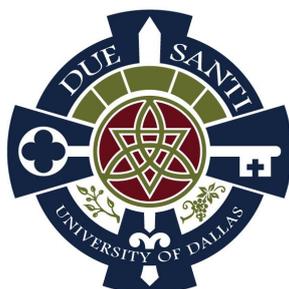
We all live in close proximity in this community. We all travel, eat, work, and socialize together so you must do your part as well. This is not a five-star hotel, and the faculty and staff are not concierges, butlers, or maids. The community succeeds and thrives when everyone does their part to share responsibilities, work hard, and enjoy the wonderful things here. You must be willing to be flexible, accommodating, prompt, forgo some American creature comforts, exercise restraint, be a good representative of UD and the USA, pick up after yourself, and put some of your own desires on hold occasionally for the benefit of others. In short, the Rome semester will only work if you see yourself not as a passive consumer of goods, but an active participant in creating the good that we all share. You’ll have to give up some things, but for more than forty years, almost 9,000 students have made the most of their Rome semester.

At UD, we learn about the rule of law in our early study of the Aeneid. Rules exist not to suppress human expression, but to allow it and foster it, to keep one person’s desires and actions from tyrannizing over those of others. And so rules will be important here on the Rome Campus. Charity and humility, too, will be important so we can make others welcome, comfortable and honored.

Over the years, we have developed policies and procedures that help things run smoothly and help you to have the best possible Rome semester, and we have included them in this handbook. Read it carefully and keep it handy so you can refer to it. If you adhere to these policies and procedures, you will make it easier and more pleasant for all of us to live, play, study, pray, eat, learn, and grow.

You can find additional statements of our educational goals and of the “Code of Student Conduct” in the *UD General Bulletin* and *Student Handbook*.

**UNIVERSITY OF DALLAS AT ROME**  
**FACULTY AND STAFF**



**Rome Campus and Program Administration**

Dr. Peter Hatlie: Vice President, Director, and Academic Dean  
Dr. Elizabeth Robinson: Assistant Academic Dean  
Mr. Benjamin Gibbs: Director of Student Affairs  
Dott.ssa Silvia De Simone: Business Office Manager  
Dott.ssa Alessandra Morello: Office Assistant  
Dott.ssa Benedetta Barbieri: Business Office Secretary  
Ms. Annie Gibbs: Special Programs Director

**Rome Program Faculty**

Dott.ssa Sara Abbate: *First Year Italian II*  
Dr. Scott Crider: *Literary Tradition III*  
Dott.ssa Valeria Cupelli: *Second Year Italian II*  
Dr. Peter Hatlie: *Western Civilization I*  
Mr. Jos van Lent: Teaching Assistant  
Dott.ssa Cristina Morganti: *Survival Italian*  
Dr. Catherine Nolan: *Human Person*  
Dr. Elizabeth Robinson: *Art and Architecture of Rome*  
Dr. Ron Rombs: *Western Theological Tradition*

**Spiritual Life Staff**

Monsignor Thomas Fucinaro  
Father David Brown, S.J.  
Ms. Annie Gibbs: Special Programs Director

**Student Affairs Staff**

Mr. Benjamin Gibbs: Director of Student Affairs  
Ms. Theresa Guin: Senior Rome Resident Coordinator  
Mr. Joseph Griesbauer: Rome Resident Coordinator

**Campus Staff**

Sig. Fabio Cinalli: Facility Manager  
Sig. Tiziano Cavalletti: Facility Specialist  
Sig.ra Iza Pichalska: Head Cleaning Specialist  
Sig.ra Mabel Bianconi: Cleaning Specialist  
Sig. Vasile Chiriac: Services Manager  
Sig.ra Alina Chiriac: Services Assistant

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## **SECTION I: ACADEMIC PROGRAM POLICIES**

The Rome Program is, first and foremost, an academic program rather than a travel program with minimal academics. It promises to take up crucial courses, questions, and ideas in the Core Curriculum, and offers the entire Rome experience as its classroom for working through them. Former students will attest that the academic program is intense and wonderful, demanding and rewarding. You have challenging yet accessible, demanding but inspiring professors, each of whom wants to see you learn and grow. Many students claim this was their toughest semester academically, but simultaneously the one in which they learned and grew the most. Your success in the Rome Program depends on your full participation in the academic life of the Campus. Commit yourself fully into doing your best work, and you will find enormous riches here.

### **TIME MANAGEMENT**

The Rome Program requires you to find the balance between the opportunities that Rome offers and that of the rigorous academic component of the Rome semester. Work out all your demands, including homework, deadlines, papers, exams, and special projects. Do not get behind in your reading and other studies. Keep a consistent pace. Use down times (on buses, trains, etc.) to do your studying and review with friends often.



### **CLASS ATTENDANCE AND STATUS**

Students in the Rome Program are required to take a minimum of 15 credit hours.

To learn the material well, you must attend class so you can engage with the material, understand your professors' treatment of it, and interact with others by asking questions and giving responses. Studies show that class attendance correlates to academic success more than any other factor. Therefore, class attendance is essential and excessive unexcused absences will be punished in accordance with Rome Program policies. Any student receiving three unexcused absences in a course will automatically receive a grade of "FA" (failure due to absences) in that course. In addition, professors may (at their own discretion) institute penalties for any single unexcused absence in their classes. In view of these policies, you are strongly advised to understand the attendance policy in effect in every one of your classes and speak with your professors in the event of both excused and unexcused absences. Professors will refer questionable cases about attendance to the Academic Dean. Furthermore, students should be always mindful of the Campus policies regarding academic attendance and consult with the Academic Dean in case of questions.

Students receiving grades of "D" or "F" will be sent mid-semester grade reports. Copies will also be sent to the Academic Dean and to the Dean of Constantin College.

Requests to add/drop or withdraw from a specific class must be in writing, are due within the specified periods, and require the approval of the professor, Academic Dean, and Dean of Constantin College.

## **CLASSROOMS AND POLICIES**

Appropriate dress, decorum, and promptness are required in the classroom. Food and certain beverages are not permitted in the classrooms. Shirt and shoes must be worn in all indoor common areas, including classrooms, for reasons of public health and decorum. Many of you will use the classrooms for quiet study during times classes are not in session. Please take care to treat the classroom furniture appropriately and keep the classrooms, library, and study spaces in a tidy fashion so the areas are not found dirty for classes the following morning. Please do not move chairs and tables around. Personal objects that are left behind will be taken to the lost and found but will eventually be discarded if not claimed. Be careful not to leave computers, cell phones, or other equipment unattended in any classroom or public area. The University is not responsible for any lost or stolen items.

## **AULA MAGNA AND AULA MINORE**

Classes are held in the Aula Magna and Aula Minore. Occasionally, afternoon classes will be scheduled elsewhere in which case dates and times will be posted or announced. The Aula Magna is also used for Sunday Mass, Opening and Closing Convocations, special presentations, and mandatory Monday Night Meetings.



## **COMPUTER AND HANDHELD DEVICE POLICY**

Laptop computer and handheld device use in classes is subject to the approval of individual professors. Each professor is required to state his/her policy about proper use at the beginning of the semester. In case of inappropriate use, professors may change their policy. For all students using computers and handheld devices in class, two rules apply. First, students must run their computers with their batteries (no power cords in the classrooms).

Second, computers and handheld devices may not be used in class for any purpose except note taking. Students are further asked to refrain from bringing laptops to all public lectures and the Monday Night Meetings. Failure to comply with this policy may subject students to disciplinary measures.

## **ACADEMIC HONESTY**

Cheating and plagiarism are very serious offenses, and the strict procedures outlined in the *University of Dallas Bulletin* will be followed. For any questions about what constitutes academic honesty, students are advised to consult with the Academic Dean.

## **ACCOMMODATION**

In accordance with University policies, the Rome Program will provide any and all reasonable accommodation to facilitate students with physical handicaps or learning disabilities in their access to and participation in its programs. Students are, however, required to demonstrate their eligibility for accommodation prior to their arrival to Rome. Students with accommodation approval must also inform their professors within two weeks of the beginning of classes if they want to be considered for accommodation status. More information is available at <http://www.udallas.edu/offices/hr/adaaa/adaaa.php>

## **ON SITE LECTURES AND ACADEMIC TRIPS**

One of the greatest gifts of the Rome Program is getting to learn about history, literature, theology, and philosophy in their original setting and by viewing art firsthand. Past students will tell you there is nothing to replace this experience. To make these on-site lectures and academic trips fruitful and rewarding for all, experience teaches us that we all must follow some simple and

common sense rules that allow everyone to learn in these settings.

- Group trips and walking tours are an essential part of the academic program; attendance is required.
- Be prompt for each departure, lecture, and tour. Do not show up late as this can set an entire day off schedule for the entire group. In fact, be there early so the professor can gather everyone and start on time.
- Make certain you maintain the pace of the group. Don't lag behind, stray from the group, or stop into a store. We are a big group and it is difficult to move large numbers of people through urban spaces. Charity towards others—others in the group, the lecturer, and others doing business in the city—requires this consideration.
- Give the lecturer your serious attention. You are expected to behave as you would in a classroom: no smoking, no mobile phone use, no chatting, and no eating on site visits or lectures!
- Students who miss a group trip or any lecture on a group trip or violate any of the above policies may be subject to disciplinary action.

### **ART AND ARCHITECTURE VISITS TO ROME**

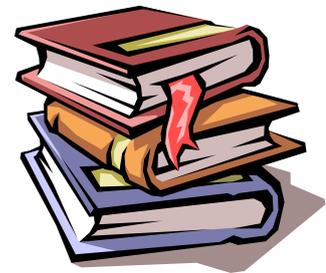
*Art and Architecture* class trips into Rome (e.g. Roman Forum, Vatican Museums, Galleria Borghese, etc.) are mandatory for all students participating in the Rome Program whether they are enrolled in the course or not. These site visits contribute greatly to one's understanding and appreciation of Rome. As such, all students are required to attend. Students who miss required visits into Rome may be subject to disciplinary action including but not limited to supplementary academic work and fines.

### **ACADEMIC OFFICES**

The offices of the Director and faculty are located in the ground floor of the Villa. Students may meet with professors during designated office hours or by appointment.

### **LIBRARY**

The library is a place of quiet study and research. It will be open during the semester for quiet study and research. Do not leave personal belongings unattended in the library. Eating and drinking are not allowed in the library. The University is not responsible for any lost or stolen items in either the library or any other space on Campus.



## **SECTION II: STUDENT AFFAIRS AND CAMPUS POLICIES**

Students report that the Rome semester can be an opportunity to deeply explore of one's self and relationships. The Rome Program offers students an immense opportunity to develop good friendships. Students take nearly all of the same classes, eat at the same time, and live together in the dormitory. Sadly, if students do not treat each other with respect, courtesy, and charity, irritations can erupt. Again, the responsibility is yours to act with due respect toward others at all times in our close community so that the social experience is a rich and positive one.

### **OPEN HOUSE HOURS**

During Open House Hours, both the bedroom door and the suite door must remain open while a member of the opposite sex is present. Because our door frames are wood, you should NOT bolt the door open such as is the case in Irving. Rather, something (such as a shoe or a book) should be placed in between both the bedroom door and the suite door to keep the doors from completely closing.

If Open House Hours are misused, they can be revoked. Therefore, Open House Hours require strict compliance.

<b>Open House Hours</b>	
3:00pm - 10:30pm	Monday - Thursday and any evening followed by a class tour (even if on a weekend)
1:00pm - 12:00am midnight	Friday and Saturday
1:00pm - 10:30pm	Sunday

Open House Hours may be modified during the final exam period.

Note: On Group Trips there are No Open House Hours. No visitors of either sex are ever allowed in your room.

### **QUIET HOURS**

With so many people living in a close space, noise can get out of hand quickly and affect the ability of others to study, sleep, or just relax. You will discover that the dorm is full of live acoustics and sound easily travels very quickly. Thus, it is essential that our campus have some hours reserved for quiet.

Quiet Hours mean that noise should not be heard from your room, in the dormitory halls, the dormitory lounge, the theater, the piazzas, the various study spaces, and the outdoor areas of campus. As soon as Quiet Hours begin, Open House Hours cease and room visitors must vacate your suites. School night social gatherings beyond Quiet Hours should be held in the Cappuccino Bar Lounge. Once Quiet Hours begin, no consumption of alcohol is allowed in any public space. All alcohol (including bottles and glasses) must be put away.

<b>Quiet Hours</b>	
10:30pm - 8:00am	Sunday - Thursday
12:00am midnight - 8:00am	Friday and Saturday

Quiet Hours may be modified during the final exam period.

Note: On Group Trips, Quiet Hours are in effect 24 hours/day because we share hotel space with other travelers.

Quiet Hours are also in effect 24 hours/day in the Library.

Special rules and sanctions apply on the group trips within Italy and to Greece.

- Please bear in mind that in addition to fellow students, other guests will be sleeping in the hotels where we stay. Silence while approaching hotels and in the hotel itself is mandatory.
- There are curfews on group trips, normally set at 12:00am midnight.
- Curfew rules require that you sign a check-in list prior to going to bed and prior to the appointed curfew time. After signing in, you must go directly to your room avoiding loud and disruptive conversation. Linger in the hotel lounge, stairwells, or dining rooms after curfew is not allowed. Students should consider curfew to be the time that they go to their room for the night to sleep in preparation for the next day of touring.
- While lodging in hotels, Quiet Hours are in effect 24 hours a day and there are no Open House Hours. Accordingly, you may never be in a hotel room that is not your own.

## **CURFEWS**

Curfews exist for your own good and the good of your fellow students. They help all get a good night's sleep during a busy and demanding program.

Although infrequently applied, when a curfew is in effect on the Rome Campus, you must be and remain on Campus and sign in by the time the curfew begins. Lateness, missing a curfew, failing to sign in, falsifying a friend's signature, or leaving after checking in are all violations of the Code of Student Conduct and will result in sanctions and/or a loss of privileges.

As noted above, during group trips students must sign the curfew check-in list before the curfew begins.

## **GUESTS ON CAMPUS**

We love to have guests, friends, and family members come and experience our beautiful Due Santi Campus and outstanding Rome program. However, a moment's reflection will remind us that in a post September 11th world, safety, and security must be uppermost in our minds when anyone not associated with the program comes to Campus.

Since no one unconnected with the Program is allowed on Campus without prior written permission of the Rome Campus Administration, students must fill out a Guest Request Form at least 48 hours in advance of any guests that are planning to visit them. Forms must be completed for each visit even if a guest has already visited Campus. Approval of the visitors will be communicated 24 hours in advance of any visit. Guest Request Forms can be found in the I-PAD. Visitor authorization is typically restricted to the Campus Center Building and grounds (i.e. Dormitory and Villa are not authorized). All authorized visitors and their Rome student host must check in with the Special Programs Director or Resident Coordinator on duty upon arrival and must notify the Rome Resident Coordinator on duty for that evening when the guest is leaving the premises. Guests must be accompanied by their host at all times. Visitors who wish to eat in the *Mensa* MUST reserve their meals ahead of time, must pay for meals in cash in advance, and must obtain a meal ticket from the Student Affairs Staff. Authorized visitors are required to leave Campus no later than when Quiet Hours begin and Open House Hours end. Guests are never allowed to lodge overnight with students in the Dormitory. All visitors must abide by the rules of the community of the University of Dallas Rome Campus. It is the responsibility of the host student to inform his or her guest of these rules. Violations of the guest policy may result in fines and the revoking of guest privileges.

We want you to meet native Italians and learn about their country and customs. However, chance meetings with locals, especially of the romantic type, almost always end in disappointment or worse. Students are encouraged to avoid these. Be aware at all times of your safety.

Locals found loitering near the front gate will not be allowed onto Campus.

### **PUBLIC CONDUCT AND GOOD CAMPUS CITIZENSHIP**

The Rome Campus presents many wonderful areas both inside and outside for study, relaxation, reflection, prayer, conversation, and sport. These areas are intended for the enjoyment of everyone. A few simple acts of courtesy, kindness, and respect can make this wonderful for all. Students should conduct themselves in a manner in keeping with the purpose of the University as stated in the Mission statement and in the Code of Student Conduct.

Individuals, couples, or groups should refrain from any behavior which treats a public space as though it were private or which forgets the importance of decency and decorum. As such, public displays of affection are not allowed.

Similarly, loud music, improper language, poor sportsmanship, and raucous “conversation” are to be avoided. Keep in mind that the Rome Campus also hosts families with small, impressionable children. Please remember that they are watching and listening to your behavior and will often follow your example.

Over one hundred people living on our small Campus can either contribute to a great deal of trash or, with a little bit of effort, help keep Campus looking beautiful. Please pick up after yourself and do your part in keeping our Campus attractive.

- Throw away plastic glasses from the *Mensa* after use.
- Do not remove *Mensa* glasses, silverware, water pitchers, trays, etc. from the *Mensa* or the *Mensa* terrace for your private use.
- Dispose of cigarettes properly.
- Remove personal items from classrooms, Dormitory Lounge, and Capp Bar areas when you leave.
- Wear appropriate attire (i.e. shirts and shoes) in public spaces.
- Clean up after yourself after using the Forno and Bonfire.
- Throw your trash away in the dumpsters (not in the trash bins in the Dormitory) and please dispose of your recyclables in the designated bins.
- Retrieve soccer balls that go over the property line.
- Don't leave Dormitory terraces, *Mensa* terraces, Capp Bar, athletic spaces untidy or littered.
- Notify staff of any problems with public facilities.

### **DISCIPLINARY POLICIES AND THE CONDUCT PROCESS**

The Dean and Director and the Director of Student Affairs of the Rome Campus are the authorities in charge of all Rome disciplinary issues. The Rome Student Affairs Staff consists of the Director and Dean, the Director of Student Affairs, the Rome Resident Coordinators, and four Student Assistants. Student Assistants (SAs) are students chosen to act as leaders among their peers in encouraging respect for and enforcing the policies regarding student conduct and residential affairs found in this Handbook. SAs are not expected to actively seek out violations but are expected to report obvious infractions. Please respect them as you respect the Rome Resident Coordinators. SAs do not issue sanctions, but report to the Student Affairs Staff. The Rome Resident Coordinators and/or SAs will judge if and when a violation has occurred and

prepare an Incident Report. Additionally, members of the campus community, including local staff and faculty members, may submit a Conduct Complaint to the Director of Student Affairs if they perceive that a violation of the student code of conduct has occurred. The Director of Student Affairs is informed of all recorded disciplinary incidents and will determine what sanctions are appropriate. The Dean and Director and the Director of Student Affairs have the final authority in disciplinary proceedings on the Rome Campus. Unless stated otherwise, all disciplinary policies and the university conduct process, as described in the University of Dallas Student Handbook, are in effect on the Rome Campus.

At their discretion, the Dean and Director and the Director of Student Affairs, potentially in consultation with the Dean of Students, have the authority to institute interim measures at any time. Interim measures may include, but are not limited to, additional academic support, housing reassignment, no contact orders, changes to academic or extracurricular schedules, or changes to transportation, dining, or working situations, or immediate suspension from the Rome Program, as appropriate. Interim measures remain in place until they are removed by a relevant authority or any decision on the investigation becomes final. Interim measures, other than immediate suspension from the program, may not be appealed. In incidents involving a potential violation of the University's Civil Rights Policy, the Dean and Director, Director of Student Affairs, and/or Dean of Students will notify the Non-Discrimination Coordinator of any interim measures established or revoked.

Upon receiving a report, the Dean and Director or Director of Student Affairs will review the report and appoint an investigator as appropriate. The Director of Student Affairs will notify the Non-Discrimination Coordinator upon receipt of a complaint of a violation of the University's Civil Rights Policy. The Non-Discrimination Coordinator will appoint a trained investigator to investigate the alleged misconduct. The Non-Discrimination Coordinator will provide the complainant and respondent the procedure for said investigation. Possible actions undertaken by the investigator following the preliminary investigation are detailed in the University of Dallas Student Handbook. Following a review of the initial report and alleged misconduct, the Director of Student Affairs will appoint a hearing officer to adjudicate the conduct meeting.

An alleged violation of the Code may be resolved informally. An informal resolution is most common in minor cases when a student takes responsibility for his/her role in the incident. Both the hearing officer and respondent will mutually agree on the violation and sanctions. A final decision reflecting the mutual agreement of both parties will be final with no subsequent proceedings. In the event that an informal resolution is not reached, the case will be referred to the Director of Student Affairs or the Dean and Director for a conduct meeting. Cases that may result in suspension or expulsion from the Rome Program will be referred to the Dean and Director or the Dean of Students.

The hearing officer will hold a conduct meeting with a respondent to review the student's alleged misconduct and to provide an opportunity for the student to respond directly to the alleged violation. The respondent may present relevant information regarding the alleged misconduct including witness information, documents, or any other information that would assist the hearing officer in reaching a decision. If the case involves an alleged violation of the University's Civil Rights Policy, the complainant will be given equal opportunity to meet with the hearing officer and present relevant information. The student may be accompanied by a member of the university community but must represent him/herself at the meeting. Parents are not allowed to accompany students during a conduct meeting.

If the hearing officer determines that the greater weight of the evidence indicates that the student more likely than not engaged in misconduct in violation of the Code, the hearing officer will deliver a Notice of Conduct Findings to the student which will identify the violation and will also include notice of the assigned sanctions. If the case involves an alleged violation of the University's Civil Rights Policy, the Notice of Conduct Findings will be issued concurrently to the complainant. Any appeal option will also be open to the complainant. If the hearing officer determines that no violation of the Code has occurred, the student will be notified of the finding and no further action will be taken. If the case involves an alleged violation of the University's Civil Rights Policy, the complainant will also be notified that the hearing officer determined that no violation of the code occurred. Within seven days, the complainant may request that the Dean of Students review the case.

Appeals must be received within seven days after the Notice of Conduct Findings is issued. The Dean and Director, Director of Student Affairs, or Dean of Students may extend the timeframe in the interest of fairness.

- a. If the hearing officer was the Dean of Students, the Provost will hear the appeal.
- b. If the hearing office was the Dean and Director of the Rome Program, the Dean of Students will hear the appeal.
- c. If the hearing officer was the Director of Student Affairs, the Dean and Director or the Dean of Students will hear the appeal.

Students desiring to appeal must do so on one or more of the following grounds:

- a. Substantial new evidence exists, which, if heard would likely change the outcome of the case.
- b. The procedure followed in the administrative review was flawed and therefore the result was either unfair or arbitrary.
- c. The sanction is arbitrary or unfair.

If an appeal meets one or more of these three criteria, as determined by the appeal hearing officer, the appeal hearing officer will review the appeal and uphold, modify, or overturn the original decision. The respondent will be notified of the decision.

**The Student Affairs Sanctions Matrix**, included in this handbook (Appendix A), explains the various sanctions on the Rome Campus for violations of the code of conduct. These are different from those in Irving. **Please review this document carefully.** Sanctions used by the Rome Program include, but are not limited to, fines, special curfews, mandatory community service, suspension of the privileges abused (such as drinking or Open House), parental notification (even if over age 21), being placed on disciplinary probation, required counseling at the student's expense, or in the case of serious or repeated violations, dismissal from the Rome Program. Any disciplinary action taken on the Rome Campus is recorded and made a part of student's permanent record in Irving.

At his discretion and time permitting, the Dean and Director can convene the Rome Discipline Committee to review serious violations and to deliberate about how to address them. This Committee is chaired by the Dean and Director and consists of the Director of Student Affairs, a Rome Resident Coordinator, one faculty member, and one elected student. The Dean and Director attends the meeting of the Committee, but is not a voting member. A member of the Student Affairs Staff will present the case to the Committee, whose members are present during deliberations and are voting members. After studying the case, the Committee will recommend a course of action to the Dean and Director who is free to accept, decline, or modify their

recommendations. Following this recommendation and the decision of the Dean and Director, student has the right to appeal the decision to the Dean of Students in Irving.

The fast pace and the close quarters of the Rome Program require that violations of the Student Code be addressed swiftly. Judicial proceedings (and sanctions) on the Rome Campus take into account students' past disciplinary records, which are kept on file both in Irving and in Rome. Depending upon the nature of the incident, and because of the unique nature of the Rome program, a student may be dismissed from the Program by the Dean and Director without being warned, placed on probation, and without a Rome Discipline Committee meeting.

Please note carefully:

- A student who presents serious disciplinary problems or danger, either in a single instance or in repeated instances, will be expelled from the Rome Program and its Campus.
- Any violation of Italian or European ordinances and laws, any drug or alcohol abuse, damaging and dangerous behavior are all grounds for immediate dismissal from the Rome Program.
- The Dean and Director may convene with administrative heads in Irving regarding any dismissal from the Rome Program.
- Authority for any University expulsion or suspension decision lies with administration on the Irving campus.

A student dismissed from the Rome Campus is required to return directly from Rome to his/her home in the United States regardless of previous travel arrangements. The student will bear any additional expenses, including those expenses the University or the student/family have incurred by having to change flights or purchase new tickets.

Students dismissed from the Program are normally not be permitted to continue their studies on the Irving Campus until the following semester, are not authorized to visit the Rome Campus during the academic year, and cannot re-apply for the Rome Program.

## **ALCOHOL POLICY**

Wine serves an important function in Italian society and culture. Wine often accompanies the meal, and can be a wonderful experience. Accordingly, the University allows students to partake of beer and wine, moderately and sensibly, on the Rome Campus. For some students, this may be their first time tasting beer or wine. You should take some time to observe the Italians who are at restaurants and notice the difference in their drinking etiquette. Drinking is part of their social and familial culture, but Italians rarely (if ever) drink to excess; this is an enormous *brutta figura* (“embarrassing moment”). We want you to enjoy this aspect of Italian culture if you so choose but to do so responsibly.



**The University of Dallas takes alcohol abuse, unruly behavior, sanctions, and most importantly your safety and the safety of your fellow students very seriously.** Excessive drinking, drunkenness, inappropriate and/or dangerous behavior while drinking are serious violations of the Student Code of Conduct and will be addressed through strict and quick disciplinary procedures.

Please do not pressure fellow students to drink more than they are comfortable with, do not abuse this privilege, and always contact the Student Affairs Staff if you see a situation is getting out of hand. Drinking too much is significantly more dangerous in a foreign country, where one

does not speak the language, know the culture, or understand the city and the transportation. Always designate a non-drinker when going out and never leave anyone at a bar, club, or anywhere else by themselves. Never leave your drink out of your sight as past students have been “roofied.” Be safe and look after each other. If anyone feels that a friend or peer is abusing alcohol and needs help, let the Rome Staff know right away.

Students may drink wine or beer in public on Campus only after 3:00pm on class days with a morning class schedule, and only after 6:00pm on class days with an afternoon class schedule. When classes are not in session (i.e. most Saturdays and Sundays) public drinking is allowed only after 1:00pm. In no event may students drink prior to a class meeting, including prior to classes or lectures held on site. All alcohol (including bottles and glasses) must be put away by the start of Quiet Hours.

Drinking excuses no one from the norms of civility and prudence that are necessary for the safety of the individual, the pleasantness of group living, and the higher aspirations of the Rome Program.

- Immoderate drinking by any student is prohibited. Immoderate drinking is defined as the use of alcohol, on- or off-campus, in a manner that results in intoxication or in behavior judged to be abusive, offensive, disorderly, unlawful or dangerous to others and/or themselves. Student Affairs Staff will decide whether or not a student has been consuming alcohol immoderately.
- For the sake of proper decorum, drinking beer or wine from the bottle is not allowed; students must drink from glasses. Italians do not drink out of the bottle; this is another *brutta figura*, the action of a crass person.
- **After Open House Hours end and Quiet Hours begin there is no alcohol consumption in public areas on Campus (indoors or outdoors). All bottles and glasses (full or empty) must be removed from public spaces.**
- Games that imply or are associated with the rapid or reckless consumption of alcohol (i.e. drinking games) are strictly prohibited. This includes but is not limited to beer or water pong, flip cup, slap cup, etc.
- The possession and/or the consumption of **distilled alcohol, hard liquor, or any mixed alcohol drinks/coolers (opened or unopened) is absolutely forbidden** on Campus and constitutes a violation in the alcohol policy.
- Collections of empty containers are prohibited.
- Alcohol consumption at the pool must be pre-approved.
- Alcohol related sanctions are to be found in Appendix A, at the back of this Handbook.

### **GROUP TRIP ALCOHOL POLICY**

On group trips, all violations of UD Rome alcohol policies, whatever their nature, are treated as intoxication write-ups with the associated fine and punishment. During group trips, alcohol may only be consumed in licensed establishments (e.g. bars, pubs, and restaurants). No alcohol of any kind can be purchased from grocery stores, souvenir shops, street vendors, etc. for any purpose. Examples of violations on group trips are, but not limited to, drinking/possession of alcohol in a hotel room, drinking/possession of alcohol on the street, purchase of alcohol for souvenirs or gifts.

### **SOCIAL HOST RESPONSIBILITY POLICY**

Student(s) hosting a party (either on or off Campus) are responsible under the Student Code of Conduct for the actions of, or injuries to, their guests due to the distribution of alcohol or illegal substances at the event. Sanctions may include suspension or expulsion.

## **INCIDENT REPORTS (WRITE UPS)**

Incident reports are the means by which the Rome Resident Coordinators and Student Assistants supervise safety and behavior both on Campus and on group trips. Rome Resident Coordinators and SAs complete Incident Reports in response to observed violations of the Rome Student Handbook policies and/or the UD Student Code of Conduct (and any amendments of both). The Director of Student Affairs, in consultation with the Dean and Director, use incident reports as the basis for disciplinary action.

## **SMOKING POLICY**

Smoking is not permitted inside any Campus building (including the third floor outdoor atrium, and Shakespeare Alley). Electronic cigarettes, vapor cigarettes, and similar products will be treated like traditional cigarettes and tobacco products. They may only be used in public areas where smoking is permitted according to the University of Dallas smoking policy. Smokers may smoke in other outdoor areas but are reminded to dispose of their cigarette waste properly; there will be sanctions for failure in this regard. Note that smoking is allowed in the entryway to Shakespeare Alley in case of inclement weather but that smoking is not allowed in the entry to the Dormitory. Smokers are asked to be courteous and ask if their smoking bothers others (for example on the *Mensa* terrace) and refrain from smoking if necessary.

For serious safety and fire code reasons, candles and incense are not authorized inside Campus buildings and the Dormitory; there will also be sanctions for failure in this regard. We are fortunate in having a beautiful facility – please help us take care of it.

## **DRUGS**

Use, possession, or distribution of illegal drugs is sufficient grounds for immediate expulsion. Improper use, abuse, stealing, and/or distribution of prescription drugs are also grounds for immediate expulsion from the Rome Program. Provided just cause, the University of Dallas reserves the right to administer drug tests as deemed necessary.

## **ITALIAN AND EUROPEAN LAWS**

Any disciplinary issues or dangerous behavior that involves the intervention of Italian or European law enforcement officials is very serious and is subject to strict disciplinary sanctions and probable immediate expulsion from the Rome Program.

## **ABBREVIATED STUDENT CODE OF CONDUCT**

Generally, the University's jurisdiction and discipline addresses inappropriate student behavior which adversely affects the University community and/or the pursuit of its objectives from the time an enrolled student matriculates until they graduate. Full and part time students pursuing undergraduate, graduate, or professional studies at the University of Dallas are expected to honor the Code of Student Conduct. Failure to abide by this Code is considered to be misconduct and subject to disciplinary action.

What follows is merely an abbreviated list of offenses from the Code of Student Conduct. Those interested should refer to the complete Code, which is available for consultation online in the UD Student Handbook.

1. Acts of dishonesty, including, but not limited to, the following:
  - a. Academic dishonesty in any form, such as cheating and plagiarism (incidents involving academic dishonesty are handled by the dean of the college through which the course is offered, or the dean's designee).
  - b. Furnishing false information to any university official, faculty member or office.
  - c. Forgery, alteration or misuse of any university document, record or instrument of identification.
2. Behavior that disrupts or obstructs the normal operation of the university.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct that threatens or endangers the health and safety of any person.

4. Attempted and/or completed acts of sexual assault, domestic violence, dating violence or stalking against any member of the university community.
5. Theft (actual or attempted) of university property or the property belonging to a member of the university community.
6. Damage to university property or the property belonging to a member of the university community.
7. Hazing (see Policy on Hazing).
8. Failure to comply with directions of university officials acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
9. Unauthorized possession, duplication or use of keys to any university premises, or unauthorized entry to or use of university premises.
10. Use, possession or distribution of narcotic or other controlled substance except as permitted by law (see Policy on Illegal Drugs).
11. Use, possession or distribution of alcoholic beverages except as expressly permitted by law and the Policy on Campus Alcohol.
12. Possession or use of firearms, explosive fireworks, other weapons or dangerous chemicals on university premises.
13. Arson or the irresponsible use of fire. Setting a false fire alarm or issuing a bomb threat; misusing or interfering with the fire equipment, smoke detectors, extinguishers or hoses; failure to follow a fire drill or other emergency procedures.
14. Creating a safety hazard in any form.
15. Conduct that endangers others or is considered disorderly, lewd or indecent; behavior that breaches the peace.
16. Theft or other abuse of computer time, including, but not limited to, the following:
  - a. Unauthorized entry into a file to use, read or change the contents or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual's identification and/or password.
  - d. Use of computing facilities to interfere with the work of another student, faculty member or university official.
  - e. Use of the computing facilities to send obscene or abusive messages.
  - f. Use of the computing facilities to interfere with normal operations of the university computing system.
17. Failure to comply with the judicial system, including, but not limited to, the following:
  - a. Failure to obey a judicial summons.
  - b. Falsification, distortion or misrepresentation of information before a judicial officer, Director of Student Affairs or Vice President of Enrollment and Student Affairs.
  - c. Disruption or interference with the conduct of a judicial proceeding.
  - d. Attempting to discourage an individual's proper participation in or use of the judicial system.
  - e. Harassment (verbal or physical) and/or intimidation of a witness, judicial officer, Director of Student Affairs or Vice President of Enrollment and Student Affairs.
  - f. Failure to complete sanctions.
18. Violation of any university rule, regulation, policy or contract not specifically identified in the Student Code of Conduct.
19. Violation of any federal, state or local law not specifically identified in the Student Code of Conduct.

*Except where modified by this handbook, all disciplinary policies and regulations described in the Student Handbook of Irving are in effect in Rome.*

*Student Affairs Staff, upon consultation with the Director of Student Affairs and the Dean and Director, may enact additional policies, sanctions, and procedures as necessary. Policies are subject to change.*

### **SECTION III: RESIDENTIAL ACCOMMODATIONS**

You have the enormous privilege of living in a beautiful corner of the world – the famous *Castelli Romani* – where for thousands of years, Romans have come to get away from the city and relax. You are close enough to Rome to enjoy its many amazing sites but far enough away to experience Campus as a quiet, pastoral retreat. This is not a five-star hotel, and you should not expect accommodations and services equivalent to one. Plumbing, electricity, heating, and other systems may be different than what you are used to. If you adopt the right attitude, you can find your stay at Due Santi wonderful as well as contribute to the enjoyment of others. To enjoy your stay here, you must be flexible and adaptable; you must focus on the good and learn to brush off the inconveniences. Above all, you must be an active part of the community, taking care of your space, cleaning up after yourself, and helping all of us create a good experience for all.

#### **DORMITORY ROOMS**

This is your home for the semester – please take care of it responsibly and thoughtfully; it makes it better for all if you are neat and clean in your Dormitory space. Take out the trash regularly; dust and sweep every now and then. Above all, treat roommates with kindness and respect in the small space allotted to you.

A Dormitory Room Inventory form must be completed at the beginning of each semester attesting to the contents and condition of each room. At the end of the semester, room contents and conditions will be compared to the inventory form and charges levied accordingly. Please report room damage immediately. Note that fines can also be levied for damage occurring in common areas (stairwells, hallways, etc.).

All residents are responsible for damage and loss occurring over the semester. Decorations may be placed only on the vinyl-covered wall behind the beds and on the backdrop immediately above the desks and on the sticky boards near the door. Please only use masking tape. Do not put anything on painted walls; those who damage painted walls will be fined. Do not drive any holes or nails into the walls or furniture.

Do not put anything (including bottles) on the ledges outside of your Dorm windows. Serious injuries can occur from falling objects. Do not hang clothes outside of your Dorm windows.

Students may not have any pets anywhere on the Rome Campus. Do not adopt any pets or feed strays; this is a serious problem in Italy and creates a very complicated and expensive situation. If you do so, you can be fined. Please do not take pets which belong to Villa residents away from the Villa area – and especially not inside the Campus Center or Dormitory.

Campus closes at 12:00pm on the day of the Rome Program's group flight back to the United States. At this time all students must vacate the Campus with their belongings. For those students traveling in Europe after the semester closes, we recommend the luggage storage at Termini or Fiumicino Airport. No luggage may be stored on Campus. Any items left on Campus following the conclusion of the program will be donated to charity. No items will be shipped or transported to the United States by Rome Staff.

#### **KEYS AND CODES**

Each student will be issued keys which open the suite door and the bedroom door. Lost keys must be reported to the Student Affairs Staff. A charge will be levied for key replacement. The Campus entry gate code and the key pad codes for the Dorm, Campus Center, and Villa will be communicated at the beginning of the semester. Never give these codes out to anyone!

## **BATHROOMS**

In order to maintain a healthy living environment, you must keep the Dormitory bathrooms clean and fully functional. Remember, you want to stay healthy on your Rome semester, and bathrooms are a likely place to spread germs. Bathroom cleaning supplies are provided for you so take time periodically to clean and disinfect all surfaces. Bathroom and room checks are scheduled periodically throughout the semester. Residents of suite bathrooms not kept in reasonable order are subject to fines.

Our Campus plumbing gets a lot of wear and tear and can clog easily if users don't take care in keeping bathrooms clean and remove hair from drains. Please do your part. Room damage, such as flooding, caused by failure to keep bathrooms clean and clog-free will be subject to damage charges. If you encounter a water, drain, electrical, or structural problem in your room or bathroom, please fill out a maintenance request form found in the I-PAD and leave it with Student Affairs Staff.

## **ELECTRICITY**

The voltage on campus and throughout Europe is 220 volts instead of the 110 volts in the USA. The "converters" purchased by many travelers are typically not adequate for use with American appliances such as hair dryers; use of a converter will generally fry your appliance and blow the circuit breaker. Many computers and camera chargers now come with built-in electrical converters which usually convert the energy appropriately. Only these appliances with built-in electrical converters are allowed on Campus, as they just require a simple plug adapter. The University of Dallas is not responsible for damage done to appliances.

## **RECYCLING AND SUSTAINABILITY**

The University of Dallas Rome Program is committed to development and promulgation of a sustainable campus and community. To further these ends the Eugene Constantin "Due Santi" Rome campus, in conjunction with our municipality of Marino, has enacted several programs to reduce our environmental and waste footprint. These programs can be viewed within our institutional mission to prepare students for "life and work in a problematic and changing world" and to "act responsibly for their own good and for the good of their community." Moreover, sustainability and recycling initiatives tie to the United Nation's 2015 Paris Agreement, of which Italy is a member-state, and to Pope Francis' May 2015 encyclical letter "Laudato Si'" which calls upon a global faithful to acknowledge the "immensity and urgency" of the climate crisis.

The foundation of Rome Campus' sustainability initiative is tied to our municipality's recycling program. Five waste streams have been established, and students are responsible for disposing of their own trash and recycling properly. All items should be recycled "loose" except organic waste and non-recyclable waste (*indifferenziata*). Organic waste should be recycled in an organic bag - typically green or yellow, and non-recyclable waste is bagged in a clear, plastic bag. Only clear bags are allowed in the non-recyclable bin. Opaque black bags are prohibited in all bins. Additionally, the campus has bins for oils and electronics. A chart detailing to proper place for potential waste materials is posted in each student suite. If campus residents fail to recycle properly, the city of Marino withholds collection services and enacts fines. Students who recycle improperly are also subject to disciplinary sanctions.

Outside of Marino's recycling program, the Rome campus has taken the following measures to reduce its environmental imprint:

- Providing reusable plastic cups to students for use throughout the semester
- Providing bagged lunches from the mensa that contain little to no plastic waste
- Providing fully biodegradable cups in the capp bar

- Providing laundry detergent to deter students from purchasing their own, smaller, containers of detergent
- Enacting a credit system for campus printers to reduce paper waste
- Installing additional water fountains to reduce plastic waste
- Selling canned beverages, including water, in the capp bar to reduce plastic waste

Your cooperation in this program has wide-reaching effects on the Rome Campus and its wider community. We expect and encourage your participation.

## ROOM TELEPHONES



Each Rome student is issued a private telephone number and voice mail box even if sharing a room with other students. Directions regarding the voice mail system can be found in each room. The phones in the Dormitory rooms can make local (Rome area) calls, intra-Campus calls, and can receive all outside calls.

- To call another room, dial the extension number directly.
- To make a local call, dial 0 for an outside line, dial 06 (the “area code” for Rome), and then the number. Numbers may have six, seven, or eight digits. Cell phones do not have the 06. A student can only make local calls from the landline. Any other number requires the use of a phone card.
- To access voice mail and distinguish which of your roommates is receiving calls or messages, please see telephone directions in your room. Please delete voice mail messages after listening to them.
- Please notify the Student Affairs Staff of any difficulties regarding your telephone.
- One of the easiest ways to call the United States is using a card purchased from a tobacco shop (*tabacchi*). Directions for calling the United States are on the back of the card. You can also bring a calling card from home (AT&T, MCI, Sprint). You must first dial “0” to get an outside line and then dial the rest of the calling code. It will ask you for the number you are dialling. You should dial the 1-800 calling card number. Then, they will ask for the PIN code and the number you are trying to reach in the United States (don’t forget the area code!).
- Those calling you from the United States should dial in quick succession: the US code for an international call, Italy’s country code, the basic Campus number, and your phone extension.

### ROME CAMPUS TELEPHONE NUMBERS

The international code for reaching Rome, Italy from the USA is 011-39-06-  
The international code for reaching Italy from within Europe is 00-39-06-

## FREE PHONE TO THE USA

By simply dialing your home area code and telephone number in the States from the phone in the Map Room, you can make free overseas calls to your family and friends in the USA, Canada, and Puerto Rico! If there is a line of callers waiting to use the phone (especially before and after trips, semester breaks, and during exam time), please be courteous and limit your call to 5 minutes if others are waiting. If you have to, you can call them back later – it’s free!

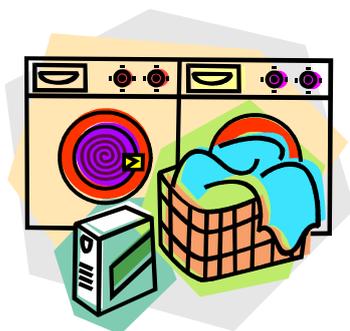
## LINENS

You all have been given a new set of linens as well as a pillow, a pillow case, two blankets, and a

mattress cover. This is University property. It is your responsibility to wash your sheets and keep your room clean.

## LAUNDRY ROOM

By Italian and study abroad program standards, we have an impressive laundry facility in the basement of the Dormitory. You can purchase laundry tokens to buy laundry detergent during designated times and days in the Capp Bar. Each bottle of detergent requires one token. Please do not use anything other than the designated tokens in the machine. You can buy your own laundry detergent, but you cannot store your detergent in the Laundry Room. Any items left in the Laundry Room will be discarded.



The Laundry Room is also the place where you can find new trash bags and toilet paper should you need them. Please do not take items unnecessarily.

When using the Laundry Room, be considerate of others. Please limit yourself to two loads at a time. Do not overstuff the machines; it will only break them. Please put one of the “out of order” signs on the washing machines or dryers and notify a Rome Resident Coordinator so the machine can be fixed if you notice one is not working.

## PRIVATE RESIDENTIAL AREAS

Most of the buildings and grounds of the Rome Campus are open and available for student use, with a few exceptions. There are private apartments on all floors of the Villa as well as the terrace above the *Mensa*. They, and the area immediately around them, are reserved only for their residents. Please respect these areas as off limits, unless, of course you need to contact an authority in an emergency or are invited to these areas.

## CAMPUS FAMILIES AND CHILDREN

Many students report that a real delight of the Rome semester is sharing the experience with faculty and their children; this connection to a different stage of life can be delightful, and the families enjoy getting to know you as well. But remember that families need their own private time and space from time to time, and that the children are not college students! Enjoy them and play with them, but **please be careful about language and topics that might not be appropriate** for their ages.

At the same time, the families do not want the children to interfere with your studying or social life. Please inform Campus parents if the children are doing so, or if you see them violating any rules. You can be great “big brothers and sisters” to them in many ways.

Please be aware that Campus families have rules regarding where children can and cannot play. In general, Campus children should stay close to the Villa and Campus Center and are usually not allowed beyond the soccer field, bocce court, Forno terrace, and tennis court. Please do not play on the playground or trampoline near the tennis court. In all cases, children are not allowed inside the Dormitory without a parent or an authorized adult. Children are never, under any circumstances, allowed in student rooms. As a general rule, please refrain from photographing Campus children without prior parental approval. Under no circumstances should images of Campus children be posted online (e.g. Facebook or Instagram) without explicit parental approval.

## SECTION IV: FOOD SERVICE



Welcome to the world of Italian cuisine! Italian food, according to many experts, is one of the three fundamental cuisines of the world. Italians are justly proud of their cuisine. They cook it with fresh, seasonal, and largely local ingredients. The *Mensa* staff takes considerable care and pride in serving you, in being your “mamas” away from home. Reciprocate by getting to know their names and treating them with respect. Take the time to try some new flavors, to learn about the foods, and to develop an Italian food vocabulary. If you do, you’ll enjoy the experience much more. Italians believe in “slow food”—taking your

time over a meal, visiting with friends, and savoring the experience. Give it a try and see if they are not right.

Meals in Rome are not “all-you-can-eat” but are normally limited to one serving per person of each course or main alternative. Although seconds may not be allowed for the main course and side plates, the cafeteria staff will try to be as flexible and fair as possible. For example, one might substitute a large salad or extra helpings of vegetables for the main course.

The *Mensa* has a limited number of plates, forks, knives, glasses, etc. Please do not remove them from the cafeteria for personal use.

Regular meal times are listed below. Changes to these times in order to accommodate academic scheduling and weekends will be posted in advance. Please don’t show up late after the scheduled meal time as you will be denied service.

- **Breakfast**  
7:00-8:00am on class days. A typical breakfast consists of a choice of cereal, yogurt, Italian pastries, juice, and coffee or tea. By American standards it can seem light, but you can find ways to nourish yourself.
- **Brunch**  
10:00-11:00am on weekends (substituting for breakfast and lunch). A typical brunch consists of a choice of cereal, yogurt, Italian pastries, eggs, potatoes, bacon, sausage, French toast, juice, and coffee or tea.
- **Lunch and Dinner**  
1:00-2:00pm weekdays unless sack lunches are scheduled and usually 7:00-8:00pm. A typical meal consists of a first course (*primo piatto*) with the choice of pasta or soup, followed by a main course (*secondo piatto*) with the choice of meat, poultry or fish, a vegetable (*contorno*), a salad, a fruit or desert, and coffee.

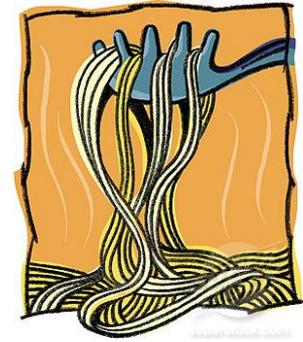
### **SACK LUNCHES**

Sack lunches will occasionally be prepared instead of a regular lunch. These can be picked up in the *Mensa* at designated times. Sack lunches must not be eaten on buses or on site.

### **MEAL SIGN UPS**

On long travel weekends as well as Wednesday nights following *Art and Architecture* trips into Rome, many of you will choose not to eat in the *Mensa*. We need to have an accurate count so the *Mensa* can prepare the proper amount of food. Therefore, you will be required to sign up for the meals you plan to eat on Campus. It is very important that you be as accurate as possible.

The Rome Program can save a great deal of money that can be invested into other student services if you help us by being accurate here. Only those students who sign up will be permitted to eat in the *Mensa*. Directions for meal sign ups will be given during orientation week and you will be reminded each week at the Monday Night Meeting.



### **SPECIAL DIETARY NEEDS**

The *Mensa* will make every effort, within the limits of this small food service, to meet the needs of those with special dietary needs. In almost all cases those students with special dietary needs have filed necessary paperwork and received approval for these special needs from the Rome Office in Irving prior to arriving in Rome. These students must meet with the Student Affairs Staff at the beginning of the semester to review these needs, and the students are required to carry a card detailing dietary information for vendors on all group trips. During group trips, the University makes every effort to arrange appropriate meals, yet students with special diets and vegetarians must understand that special arrangements are not always possible. Once special dietary needs have been declared at the beginning of the semester, they cannot be changed.

### **SUSPENSION OF MEAL SERVICES**

The cafeteria (and the entire Campus) is closed over designated vacation periods, during group trip days, and occasionally during group day trips. The University reserves the right to close the cafeteria and issue meal vouchers to students who are on Campus and have signed up for meals if attendance is estimated to be exceptionally low for a given meal.

## **SECTION V: STUDENT SERVICES**

### **STUDENT AFFAIRS**

Within the limitations of a small program, the University of Dallas Rome Program offers a wide array of student affairs services and activities. There are athletic facilities, a beautiful lounge with Cappuccino Bar, phone services, lectures and films, convocation activities, walking tours, and much more. We think that Campus life offers many riches and wonderful experiences for socializing, learning, and growing.

All staff members including the Dean and Director, Director of Student Affairs, and faculty assist in creating the experiences on the Rome Campus. Other staff members, including services managers, the director of special programs, and resident coordinators handle medical emergencies, visitor permissions, and residence hall maintenance requests. They supervise student workers, manage the Capp Bar, take care of the printers, organize sports tournaments, assist with the Spiritual Life program, and bandage wounds. They help organize the groups on walking tours, keep you safe, offer friendly advice, and sometimes need to bark at you to keep you in line.

All staff members work here because they love the Rome Program and want to help you have a great experience. They had a great Rome experience themselves, and are excited about sharing it with you! Ask them for advice, how to succeed in classes, or where to travel and how; learn from their experience and wisdom.

They are not your custodians, butlers, maids, or concierges. If you do your part—by being punctual; by cleaning up your own messes; by taking care to know where you should be next, when you should be there, what you are supposed to do when you get there; by not whining about little things; by being flexible, responsible, and mature—you will make their jobs easier and allow them the time to help you even more. Please do not bother them with questions for which you can find the answer by looking at the whiteboard, this handbook, a trip packet, or a simple Google search. Strive to treat others with respect and charity; pay back their hard work by following the Rome Program’s reasonable rules and requests, and you will find them able to do more for you and for the program as a whole. You should respect them as professionals doing a very demanding job. Show them appreciation, and do it often—because they are doing all of this for you!

The Student Affairs Offices are located just off the Student Lounge and Cappuccino Bar in the Campus Center. The Student Affairs Offices are open Monday-Friday from 10:00am until 4:00pm and Saturday-Sunday from 12:00pm until 3:00pm. Please try to handle normal business during those times. There is always one Rome Resident Coordinator “on duty” at all times in case of an emergency. This Rome Resident Coordinator’s whereabouts and phone number can be found on the whiteboard next to the Student Affairs Office door and in the lounge of the residence hall.

### **ROME BUSINESS OFFICE**

The Business Office Manager, Dott.ssa Silvia De Simone, works in the Rome Business Office with Dott.ssa Alessandra Morello and Dott.ssa Benedetta Barbieri, between the main driveway of the Campus and the Campus Center. This is the central office for communications and administrative business on Campus. Students may also go to the Business Office in an emergency situation if the Student Affairs offices are closed. Office hours are typically Monday-Friday, 8:30am until 6:00pm.

## INTRA-CAMPUS COMMUNICATIONS

**White Boards:** The white announcement board in the *Mensa* lists the schedule for several days and the white board in the entry to the Dormitory has the daily schedule as well as any special daily announcements. Please check them regularly!

**I-PAD (Information and Mail Center):** This is where you can pick up your incoming mail, sign-up for events and hotels, find the monthly schedule, and check for information regarding churches, museums, and other sites in and around Rome. Please check your mailbox regularly.

**Chaplain's Corner:** This bulletin board is where you can find all spiritual life announcements. It is located in I-PAD near the mailboxes.

**Chapel Bulletin Board:** This is located in the entry of the Villa before the Chapel. It lists Mass times and religious life program information. Below you can find religious pamphlets and brochures.

**Telephone System:** Please listen for special announcements over the speaker connected to your Dormitory room telephones.

## CAPPUCCINO BAR AND STUDENT LOUNGE



The center for social activity on Campus is the Cappuccino Bar and Student Lounge. Both are located in the basement of the Campus Center. This area is primarily intended to be a place suitable for conversation, special parties and functions, musical performances, general relaxation, and a game of ping pong or chess. This area is not, however, a place conducive for quiet study.

The Capp Bar is where you will go to purchase laundry tokens, Capp Bar Cards, transportation tickets, and phone cards. These items can only be purchased in the morning between classes when Service Managers are working.

During specified times when the Cappuccino Bar is open, you can purchase coffee, tea, soft drinks, snacks, candy, water, etc. using Capp Bar Cards. Music will typically be played here when the Capp Bar is open. Student planned group activities in these areas must be coordinated ahead of time with the Student Affairs Staff.

This is the social and communal area of Campus; you must keep this area clean! Please throw away your trash and clean up after yourselves.

## MAIL

All incoming mail comes through the Italian mail service and is placed in the mailboxes in the I-PAD, near the Cappuccino Bar. The Italian postal service is usually dependable, although slower than the American postal service. So, if Mom and Dad said they mailed a care package last week, it could take several weeks or more for it to arrive. Please keep that in mind.



**Incoming Packages:** Sometimes postal notices may arrive for packages that need to be picked up at the local post office. In this case students may need to personally go to a local postal office to pick up the package (passport ID will be necessary). Directions can be obtained from the Student Affairs Staff.

The Italian postal service is cracking down on customs duties charges for packages. Even if the

package is marked “gifts” or “personal effects not for re-sale,” and with a small declared value, the package may be held, examined, and have large customs duties imposed on it. Students are responsible for the cost of any and all customs duties. We advise not having your parents send items that can easily be purchased in Italy (and this includes most consumer goods available in the modern world!). Instead, have them put money in your account, and go buy them yourself at a nearby store or online at [www.amazon.it](http://www.amazon.it) or [www.amazon.co.uk](http://www.amazon.co.uk).

Do not have computers, cell phones, electrical equipment, CDs, or DVDs sent to you; the customs/duty charges are unpredictable and frequently astronomical. Do not have medications, vitamins or prescriptions sent to you either, as they are often times blocked and confiscated by Italian Customs.

The proper address format is:

First and Last Name  
University of Dallas Rome Program  
Via dei Ceraseti, 12  
Marino (RM) 00047  
Italy

**Outgoing Mail:** The Campus does not have an Italian outgoing mail box on Campus. Students are responsible for purchasing stamps and mailing letters at local Italian post offices. The Vatican City has a postal office that functions independently of the Italian postal system, and it tends to be a tad bit more reliable. Outgoing Vatican mail must be posted with special Vatican postage stamps (different from Italian postage stamps) and mailed in the special Vatican postal boxes at the Vatican.



### **MONEY**

Credit and debit cards are the most convenient way to make purchases in Italy and across Europe. Make sure you know what your credit limit is, foreign purchase fees, etc. Know your PIN as a number, not a letter combination, as the letter/number correspondence might be different in Europe. An ATM is called a *bancomat* in Italy. Please keep in mind that the euro to dollar exchange rate is constantly changing and is worth monitoring.

**Emergency Loans:** If you need money to take out an emergency loan, please talk to the Student Affairs Staff to understand what your options might be.

**Exchanging Dollars for Euros:** You can exchange cash or travelers checks at the numerous banks and *cambios* throughout the Rome area. Always bring your passport as a form of ID. There is usually a commission fee associated with exchanges.

### **ATHLETICS**

The sports and recreational areas on Campus are available at the following times:

Swimming Pool and Pool Area	When lifeguard is on duty as posted
Tennis/Basketball Court	9:00am - Dusk
Bocce Court	9:00am - Quiet Hours
Mensa & Soccer Field	9:00am - Dusk*
Weight Room	24 hours with respectable noise level
Vineyard Cross Country Track	6:30am - Dusk*



\* Except when groundskeepers are working on Campus landscaping or in the Vineyard

- **Sports Equipment:** Sports equipment such as basketballs, soccer balls, volleyballs, tennis rackets, rugby balls, footballs, etc. are generally located in the weight room storage closet or in plastic bins on the tennis court. Please return all equipment after use.
- **The Pool:** The swimming pool is typically open for use from late May through mid-September. Swimming hours, which are limited to times when a lifeguard is on duty, are posted at the pool gate. Please be aware of the fact that there are several children on Campus, not all of whom can swim! The pool is shallow, so there is absolutely no diving. No glass containers, loud music, or rough play are allowed in the pool area. Alcohol consumption at the pool is reserved for special occasions and must be approved in advance. Additional rules can be found at the pool area.
- **The Bocce Court:** Enjoy this traditional Italian game as a way to relax, or get into heated competition if you like. The metal fencing around parts of the bocce court is for the safety of spectators. Please do not sit on the railing or walk on the wooden boards of the court and do not stand in the court if not playing – the bocce balls are very heavy and can be dangerous. Please turn off the evening lights and place the bocce balls in the correct location when finished. Rules on how to play the game are located in the Rome Coordinators' Office.
- **The Weight Room:** It is small but you can still get a good workout here. Equipment should be used with absolute care and safety. Weight lifting should be done with a spotter. Remember that a neat and clean weight room is a safer weight room. Weights, bars, equipment and personal belongings must NEVER block the passageway or adjoining corridor. Please keep music at a reasonable level.
- **Vineyard:** You have the wonderful opportunity of living on a Campus with a working vineyard! It is a great place for a walk, a good run, or some quiet contemplation. In the middle you will find a well (or perhaps fountain) that dates to ancient Roman times. Please keep in mind that not all of Campus is gated and much of the boundary is actually natural vegetation. As a result, Campus occasionally has difficulties with neighborhood dogs and cats wandering in, especially in the vineyard. Please bring any difficulties with neighborhood animals or any other problems to the attention of the Student Affairs Staff.



### THE FORNO

The pizza oven and outdoor grill are available for use on a first come, first served reservation basis. Note that we may not be able to accommodate requests made less than 48 hours in advance. You must pay a €20 deposit to use the *Forno*, which will be returned if the *Forno* and all of its areas are in good, clean condition by the designated time after use. This includes washing and drying dishes, cleaning cooking surfaces and tables, as well as sweeping and mopping the kitchen areas. Those using these spaces are responsible for proper and appropriate use (including guest adherence to the Campus Alcohol Policy), closure, and cleanup. Failure to do so may result in loss of deposit, fines, and loss of *Forno* privileges. All *Forno* cookouts must conclude by the start of Quiet Hours.



## **BONFIRES**

Students may request use of the Campus bonfire pit on a first come, first served reservation basis. Note that we may not be able to accommodate requests made less than 24 hours in advance. You must pay a €20 deposit to host a bonfire, which will be returned if the bonfire area is in clean condition by the designated time after use. Those using these spaces are responsible for proper and appropriate use (including guest adherence to the Campus Alcohol Policy) and cleanup. Failure to do so may result in loss of deposit, fines, and loss of bonfire privileges. All bonfires must conclude by the start of Quiet Hours.

## **CELL PHONES**

Students are all required to have a cell phone while participating in the Rome Program. Cell phones have previously assisted students in meeting up with friends, contacting home, and calling Campus in an emergency. Please give your cell phone number to the Student Affairs Staff so you can be reached in case of emergency. Please remember that all cell phone agreements are specifically between the phone company and the student. The University of Dallas cannot assume any responsibility for any cell phone service or contract.

## **COMPUTERS AND INTERNET KIOSKS**

The Rome Campus does not have a student computer lab. Email and internet access is provided at no charge via the Rome Campus Internet Kiosks in the Map Room in the Campus Center basement and in the Library. These stations serve the needs of those students who were unable to bring a laptop, but who need to access their email to communicate with family and friends in the USA, make train or hotel reservations, and read the news. The Internet Kiosks may be accessed 24 hours a day, with a maximum of 10 minutes at a given time per student. They may be used for email communications, news access, and travel itineraries but are not to be used for viewing movies, sports, events, or downloading music files. They are not to be used as computer lab for writing and printing academic papers.

UD and its staff cannot guarantee that Internet Kiosk problems can be resolved quickly. All servicing to the Internet Kiosks stops at 10:30pm.



### **ROME COMPUTER NETWORK**

Upon arrival, each student will be issued a username and password for access to the Campus computer network and Campus internet services. This username and password gives students access to internet services via the Campus internet kiosks, network, and printers. Log on to your account at <http://welcome.udrome> and click the “Open Your Internet Access Management” button in order to check your internet use.

### **INTERNET ACCESS FOR LAPTOPS**

The Rome Campus network currently provides wireless access in the Dormitory Campus Center, Map Room, Capp Bar Lounge, Aula Magna, and Theater. The Wireless LAN (WiFi) was set up specifically to facilitate access to email accounts, communicate with family and friends in the USA, view world news, and to make train and hotel reservations while on the program. The network is not set up to download music, movies, videos, or extensive files. Please be aware that doing so slows down the system drastically so proper and considerate use is vital.

Each student using the network must have a wireless card and an up to date antivirus program installed on his/her computer. Abuse of the internet or printing systems may result in denial or

removal of connection. UD and its staff can't always guarantee that internet problems can be resolved quickly. All servicing to the network stops at 10:30pm.

### **NETWORK SECURITY AND PRIVACY**

UD Rome residents are entitled to privacy in their use of information resources to the extent possible, subject to provisions of American and Italian state and federal law. Files may be subject to search. In addition, systems administrators may access user files as needed to protect the integrity of computer systems. For example, following organizational guidelines, systems administrators may access or examine files or accounts that are suspected of unauthorized use or misuse or that have been corrupted or damaged. Furthermore, network administrators reserve the right to monitor traffic on the network for troubleshooting and statistical analysis. Network administrators reserve the right to ensure that systems connected to our network meet some minimum standard of security through the use of, but not limited to, active system scans across our network. This policy is in effect to preserve the integrity of our network and the safety of our users.

### **PRINTING**

The Rome Campus currently has two wireless printers in the Map Room and one in the Library for printing jobs related to participation in the academic program. The printer can be used 24 hours a day and paper will be provided for academic papers. Only text documents may be printed. No printing of photos or graphics.

To download printer files into your laptop computer, go to <http://welcome.udrome> and click "Install Campus Network Printers."

Some general guidelines for printer use:

- Do not remove the printer cables from the printer and do not move the printer from its current location.
- Plan printing time wisely and remember that there are approximately 100 other students waiting to print as well.
- Calculate printing needs in advance. Do not wait until the last minute to print academic papers when paper jams and problems are more likely to happen.
- Academic deadlines will not be extended if you run into last-minute paper printing problems.

Students are asked to inform the Service Managers or Rome Resident Coordinator on duty of any printing problems. Please do not repeatedly send a document to the printer if it fails to print initially as this will only compound the issue. UD and its staff can't always guarantee that printing problems can be resolved quickly. All servicing to the printers stops at 10:30pm.

### **FAXES AND SCANNING**

Students may send and receive faxes on the Rome Campus at a per-page cost, payable when the fax is sent or picked up. Faxes to be sent should be left at the Student Affairs Office during office hours. Students can scan and email themselves documents using the larger printer in the Map Room.

### **MOVIES AND TELEVISION**

There is a television in the Capp Bar. We may be unable to consider showing films or sporting events that have not been brought to our attention with less than 12 hours advance notice or that are in direct conflict with the academic needs and schedules or program events. Note that if you fail to reserve the television ahead of time, you may



be required to wait until the Student Affairs Offices are open. To use the television, you must put down a €10 deposit for the remote control. Capp Bar furniture must be returned to their normal positions following use. Try some Italian television to learn about the culture or show a Shakespeare play to improve your understanding of it!

## **STUDENT AWARDS**

During Closing Convocation, the Rome Faculty and Staff honor several students who have excelled in various capacities throughout the course of the semester. The Academic Award is selected by the professors and is presented to the student who best conquered the academic rigors of the Rome Semester. The winner of the Academic Award typically goes beyond success in the classroom to help foster the academic environment on Campus as a whole. The Spirit Award, chosen by the Student Affairs Staff, is given to the student who exemplifies the community spirit at Due Santi. The recipient of this award is a model citizen who frequently demonstrates a willingness to participate in Campus events, an eagerness to help others, and a communal spirit that improves life on Campus. The Rome Award is presented to the student who takes the most advantage out of the opportunities presented by the Eternal City. The winner of the Rome Award is excellently acquainted with the city itself and uses his/her time in Rome to the fullest by visiting churches, touring museums, and exploring all that the city has to offer.

## **THE LIVYING WALL**

Named after the great Roman historian (and story-teller!) Livy and located in Shakespeare Alley, is a space dedicated to the purpose of allowing students, staff and visitors to leave behind and preserve memories of their Rome experience—poetic, visual, narrative, etc.

The basic guidelines for proper use of this space include:

- No obscene, hateful and harmful, offensive, or bigoted language or images allowed.
- Wall is erased clean twice a year—during the two Greece Trips (October and March).
- Work on the Wall and the Wall itself cannot create a fire or fire-evacuation risk or hazard in the area.
- Work on should not impact the Shakespeare characters.
- Artists and writers on the Wall must provide their own materials.

## **SECTION VI: SPIRITUAL LIFE PROGRAM**

During your semester in Rome, you will not only be offered a rich educational and cultural experience, but the semester will have a fundamental spiritual meaning as well. It places you physically at the center of Roman Catholicism, and invites you to be pilgrims, to go in search of God and a deeper understanding of yourself as persons of faith with eternal destinies. The Rome Campus Chaplain will communicate details about the Spiritual Life Program including Confessions, Mass, retreats, Papal events in Rome, and special lectures on Campus. Information regarding religious services for those of non-Catholic faiths, spiritual life activities, and volunteer events are also posted in the I-PAD.

There will be several optional Religious Life activities and events during the semester which are available to all students of the Rome Program and students of all religious faiths:

- Women's Retreat
- Men's Retreat
- Religious Life Events (Papal Audience, Scavi Tours, and more)
- Alternative 10 Day Mission Trips
- Soup Kitchen Volunteer Program with the Missionaries of Charity
- Volunteer Lectors for Daily and Sunday Mass
- Volunteer Mass Music and Choir
- Dead Theologians Society

### **CHAPEL OF THE TRANSFIGURATION**

The Chapel of the Transfiguration, located in the Villa, is designed for the celebration of daily Mass, for the celebration of the sacrament of Reconciliation, for personal prayer and reflection in the presence of the Blessed Sacrament. It accompanies you on your spiritual journey in Rome. The name of the chapel recalls the revelation of the glory of Jesus on the mountain as recorded in Mark 9:18 and parallel accounts in Matthew and Luke, and it reflects your experience of being taken away from the normal world of experience and brought in a sense to a mountaintop to see the world, yourself, and God from a new perspective and so to transform your lives. You walk here in the places that Peter and Paul, Francis and Clare, and other holy people walked; you visit the churches, shrines, and catacombs visited by generations of believers, and you see the experience of the Church as a reality centuries old and world-wide.

The Chapel was designed by Professor Lyle Novinski of the UD Art Department to be reminiscent of the many side chapels that are part of the much larger cathedrals and churches in Rome and Europe, smaller places intended for quiet and prayer. The location of the Chapel in the Villa also recalls the domestic chapels that were built in the homes of Romans and richly decorated with the works of masters. These were designed to be places of withdrawal and quiet in the midst of a public space used for other purposes.

The narthex is designed as an entryway to the Chapel and also serves as a passageway to the second floor of the villa. The altar is of travertine stone, native to the area, as is the holy water/baptismal font and the pillar for the tabernacle. The windows of the chapel are of alabaster. A mosaic of the Transfiguration designed by Lyle Novinski decorates the Chapel wall. The Sacrament of Reconciliation is celebrated in the smaller chapel off to right of the altar, either behind a screen or face to face.

The Chapel is available for students 24 hours a day, 7 days a week. Please keep in mind that the Chapel borders faculty apartments so please keep noise to a minimum. Note that only silent prayer is allowed after 10:30pm.

## MARY GARDEN

The Guadalupe Garden outside the chapel features a statue of Our Lady of the Annunciation and is a beautiful exterior space for prayer and reflection. Please do not be shy about using this space for these purposes.

## CHAPEL LIBRARY

The Chaplain's Office maintains a small library of books on spirituality, catechesis, prayer, saints' lives, meditation, theology, and more in the hallway outside the Chapel. Books may be checked out using the honor system by signing them in and out on the clipboard. Please be sure to return books when you are done so that they can be used by other students!

## CAMPUS MASS SCHEDULE

Mass on the Rome Campus will typically follow the following schedule:

Monday	6:00pm	Chapel of the Transfiguration
Tuesday	6:00pm	Chapel of the Transfiguration
Thursday	6:00pm	Chapel of the Transfiguration
Sunday	10:00am or 6:00pm	Aula Magna
Holy Days	Check White Boards	

## CONFESSIONS

The Sacrament of Confession is typically offered starting 30 minutes before both daily and Sunday Mass. The Confessional is located in the Villa Chapel. Appointments for Confession can also be made with any of the Campus Chaplains.

Please keep those in the Villa and in the Chapel safe by always making certain the main door is closed securely when you enter and exit the Chapel.

## CHAPLAIN'S OFFICE

The Chaplain's office is next to the Chapel in the Villa. Students can schedule meetings with the Rome Campus Chaplain or Assistant Chaplains as necessary.



## **SECTION VII: HEALTH CARE SERVICES**

We want you to stay as healthy as possible during your time in Rome. You can help this by regularly getting enough sleep, eating healthily, taking vitamins and medicines properly, washing your hands, and otherwise using good health and sanitary practices. You are responsible for carrying and taking your own medications should you get sick, including EpiPens and allergy medication. An overview of medical protocols and healthcare procedures in Italy is detailed in Appendix B.

Your psychological health is also important. If you feel lonely, depressed, overwhelmed, or experience other problems, know that we can get you help as well. This is also an area where roommates and friends can help a great deal: if you see a fellow student struggling with any of these problems, do not hesitate to tell a staff member so we can get your friend the help he or she needs before things get too serious.

In case of a medical emergency, notify a staff member immediately. The Student Affairs Office keeps the names of various doctors, dentists, gynecologists, and psychologists in the Rome area and will assist you in making appointments. Remember that you are living in Italy and American doctors may not be available. Sometimes only Italian doctors can be seen.

If a student is too ill to attend class, the student is responsible for informing the professor directly. If a student has repeated absences, the Dean and Director will be notified and the student may be required to see the doctor, at his own expense.

### **GENERAL MD**

Campus does not employ an in-house doctor. An Italian doctor who speaks a functional amount of English and whose office is within walking distance of Campus is available for minor medical ailments. Office hours, directions, and forms containing a list of symptoms in both English and Italian, are available in the I-PAD. The cost for a doctor's visit is typically €30.00 (cash only) and is due at the time of the visit. An English speaking doctor will occasionally come to Campus. Students may or may not be required to pay for this service. Through MedinAction, English speaking Italian general practitioners can be enlisted to make "house calls" to Campus at the student's expense. It is the student's responsibility to fill any prescriptions.

### **COUNSELING SERVICES**

The Rome semester can feel overwhelming at times. If you feel homesick, overwhelmed, depressed, or suffer other psychological strain, then you might consider making an appointment for one of the free counseling days with Dr. Rosemarie Kazma, an American psychologist living in Rome. Information will be provided regarding the dates of these free sessions. Students wishing to meet with Rosemarie MUST confirm their intention to attend a free session beforehand. She can be reached via email at [besneegio@gmail.com](mailto:besneegio@gmail.com) or at 333-582-2808. Her studio is located in Rome near the Basilica of Saint John Lateran at Via Elea, 8 Int. 17. Appointments outside of those offered by the University are at the student's expense.

### **PAYING FOR MEDICAL SERVICES**

All medical bills must be paid by the student in full and at the time of service. American health insurance is not typically accepted by hospitals or doctors in Europe as a method of "direct payment." Students must bring proper identification to all doctor appointments so correct prescriptions and receipts can be issued. Students are responsible for taxi expenses to/from appointments, doctor bills, and hospital payments. Most offices do not accept credit cards as payment. Students are responsible for collecting receipts, filing insurance claims, etc.

## **SECTION VIII: SAFETY AND SECURITY**

**Our paramount concern as you participate on the Rome Program is your safety and well-being.** We want you to have a great semester, free of injury and harm, so you can enjoy the many gifts and positive experiences of the Rome Program. Again, we do as much as we can, but you have a very important role to play in keeping yourself safe.

Please understand that so many of our rules and regulations come from long experience of trying to keep students safe and sound during a semester spent far from home. Please realize that threats to your safety come from two main sources:

- The largest and most frequent threat to safety comes from students' own unsafe behaviors. If you stand or sit or climb on unsafe areas (ledges, parapets, castles, walls); if you invite unauthorized people to Campus; if you tamper with safety equipment; if you wander in unsafe areas; if, above all, you abuse alcohol and diminish your judgment and control; if you do any of these things and others that are blatantly and obviously unsafe, you can injure yourself, make yourself vulnerable to crime, and render those around you unsafe as well. Again, the vast number of injuries and safety problems on the Rome Program have come from students simply not using good judgment and doing foolish or risky things!
- The actions of others, most of which is easily avoidable. By American standards, crime, especially violent crime, is very low in Europe. Property crime—pick-pocketing and other forms of petty theft—can be quite high, however. But crime, even physical attacks, can happen. You can avoid this by using the buddy system at all times, by walking and acting assertively (not the same as aggressively), by knowing something about the parts of cities you are visiting and their less safe areas, and again, by being responsible in your consumption of alcohol so you can judge and react to suspicious situations responsibly and effectively.

**Again, please know that the rules we have for you come from long experience dealing with these two sources of trouble!** If you can understand that, you will accept and abide by the rules and understand when we insist that you follow them.

Always carry your emergency numbers card with you, and if you have any troubles or are worried about a classmate's situation, do not hesitate to call a staff member.

### **GENERAL DATA PROTECTION REGULATION**

The University of Dallas and its employees collect, use, store, and process student data and the personal information of students within the regulations of the European Union's General Data Protection directives. It is the student's responsibility to consult with the university regarding their data protection. The University reserves the right to change the application of its existing GDPR in response to new or changing regulations. An overview of the University's policies regarding GDPR can be found at <https://udallas.edu/about/university-policies/gdpr.php>.

### **CAMPUS AND LOCAL AREA**

**Dormitory:** Be sensible and reasonable. Enjoy the Dormitory in a safe way. Since this is your home and ours, we simply cannot tolerate unsafe behavior. Unsafe behavior includes but is certainly not limited to standing or resting on ledges or railings, sitting in windows, walking on unsafe walls or ledges, hall sports, inviting unauthorized individuals on to the Campus, not exiting Campus buildings during drills and emergencies, tampering with safety equipment, as well as more overtly dangerous or threatening conduct.

**Outdoors:** Footwear is required at all times—with work happening almost continuously around Campus and a working vineyard, there are too many risks to bare feet from glass, metal, chemicals, etc. Please respect the flowers and plants of the garden and orchards near the Villa, as well as the vines and grapes of the vineyard. Use good safety practices and sportsmanship when playing sports. Be attentive to the property boundaries of the Campus, especially the fence along the soccer field, as there is a precipitous drop into a deep ditch (15-20 feet) on the other side of the fence. Do not wander onto other properties adjacent to Campus, as this is trespassing, and could result in your arrest.

**Roads outside of Campus:** The road just outside our gate, *Via dei Ceraseti*, and the other residential streets nearby are extremely narrow and yet many drive very fast on them. We thus recommend that you jog on Campus, not off. Be especially attentive as you walk along the road. Walk in single file on *Via dei Ceraseti* and exercise extreme caution after dark. The *Via Appia* is a major route into Rome and can also be very dangerous, especially at night. Exercise caution and pay close attention to crossings and the flow of traffic at all times. Only cross the *Appia* intersection at the crosswalk with the aid of the walk “*Avanti*” light. Never jog or walk on the roads alone. Renting a scooter or other motorized vehicle is strongly discouraged as this is enormously dangerous and has in the past resulted in serious injuries. Any students renting motorized vehicles take full responsibility for difficulties and consequence arising from said rental. Motor vehicle rental on group trips is absolutely forbidden.



#### **CAMPUS DRILLS AND THE EMERGENCY MEETING POINT**

We will have at least one fire drill per semester. In case of any Campus alarm it is very important to remain calm. In some cases, inside lighting will be minimal, so please be very careful while walking down stairs and outside.

All students, staff and faculty must vacate the Campus buildings immediately and must gather together at the **Campus Emergency Meeting Point** (grass area behind the car parking lot, next to the work shed, directly opposite the vineyard, colloquially known as “The Promised Land”) so we can make certain no one is missing. Failure to not comply with fire alarms or emergency procedures and any tampering with fire safety equipment or Campus alarms will result in strict disciplinary sanctions.

#### **ADDITIONAL SAFETY MEETINGS AND REGULATIONS**

At given times, the Dean and Director (or his delegate) may issue further regulations beyond those explained in this Handbook, necessary for the operation, the safety of the students, staff, and faculty of the Rome Campus.

#### **TIPS FOR AVOIDING THEFT AND OTHER CRIMES**

- Always lock your Dorm room door and close your window or shutters (particularly ground floor rooms) when your room is unoccupied and at night. Turn off your lights and fan when leaving. Do not leave cash or valuables in your room. The University of Dallas is not responsible for stolen items.
- Never give out the phone number, address, or Campus gate and door codes to anyone not associated with the program.
- Never discuss travel plans with strangers. Travel in groups and look out for one another.
- Use your cell phones to contact your friends, family, or the Rome Campus if you are in an emergency situation. Keep your cell phone battery charged and bring plug adapters to other countries when you are traveling.
- Carry your emergency contact card with you at all times.
- Carry a copy of your *Permesso di Soggiorno* receipt with you at all times. If it is lost or stolen

report the theft to the local police and the Student Affairs Staff.

- Carry a copy of your passport with you at all times. You must have your original passport with you when you travel anywhere overnight (group trips, long weekends, semester breaks).
- Make copies of credit cards, passport, etc. Do not carry large sums of money.
- Keep your wallet or purse in a place difficult for pickpockets to reach. On crowded subways, buses, etc. keep bags in front of you.
- Avoid attracting attention to yourself. Try to blend in with local people as much as possible. Avoid heated discussions with Europeans regarding American politics and terrorism. Keep a low profile.
- Never jog or take walks alone. Only jog or take walks with company and only in areas that have sufficient lighting and safe paths.
- Do not hitchhike or befriend strangers.
- Always look like you know where you are going. Do not look suspicious persons directly in the eye.
- If you find yourself in the midst of an actual or potential civil disturbance, move away as quickly as possible.
- If you are traveling independently, register with the nearest American Embassy or Consulate if you will be staying for a few days in any one city.
- In case of emergency, contact the nearest American Embassy or Consulate and then get in touch with the Rome Campus, the Irving Rome Office, and your parents. The Traveler's Assistance which comes with your ISIC card can also be helpful in emergencies.
- Should you find yourself the victim of a crime, contact the police or local American Embassy as soon as possible to file a police report. Staff may be able to help in the case of crimes committed in Rome but can offer less assistance for crimes occurring elsewhere in Italy and Europe. Staff will do what they can but be sure to file a police report locally (i.e. where the crime took place) as this process cannot be completed once you have returned to Rome.
- At times of increased danger of terrorism, avoid American “hangouts” in Rome and in other cities (McDonald’s, American bars or discos, Hard Rock Cafés, Piazza di Spagna, etc.).
- Avoid demonstrations.
- Alert the Campus staff immediately of any unusual experience you may have had, either on or off Campus.

## **GENERAL SAFETY, SECURITY, AND EMERGENCY ACTION PROCEDURES**

### **Types of Emergencies**

- Medical Emergency
  - Any incident that requires a trip to an emergency room or hospital
  - An illness that interferes with a student’s ability to attend class for more than three days, participate in group travel activities, and/or requires extended supervision from a staff member
  - Any psychological issue that raises concern by the staff and/or within the campus community
- Safety and Security Emergency
  - “Anything that may make the news,” including Acts of war or terrorism, Acts of God (severe weather, earthquakes, etc.)
- Discipline Emergency

- Any discipline problem in which safety of self or others is seriously jeopardized or in which the Rome program is significantly disrupted
- Financial or Documentation Emergency
  - Loss of passport, loss of access to funds (e.g. for medical treatment), etc.

### **Procedures for a Medical Emergency**

- **Goals:**
  - To provide timely access to quality professional medical care
  - To assist in the communication between the medical professionals and the patient
  - To maintain open lines of communication between parents and UD officials
  - To keep the campus community calm and appropriately informed
- **Guidelines:**
  - The Rome Director or his designee (“Rome Director”) is responsible for assessing the seriousness of health issues in Rome and for determining an immediate plan of action.
  - If a Campus resident requires a trip to a hospital emergency room, the Rome Director, or a staff member who speaks Italian and has driving privileges, will accompany this person to the hospital. This person will carry the student’s health history, including inoculations, medications, allergies and pre-existing conditions.
  - As soon as is reasonable, the Rome Director will call the parents and the Irving Director to explain the situation. If the Irving Director is not personally reached, or if there is time for just one phone call, the Irving Campus Police Office should be contacted and asked to contact the Irving Director. Information to be left with Campus Safety Office:
    - location and status of person
    - the assigned caretaker
    - a number at which you or a designated emergency contact person can be reached
  - The Rome Director will serve as the central contact person on the Rome Campus. If the Director assigns someone else to be the central contact person for this or any other reason, this person will be identified and the telephone number and email address of the contact person will be given to the parents and to the Irving Director. The designated contact person will be in close communication with the Rome Director and will be given access to all the information necessary to answer questions and address concerns.
  - The student’s health insurance provider should be contacted immediately to open a claim. This can be handled by the Irving Director if not possible by Rome Director. Exact notification procedures depend on the insurer. The insurer can help to coordinate admissions and prepays; may be able to help broker discussions between affected parties, university, parents and doctors and in the discussions of transportation of parents and students; is trained to field questions between physicians which are beyond the expertise of our staff.
  - Depending on the seriousness and nature of the medical emergency, individuals and groups within the campus community will be affected differently. Roommates and close friends to the individual in crisis may require special care.
  - The parents should be put in contact with Irving Rome Office to clarify the ramifications of their decisions regarding flight, health care and transportation vis a vis insurance and university policies.
  - The Family Education Rights and Privacy Act (FERPA) allows UD to disclose personal information in emergencies. Note that FERPA is a U.S. regulation and does not necessarily apply in Italy.

- The Rome Director will inform the Director of Student Affairs, Dean of Constantin College, and the Executive Vice President of the emergency situation. The Director of Student Health Services may also be informed and consulted.

### **Procedures for a Safety and Security Emergency**

- **Goals:**
  - To institute appropriate procedures for the safety and security on the Rome Campus.
  - When necessary to move students and staff from a place of danger to a place of safety.
  - To account for the whereabouts of all members of the Campus community.
  - To provide timely information to parents and to the general public.
  - To keep the Campus community calm and appropriately informed,
- **Guidelines:**
  - The Rome Director is responsible for assessing the seriousness of situation and for determining an immediate plan of action.
  - The communications tree may be used to help determine the whereabouts of the members of the campus community.
  - As soon as possible, the Director will contact the Executive Vice President. The Executive Vice President will contact the President, Provost, Dean of Constantin College, and the Director of the Rome Programs, Irving.
  - The Executive Vice President, after consulting with the other upper level administrators, is responsible for developing a plan of action and a communications strategy.
  - The Irving Director will be the primary point of contact for the parents of students in Rome.

### **Procedures for a Discipline Emergency**

- The Rome Campus adheres to the Irving Campus' definitions and standards surrounding personal and sexual violence. Claims of student-on-student personal and sexual violence may be investigated by the Rome campus with the assistance of the Irving Office of Student Affairs and Campus Security Office. More information can be found at <http://www.udallas.edu/offices/student-affairs/judicial-affairs/violence/> and at UD's Title IX webpage at <https://www.udallas.edu/offices/student-affairs/Title-Ix.php>.
- **Goals:**
  - To protect the safety of individuals and to maintain the proper functioning of the Rome Program (to achieve this goal it may be necessary to remove from the Campus persons whose behavior seriously jeopardizes the safety of self or others or significantly disrupts the Rome Program.
- **Guidelines:**
  - In case of a student discipline emergency, as soon as possible, the Director will contact the Dean of Constantin College. The Dean of Constantin College will contact the Director of Student Affairs and the Director of the Rome Programs, Irving. The Dean of Constantin College and the Rome Dean are responsible for determining whether the student will be dismissed from the Rome Campus. If the student is dismissed, the Dean of Constantin College (a) will inform the Director of Student Affairs and the Director of Rome, Irving and (b) will contact the parents. In the case of dismissal, the Irving Director will be responsible for arranging the flight home from the Rome Campus.

### **Procedures for a Financial or Documentation Emergency**

- **Goals:**
  - To provide short term loans to students and others
  - In the case of lost passports and other official documents, to contact the appropriate Italian officials or the U.S. Embassy

- In the case of large financial emergencies, such as money need for medical treatment, to inform the parents and UD administrators as soon as possible
- **Guidelines:**
  - In most cases the Rome Director will take the appropriate actions to deal with the financial or documentation emergency. He is authorized to make small loans of money.
  - In serious cases, the Director will contact the Executive Vice President. The Executive Vice President will contact the Dean of Constantin College, and the Director of the Rome Programs, Irving. The Executive Vice President and the Rome Dean are responsible for developing a plan of action. For these cases, the Executive Vice President, or his designee, will contact the parents and discuss options for resolving the financial crisis.

## **SECTION IX: TRANSPORTATION TO AND FROM CAMPUS**

### **ROME SITES**

Monsignor Fucinaro has compiled a map of some of the best of the best sites in Rome. It includes everything from churches to restaurants to gelato shops. Next time you need something to do, give it a look! It is available online at: <http://goo.gl/maps/rNNTN>

### **LOCAL PUBLIC TRANSPORTATION**

Students will find bus and metro tickets in student packets at the beginning of the semester. These tickets are good for travel to and from Rome and within Rome itself.

Additional tickets can be purchased in the Capp Bar at designated times at a discounted cost of €.25 each. Lost bus and metro tickets are the students' responsibility and will not be replaced.

### **Public Transportation Tips**

- Italy has a great transportation system – in theory! But sometimes trains are late, the Metro may stop running, and buses might not stop. Just remain patient – the train will show up, the Metro will start again eventually, and another bus will come.
- Remember to validate your tickets – you can receive at least a €50 fine if you don't.
- If a validation machine doesn't work, speak with the driver or conductor.
- Always carry a copy of your passport with you (your American driver's license won't work as ID).
- Be aware of when the Metro closes at night. Know alternate bus routes for late-night times.
- Make sure to purchase bus and Metro tickets at the Capp Bar. Should you find yourself stranded without a ticket, don't worry! They're sold everywhere. Metro tickets are sold in most bars, newsstands, or ticket booths or try one of the machines. Bus tickets can be purchased at bars or newsstands.



### **Local Area COTRAL Buses**

- Validate bus tickets on the bus and before you get on the metro.
- You will use two types of buses: ATAC and COTRAL. ATAC buses are orange and service the city of Rome. They use the same tickets as the Metro. COTRAL buses are blue and service the suburbs of Rome. COTRAL tickets are blue.
- The COTRAL bus schedules are fairly reliable. Be aware however, that buses may sometimes be cancelled or stuck in traffic. Also, schedules are much lighter on Sundays and holidays.
- Most buses have two doors, one marked “*entrata*” and the other “*uscita*.” Try to enter and exit through the proper doors; with crowded buses, it helps regulate passenger traffic. Boarding the bus at Anagnina, however, is often nightmarish. Get on and off any way you can if the driver permits it!
- On buses and the Metro it is not acceptable to eat or drink (except water). Notice that the Italians around you are not doing so.
- You are free to sit down on buses and metros when there is a free seat, but Italian custom dictates that if an older person or a person with a small child boards the bus, you should

offer your seat to them. Don't be surprised if Italians "enforce" that rule by asking you to give up your seat for someone less able than yourself.

- Speak quietly on buses and metros. You'll notice that tourists often speak much louder than Italians on public transportation. If you speak quietly and discreetly, you'll avoid calling attention to yourself and this may help you avoid being noticed by pickpockets. It will also help you avoid the "ugly American" stereotype.
- On buses and on the metro you should be very careful of your belongings. Pickpockets routinely work public transportation. If you are carrying a backpack, take it off your back and hold it in front of you. Do not keep anything in your back pocket – including wallets or money. If you are carrying a purse or tote bag, swing it in front of your torso and put one arm around it. It's important (but not difficult) to be aware and protective on public transportation.
- When you get on a bus, the first thing to look for (besides a seat) is the button you'll have to push to let the driver know you want to get off. Some have red buttons between windows, some have black buttons up above the seats, and some have red buttons up above.
- When your stop is getting close, be sure to be standing up and close to the door where you exit (*uscita*). The bus won't stop for very long – and your fellow passengers will appreciate it.
- Be prepared to yell "*Devo scendere*" (day-vo shen-de-ray) if the bus doesn't stop where you want it to. The other passengers will probably help you yell!
- COTRAL buses travel all over the region of Lazio and can be a good mode of transportation for a day trip. Tickets are priced by distance, so when purchasing some for such a trip, just ask for "*un biglietto per* [city name]" and the clerk should know the amount to charge. Make certain that you check return bus times and routes back to Campus before leaving.

### **Rome Metro and ATAC buses**

- There are two metro (subway) lines – the blue B-line and the red A-line in inner-city Rome. They intersect at Termini, forming an "X" across the city of Rome. Red metro tickets work for both metro lines. However, they are only good for one ride on the metro including a transfer at the Stazione Termini cross point.
- Red metro tickets are also good for any number of orange ATAC Rome city buses for 100 minutes. You can switch buses within this time limit.
- Using the same metro ticket, you can also ride the metro and then get off and on buses within 100 minutes using the same ticket.
- Metro Line A closes at 11:30pm Sunday – Thursday. Line A stays open until 1:30am on Friday and Saturday.
- The metro stop closest to Campus is Anagnina (*ahn-a-nyee-nah*), at the southeast end of the A line. This is where the blue Regional COTRAL bus from campus will drop you off (if going into Rome) and where you will catch the blue Regional COTRAL bus to take you back to campus.
- To get onto the correct COTRAL Bus to return to Campus, once you exit the Metro A Anagnina subways station turnstiles, turn left and walk to the #2 bus entrance and go up the stairs. Catch the bus to Velletri and get off at "Due Santi."
- The last COTRAL bus to Campus leaves Anagnina at approximately 11:00pm!

### **Regional Trains**

- Regional trains travel between various locations in the Rome region (called Lazio) such as Castel Gandolfo or Santa Maria delle Mole to Rome Termini Station.

- Regional trains require specific tickets that are different from Cotral and metro tickets. If you are headed further out of Rome, you will have a larger ticket for the train (about 3” by 8”). Both types must be validated at the machines at the beginning of the train terminal.
- Regional train tickets are available at Rome Termini Station, tabacchi shops, and newsstands at the main level or at tabacchi shops near regional train stops. Ask for a “*biglietto per* [city name]” or just say “*zona due*” for a ticket from Rome to Santa Maria delle Mole (see following section).
- Complete schedules for all trains in and out of Termini are posted on the large columns near the main platforms. For updated information check out the digital arrivals/departures boards in front of the main platforms. The column on the posted schedules and on updated digital screens labelled *Bin* means *binario*, or platform. Head toward the platform number shown on the screens to board your train.

### Getting to and from Rome via COTRAL and Metro

You will usually find your way to Rome via a Cotral bus to Anagnina and then the metro to your desired stop, and vice versa to return to campus. The nearest COTRAL bus stop is just across the Via Appia.

To take a COTRAL bus to Rome: turn left onto Via dei Ceraseti when leaving campus, then right on the Appia to the crosswalk. **Be careful when crossing the Via Appia Nuova!** Wait for the bus on the grassy patch between the Appia and the road to Castel Gandolfo, and when you see the blue bus coming from the Albano direction, flag it down. It should have a sign saying “Roma.” You will get off at the last bus stop at Anagnina Metro (it will look like a big bus depot). Follow the crowd downstairs into the station. Then, take the metro into Rome (using a new ticket for the metro)!

To return to Campus, take the Line A metro to Anagnina, then wait at platform 2 for a bus to “Velletri.” You can double check the destination by asking the driver if his bus is going to “Due Santi.” Look for the TOP grocery store, then push the button and head to the exit.

Be warned – the last blue Regional COTRAL bus leaves for Campus at approximately 11:00pm!

### Getting to and from Rome via Train

Down the Via Appia from Campus is a regional train station that has (almost) hourly trains on weekdays to Termini (the huge train station in Rome which is also connected to the Metro Lines A and B). **Approximate Travel Time to Rome:** 10 min by bus, then 20 min by train.

**To get to the Santa Maria delle Mole station from Campus,** board a COTRAL blue bus to Rome. You will pass the TOP grocery store, the small town of Frattocchie, the Palaghiaccio (big, pink and white ice-skating rink), and come to a stoplight. Once you pass the pink/white ice-skating rink, press the button. The bus will stop just past the stoplight. Get off and cross the Via Appia Nuova – use the crosswalk! Then continue on the Via Repubblica sidewalk toward the train tracks ahead. Cross the tracks and head to the platform, marked by yellow poles and cement benches. Pick the right train! When facing the tracks and standing on the platform, the train to Rome will come from your right. **Don’t board a train coming from your left, or north, as this train is coming from Rome and you will end up somewhere else!** After boarding the train, the final stop is Termini.

**To get to the Due Santi via the Stazione Termini train to Santa Maria delle Mole:** In Termini, take a regional train headed to Velletri. This train sometimes uses tracks set some distance past the main tracks, adding a 5-10 min walk to your trip. Validate your ticket at the start

of the platform! Do not get on a diretto train. They do not stop at Santa Maria delle Mole!

Once the train starts moving, perk your nose up! The stop closest to Campus is Santa Maria delle Mole – the rotten-egg smell is a result of the sulphur springs in the town. Be at the door of the car ready to get off by the time the train stops – you only have a few seconds! Once off the train, cross the tracks and head back to the Via Appia Nuova. Stay on this side and wait for a bus back to Campus.

This train requires regional tickets, available in Termini or at the Tabacchi shop near the Santa Maria delle Mole station. Tickets cost approximately €1.50 each way. At the Tabacchi shop, say “*Vorrei due biglietti del treno per Roma*” (I would like 2 tickets for the train to Rome.) If you plan to go to and from Rome using the train, be sure to get at least 2 tickets. Validate your tickets in one of the yellow machines on the wall on either side of the station’s waiting area. If the machines are not working, take your ticket to the train conductor for validation.

### **Getting to and from Rome via Taxi**

If you plan on enjoying a late evening in Rome, you will need to take a taxi back to campus. Do this at least once while you’re here—Rome has a great nightlife! The best places to pick up a taxi to get back to Campus are near Piazza Navona, Piazza Argentina, Piazza Venezia, Piazza Barberini and Stazione Termini. The ride will may cost around €50. Try to secure a price before getting in; otherwise, the driver may throw in an “extra fee” for the inconvenience of driving out to the Castelli Romani (which is past the GRA, the ring around Rome).

If you want to reserve a taxi ahead of time (you must call at least three hours in advance and not after 9:00pm!), contact Mr. Franco Petrucci via telephone at 340-004-3996 or email at [francopetrucci@virgilio.it](mailto:francopetrucci@virgilio.it). Mr. Petrucci is safe, reliable, speaks some English, and knows the University of Dallas. Tell him you’re with the University, and ask him the price of your journey in advance. Reservations for night services must be made before 5:00pm! Note that if you reserve a taxi and fail to show up, you will be held accountable for the fare.

For safety purposes, no other taxi services are allowed inside the Campus Gate. If you would like to use another taxi service, you are free to do so but must wait for the taxi outside of the gate. Staff will not open the gate to allow taxis onto Campus.

## Travel Information

### Flight Information:

- [www.ryanair.com](http://www.ryanair.com)
- [www.easyjet.com](http://www.easyjet.com)
- [www.travelocity.com](http://www.travelocity.com)
- [www.expedia.com](http://www.expedia.com)
- [www.priceline.com](http://www.priceline.com)
- [www.cts.it](http://www.cts.it) (Council Travel in Italy)
- [www.europebyair.com](http://www.europebyair.com)
- [www.skyscanner.com](http://www.skyscanner.com)
- [www.kayak.com](http://www.kayak.com)
- [flights.google.com](http://flights.google.com)

### Publications about Rome:

- [www.neronetoursitaly.com](http://www.neronetoursitaly.com) – a fabulous, comprehensive webpage, includes lists of hotels/lodging, information on Mass in English, and other practical information
- [www.lonelyplanet.com/italy/rome](http://www.lonelyplanet.com/italy/rome) – good, simple summary of cultural and historical sites in and around Rome
- [www.timeout.com/rome](http://www.timeout.com/rome) – provides information on accommodations, the latest exhibits and events in the city as well as activities for kids
- [www.wantedinrome.com](http://www.wantedinrome.com) – information about current happenings in the Eternal City

### Traveling in Italy and Europe:

- [www.atac.roma.it](http://www.atac.roma.it) – tickets and timetables for Rome’s buses, trams, and metros
- [www.initaly.com](http://www.initaly.com) – information on absolutely everything, including living in Italy, accommodations, restaurants and train schedules for all the regions. It is possible to reserve advance tickets at museums in Florence and Rome
- [www.trenitalia.com](http://www.trenitalia.com) – the official website of the Italian train system has schedules in English with the possibility of buying tickets online
- [www.raileurope.com](http://www.raileurope.com) – fares and schedules in Europe
- [www.bahn.de](http://www.bahn.de) – train schedules for Europe
- [www.rome2rio.com](http://www.rome2rio.com) – plane, train, bus, and ferry information

### Train Travel Tips:

- Be sure to read the sides of the train cars; make sure the car is going to your destination – they split sometimes.
- Try a couchette for an overnight train.
- Don’t take too many overnight trains...enjoy a night or two in a nice hostel or hotel.
- If you are on a train that does not require reservations, you might have to run to find a seat.
- Keep your things close to you. Most people have things stolen when they are asleep.
- The train conductors will come by periodically and ask to see your ticket and your passport.
- If you have a layover, look for the passenger rest area. Sometimes the doors are monitored and you are able to stay secluded from those who have questionable character.
- Pack lightly! Remember that you must carry everything that you pack. You’ll also want a few souvenirs along the way, so make sure you’ll have room!

- For some overnight trains, you may need an alarm clock. There will be many stops and you may not know when you have arrived at your destination. Set your alarm for a time that will give you plenty of time to gather your things and approach an exit.

### **Ryanair Travel Tips**

- Be sure to check in online! You can check in for your flight for free 7 days ahead of time up until 2 hours before your flight. You can check in from 30 days before your flight with purchase of an allocated seat. It costs €45 euro to check in at the airport.
- Print off your boarding passes ahead of time! It costs €15 to print it at the airport. Passengers who do not wish to print off a boarding pass may use a mobile boarding pass service. Not every flight has mobile boarding pass service available. Use the Ryanair app to see whether your flight has the service or not.
- All non EU/EEA citizens must have their travel documents checked and online boarding pass stamped at the Ryanair Visa/Document Check Desk before going through airport security. Make sure to allow enough time at the airport to do this as lines can be long. However, at Ciampino Airport, as long as you are not checking a bag, you should be able to skip immediately to a desk reserved for passengers with hand luggage only. Check the electronic message boards to see which desk.
- The gate/boarding for Ryanair flights close 20 minutes ahead of departure. Make sure to allow enough time to get through security or you won't be allowed to board. Ryanair recommends you arrive at your gate no less than thirty minutes prior to departure.
- Make sure that your luggage meets requirements provided by the airline. For Ryanair, you are allowed one cabin bag weighing up to 10 kg with maximum dimensions of 55x40x20cm, plus personal item up to 35x20x20cm. If it is too big to carry on, you will have to pay €50 to have it checked.
- Note that policies for Ryanair frequently change. The University of Dallas can take no responsibility for the policies indicated above. Check online for any up to date information and restrictions before departure!

## APPENDIX A

### STUDENT AFFAIRS SANCTION MATRIX

The Rome Resident Coordinators, in counsel with the Dean and Director and Director of Student Affairs, adjudicate all infractions of the Code of Student Conduct as described in the University of Dallas Bulletin. In addition, they adjudicate other violations (see below) more specific to conditions in Rome. Student Affairs sanctions, whether in Irving or in Rome, are cumulative for a student's entire tenure at the University of Dallas.

For the first days of the semester, while students are learning the basic rules and regulations particular to UD Rome, and just getting their feet in a new home, a warning system for the first instance of minor offenses will be in place. Minor offenses include but are not limited to forgetting to sign in for curfew, forgetting to refrain from eating on the bus, or inadvertently being late for required meetings and events. Such minor offenses are to be differentiated from major ones, such as violating curfew, failing to conform with alcohol policies, committing a criminal offense, willfully damaging university property, etc. Please note that signing in late for curfew because of complications or difficulties returning to Campus from Rome or Albano do not qualify as a warning but as a Curfew Violation and will be punished as such. All major offenses will be adjudicated immediately and without warning. Those committing minor offenses may, depending on the circumstances, be given a warning before the offense is fully adjudicated.

The above described warning system will be in effect for minor offenses only through Tuesday, January 21, 2020. The following judicial sanctions apply in Rome for all minor offenses effective Wednesday, January 22, 2020 and for all major offenses effective Friday, January 17, 2020.

All Student Affairs fines must be paid in full by the designated due date. Any unpaid fines will be added to a student's University of Dallas account.

<b>Quiet Hours Violation on Campus and Group Trips</b>	1st Offense 2nd Offense	€10 €20
<b>Open House Violation on Campus and Group Trips</b>	1st Offense 2nd Offense	€10 €20
<b>Guest Policy Violations on Campus and Group Trips (e.g. unauthorized guest on Campus, guest on Campus after Quiet Hours, etc.)</b>	1st Offense 2nd Offense	€60 €120
<b>Guest Request Violation (e.g. failure to submit a Guest Request Form 48 hours in advance)</b>	1st Offense 2nd Offense 3rd Offense	Warning; Guest is allowed on Campus €10; Guest is allowed on Campus €20; Guest is not allowed on Campus
<b>Rome Campus Curfew and Group Trip Curfew Violations:</b>		
Neglecting to sign in for curfew (i.e. in room but didn't sign in)	1st Offense 2nd Offense	€5 €10
Found in hotel but outside of one's room after curfew or signing in	1st Offense 2nd Offense	€15 €30

Curfew Violation (i.e. not in hotel at time of curfew) up to 30 minutes after curfew	1st Offense 2nd Offense	€20 €40
Curfew Violation between 30 minute and 1 hour after curfew	1st Offense 2nd Offense	€40 €80
Curfew Violation between one hour and two hours after curfew	1st Offense 2nd Offense	€80 €160
Curfew Violation between two and three hours after curfew (Note that fine amounts continue to double for each hour after curfew)	1st Offense 2nd Offense	€160 €320
Leaving hotel or Campus after Curfew	1st Offense 2nd Offense	€120 €240
<b>Other Academic Program Trip Violations:</b>		
Eating on bus or garbage fine	1st Offense 2nd Offense	€5 €10
Stolen/damaged hotel property		€20 minimum
Skipping class, lecture, or site visit		Penalty at Group Leader's Discretion*
Chronically late for bus		Penalty at Group Leader's Discretion*
Inappropriate, disruptive, or disorderly behavior		Penalty at Group Leader's Discretion* Possible dismissal from Rome Program
Unauthorized moped or car rental on trip		Penalty at Group Leader's Discretion* Possible dismissal from Rome Program
<b>Other Student and Campus Life Violations:</b>		
Failure to attend Monday Night Meeting	1st Offense 2nd Offense	€10 €20
Late to Monday Night Meeting (excessively or chronically)	1st Offense 2nd Offense	€5 €10
Monday Night Meeting violation (leaving early, laptop use, etc.)	1st Offense 2nd Offense	€5 €10
Improper garbage disposal or recycling	1st Offense 2nd Offense	€10 per student €20 per student
Lounge or excess furniture in room	1st Offense 2nd Offense	€10 per student €20 per student
Failed Room Check	1st Offense 2nd Offense	€10 per student €20 per student
Fire extinguisher taken into room		€50 per student
Fire hazard in room (e.g. lit cigarette, incense, candle, etc.)		€50 per student
Unauthorized tampering with University equipment (e.g. LAN, computers, cars, etc.)		Penalty at Group Leader's Discretion* Possible dismissal from Rome Program
Theft or willful damage to University property		Penalty at Group Leader's Discretion* Possible dismissal from Rome Program

Late fine payment	All Offenses	€25
Failure to comply	1st Offense 2nd Offense	€25 minimum €50 minimum
False information	1st Offense 2nd Offense	€25 minimum €50 minimum
Lewd Behavior or Disorderly Conduct	1st Offense 2nd Offense	€25 minimum €50 minimum
Violation of Campus Shoe Policy	1st Offense 2nd Offense	Warning €5
Violation of Smoking Policy	1st Offense 2nd Offense	€25 €50
Violation of Campus Pool Policies (e.g. in Pool or Pool Area when not open or guarded)	1st Offense 2nd Offense	€20 €40
On Campus when closed (e.g. Fall/Spring Break, after Program)		€100 per day on Campus late or early
<b>Possession or use of illegal substances either on or off Campus</b>		€500 fine; immediate dismissal from Rome Program at student's expense (including any extra fees, fines, or additional expenses incurred; parental notification (irrespective of age); disciplinary probation for 1-2 full semester(s); substance abuse assessment in the United States at student cost; University authorities determine whether student will be allowed to continue at the University of Dallas
<b>Criminal behavior as defined by Italian and European law</b>		€500 fine; immediate dismissal from Rome Program at student's expense (including any extra fees, fines, or additional expenses incurred; parental notification (irrespective of age); disciplinary probation for 1-2 full semester(s); University authorities determine whether student will be allowed to continue at the University of Dallas
<b>Violation of general Alcohol Policies (e.g. drinking before or after designated drinking hours, not drinking out of a glass, failure to put alcohol [including full/empty bottles or glasses] away at start of Quiet Hours, etc.)</b>	1st Offense 2nd Offense 3rd Offense	€15 €30 €45

<b>Hard Alcohol Policy Violation</b>	1st Offense	€100 fine; meeting with Director/Dean €150 fine; parental notification (irrespective of age); meeting with Director/Dean
	2nd Offense	
	3rd Offense	€250 fine; parental notification (irrespective of age); meeting with Director/Dean; possible dismissal from Rome Program
<b>Intoxication Violation</b>	1st Offense	€200 fine; meeting with Director/Dean €250 fine; parental notification (irrespective of age); meeting with Director/Dean; possible dismissal from Rome Program
	2nd Offense	
<b>Intoxication Violation (cont.)</b>	3rd Offense	€300 fine; parental notification (irrespective of age); meeting with Director/Dean; immediate dismissal from Rome Program at student's expense (including any extra fees, fines, or additional expenses incurred)
<b>Group Trip Alcohol Violations</b>		All violations of UD Rome Alcohol Policies on trips (regardless of their nature) are treated as Intoxication Violations with the associated fine and punishment. See page 13 for further information.
		Receiving any combination of two or more Alcohol Violations of any kind can result in dismissal from the Rome Program at the discretion of the Director/Dean.

\*Penalty at Group Leader's Discretion: Write an essay (1500-2000 words) responding to the arguments and facts presented in an article provided by Student Affairs Staff.

*Student Affairs Staff, upon consultation with the Dean and Director and Director of Student Affairs and, may enact additional discipline policies and procedures as necessary. Penalties for such violations are at the discretion of the Dean and Director and Director of Student Affairs.*

## APPENDIX B

### MEDICAL PROTOCOL AND HEALTHCARE PROCEDURES OVERVIEW

#### I was hurt or am feeling ill, what are my options?

- 1) Go see the campus doctors, Dr. Eleonora Ceresoli or Dr. Federica Ferrante
  - a) During the semester, both doctors come to campus on most Mondays at 5:30-6:30pm
  - b) You are required to pay a €10.00 copay in cash for a visit but no receipt will be issued for insurance purposes.
  - c) These general practitioners speak English and are a great option for less-serious illnesses such as a cold or sore throat.
  - d) Both doctors can write you a prescription but you will need to go to pharmacy (nearby in Albano and Frattocchie, further away in Rome) to get the prescription filled.
  
- 2) Visit the local Italian Clinic
  - a) There is a general practitioner clinic at the crossroads of Via dei Ceraseti and the Via Nettunense. The clinic is about a 20 minute walk from campus, heading right as you exit the gate. This clinic is a great option for minor medical issues when Dr. Ferrante or Dr. Ceresoli are unavailable.
  - b) These doctors understand some English but do not speak it regularly, and patients are seen on a “first-come, first-serve” basis.
  - c) Payment is typically €30 and must be made in cash. A receipt for services will be issued for insurance purposes.
  - d) There is a pharmacy next to the clinic where students can have prescriptions filled.
  
- 3) Arrange a Med-in-Action “House Call”
  - a) Contact the Director of Student Affairs to arrange for a doctor to come visit you on campus within 24 hours. This is the best option for more serious or immediate medical issues that do not require an emergency room.
  - b) The doctor speaks English and can attend to your illness quickly.
  - c) A cash payment of €150 is due at the end of the visit, and a receipt will be issued for insurance purposes.
  - d) Med-in-Action doctors can write you a prescription but you will need to go to pharmacy (nearby in Albano and Frattocchie, further away in Rome) to get the prescription filled.
  
- 4) Go to a Local Emergency Room
  - a) There are several emergency room options within about 30 minutes’ driving distance from campus. All of these are able to handle a range of emergency medical issues. In the event of an emergency medical situation, and depending on the gravity and circumstances of the issue, we will either transport there directly or call an ambulance.
  - b) Be advised that the waiting time at these emergency facilities, like those at an American emergency room, vary according to the severity of the case. For instance, life and death emergencies (called code red or “codice rosso”) will be treated immediately, whereas non urgent care (called code green and code white, “codice verde e codice bianco”) can required many hours of waiting.

- c) It is likely that the doctor you see will not speak English.
  - d) Depending on the kind of hospital—private or public--sometimes emergency room services are provided free-of-charge and sometimes not.
  - e) In case there are charges, a receipt will be issued for insurance purposes.
- 5) Go to an English-Speaking Specialist in Rome
- a) The Aventino Medical Group and Salvator Mundi International Hospital are excellent medical facilities. This option is better for serious issues that do not require urgent and immediate care but are more complex than mere bone breaks and minor infections or colds. This option should not be pursued without first contacting the Director of Student Affairs.
  - b) Doctors at both facilities typically speak English.
  - c) An initial medical consultation at either of these facilities typically costs €130-€150. Labwork, scans, x-rays and other specialist diagnostics will be billed separately. Receipts are given for all services, and payment can be made by credit-card.
  - d) Transport to and from these facilities are not provided by UD Rome. But UD Rome can arrange transport to these facilities, typically for €60 for a one-way taxi ride.

#### Mental Health

- a) If you are dealing with a mental health challenge, please connect with a student affairs staff member and we can discuss your options with you. The Rome program contracts Dr. Rose Kazma, an American psychologist with a practice in Rome, to assist students.
- b) She has office hours several times a month specifically for UD students and students can arrange an appointment outside of these hours, if needed.
- c) Visits within scheduled UD Rome office hours are free-of-charge. Visits outside of scheduled and approved office hours are typically billed €70 per hour.
- d) Transport to and from Dr. Kazma's office are not provided by UD Rome. But UD Rome can arrange transport, typically for €60 for a one-way taxi ride.

#### Prescriptions

- a) If a doctor prescribed medicine to you, you should try in earnest to fill that prescription immediately after your visit. UD staff cannot fill prescriptions for you.
- b) Pharmacies in Italy can be readily identified by the green cross above the door. There are several on the main square in Albano and one up the Ceraseti next to the clinic.

#### What does the student handbook say about medical protocol for students?

Medical protocols are detailed on page 30, 33-34 of the student handbook.

#### Can the Rome Program or its designee require me to see a medical professional?

Yes, the Director of the Rome Program and/or Director of Student Affairs reserve the right to require you to see a doctor due to medical concerns and/or a public health issue. The student will personally incur the cost of the visit.

#### What should I expect when visiting an Italian doctor or hospital?

- You should expect to pay upfront for medical services. If you hold insurance, you should apply for reimbursement after your visit has concluded.
- If a doctor completes bloodwork or a scan, such as an ECG, that doctor will discuss the results of the test with you after the results come in. Do not leave the doctor's office until you have completed this process.
- If you receive scans, you should take those scans with you. Italian healthcare facilities do not hold on the patent scans or information. You should bring your medical records, those scans, and/or test results to subsequent doctor visits.

#### How can UD staff help me with my medical issue(s)?

- In an emergency medical situation, we will call an ambulance or arrange transportation to a local hospital. Someone from UD will stay with you until the situation is resolved.
- For normal medical issues, the Director of the Rome Program and/or Director of Student Affairs will communicate relevant issues with your parent or guardian as time allows and only with your consent. For extraordinary and emergency services, UD Rome reserves the right to contact parents and guardians without your consent.

#### What is UD unable to do with respect to medical issues?

- University staff cannot fill your prescription(s).
- University staff cannot force you or your student to take their prescribed medicine in the correct dosage or within the prescribed regularity.
- University staff cannot supersede a doctor's orders and/or tell a student to deviate from a doctor's instructions.
- The University cannot guarantee that you or your student will be staffed on non-emergency visits or any follow up appointments, if necessary.
- The University will not make arrangements for non-emergency, off campus medical appointments. The student is expected to pay for their transportation.
- The University cannot guarantee that a staff member will be immediately available to translate or interpret test results. The University does not assume any liability associated with the interpretation of test results. Students are expected to comply with the physician's orders.