

Final
Preparations
Booklet

Table of Contents

Checklist	Page 1
Section I: Spending Money	Page 2
All Access Visa Prepaid Card	
Credit/Debit Cards	
BankMobile Program	
Cash	
Blank Check	
Travel Expenses	
Section II: Health Care and Medications	Page 3
Insurance Options	
Medications and Prescriptions	
Section III: Mail	Page 4
Mailing to Rome	
Rome Mail	
Mailing to US	
Section IV: Computers & Textbooks	Page 5
Computers/Laptops	
Wireless LAN	
Printing	
Textbooks	
Internet Kiosks and Cafes	
Section V: Telephoning Home	Page 6
Cell Phones	
Phoning from US	
Phoning from Europe	
Phone Cards	
Section VI: Packing	Page 7-9
Suggested Packing List	
When it's Time to Pack	
Section VII: Airport & Rome Arrival	Page 10
Airport Check-in	
Arrival in Rome	
Transportation	
Luggage Storage Options	
Hotels Near Campus	
Travel Tips	

Checklist: Things to do before you depart

1. Watch Rome Preparation videos on YouTube.

<https://www.youtube.com/user/UDRomeLectures/playlists>

2. Photocopy or scan at least two copies of the following items.

(Take one copy with you to Rome and give the other to your family for safekeeping):

- Passport information page, visa page and permesso letter (re-staple document once copied)
- Any prescriptions
- Doctor's letter allowing you to carry prescription medicine
- Your flight itinerary
- Your rail pass (if you have one)
- Immunization Record
- Front and back of your health insurance card
- Front and back of ISIC card
- Phone numbers of your credit card company, banking companies, insurance company, secret codes and information for blocking access or canceling accounts
- Luggage description (make, size, color and material)

3. Sign your passport if you have not already done so.

4. Take care of any personal, financial, or business matters before you leave.

- Discuss as a family what you will do if a relative becomes critically ill.
- We strongly recommend that at least one parent have a current passport in case of an emergency.
- Those students who have not enrolled in the BankMobile refund program will have refunds delayed by a month or more (a check will be processed and mailed to the student's permanent address listed in Banner). All tuition and fee refunds will go through the BankMobile Program. Any questions should be directed to the Business Office.
- Alternate Loans. Certain kinds of loans approved by the financial aid office can be submitted and disbursed electronically. Check with the financial aid office to make sure you have applied for the kind of loan that can be disbursed electronically so your funds will not be delayed while you are in Rome.
- Please make arrangements with your bank or financial institution in advance. Notify them that you will be traveling in Europe. Consider having at least one family member on your account, so that they may make deposits on your behalf. Find out the fees for withdrawal of Euros and for purchasing in Europe. Memorize your pin in numbers, not letters, as Italian ATM machines do not have the same letters corresponding with numbers. Chip cards are becoming the standard in the US and are increasingly becoming required to make purchases in Italy.

Section I: Spending Money (Rome Video #10)

Be mindful of the exchange rate. Plan to have \$3500-\$4000 of spending money. Romers recommend using debit cards to access spending money. In case of ATM malfunction, students should also have a back-up method of payment in addition to their primary debit/credit card, such as another card or traveler's checks. All cards must be issued in the student's name rather than the parent's. Make sure you notify your bank that you will be traveling overseas, and contact them whenever you are traveling. Below are some viable options for money access on your travels.

ALL ACCESS VISA PREPAID CARD

The All Access Visa Card is similar to a Visa check card and is accepted everywhere that Visa debit cards are accepted. This card can be used at ATMs worldwide by simply entering a PIN. You can transfer funds to your card by logging on to your NetSpend account. Funds can be transferred to your card through Direct Deposit, Bank ACH transfers, Retail Locations, PayPal transfers, and you can even transfer funds from one Visa Prepaid card to another. Visit <http://www.netspend.com/> for more information.

CREDIT/DEBIT CARDS

Make sure your card is on one or both of the big international ATM systems, Cirrus or Plus. Many places in Europe will only accept chip-enabled cards. Search the internet for "credit cards with chips for use in Europe". The Rome Campus staff members suggest that you use a MasterCard or Visa as you may have difficulty finding European shops and cafes that accept American Express. ATM machines are abundant in Europe and offer some of the best exchange rates. Be sure to check that your credit card does not expire while you are in Rome. It will be difficult to send a new credit card to you. Find out if "currency conversion fees" will be charged for international use. These fees can cost from 3% - 6% on every transaction. Capitol One and PNC Bank are two companies that offer low transaction fees. Withdraw larger amounts than usual to avoid multiple transaction fees. You may also want to check out nerdwallet.com that lists banks which do not charge foreign transaction fees when using a debit card.

BANK MOBLE PROGRAM

All Rome students are also required to enroll in the university's refund program, BankMobile, in order to expedite the process of receiving any refunds of tuition or fees. For more information about this program please contact the Business Office at (972) 721-5244 or visit <http://udallas.edu/offices/sas/refund.php>. The BankMobile Vibe card can be used worldwide for purchases anywhere MasterCard is accepted. It can also be used at ATMs throughout Europe. There is a \$3 fee for use of out-of-network (not AllPoint) ATMs. For complete features of the Vibe card visit, <https://bankmobilevibe.com/vibe-features/>.

CASH

It is recommended that you take approximately 200-250 Euro in cash with you to Rome. The Euros can be obtained prior to your trip at an American bank or at a US airport before you depart. Europe is still very much a cash economy, and many locations do not accept cards for small purchases so have a small amount of cash on you at all times.

BLANK CHECK - If you plan on working on the Rome campus, bring a blank check to set up direct deposit for payroll. If you already have set up direct deposit with UD you do not need to do this.

TRAVEL EXPENSES

- To save money, plan long weekend trips early. Don't wait till the last minute. It is important to read up on Ryan Air, etc. before traveling (added fees, luggage restrictions, etc.)
- Use sites like <https://www.rome2rio.com/> to research buses, trains, and flights vs Eurail for Fall/Spring break. Also, beware of transportation strikes
- Average budget: Fall/Spring break - €1,000, Long Weekends - €200-300 per weekend

Section II: Health Care and Medications (Rome Video #5)

Foreign travel and living overseas can provide special challenges and stresses. Medical care, including emergency medical assistance and medicine, may not be as available and/or of a quality comparable to what is available to you in the US. For this reason, students are strongly encouraged to assess their ability to participate in the program. Those with previous or current medical conditions should consult with trained healthcare professionals to consider the likelihood of a medical crisis, and prepare strategies that may be used abroad should they experience problems. This preparation should involve a thorough review of conditions and medications with their possible side effects and interactions with factors such as time changes, a schedule that is physically and academically challenging, and long walks in the heat. Avoid any radical changes in medications for chronic conditions immediately before departure. Be sure to notify the program of any recent medication changes or medical procedures so we can update your files.

INSURANCE OPTIONS AND INFORMATION

Each University of Dallas Rome student has Italian health insurance that is good for basic emergency care in Italian public hospitals and basic medical insurance through their ISIC card (International Student Identity Card). Those who are interested in upgrading from ISIC Basic to ISIC Premium or Explorer may pay for their upgrade online at <https://commerce.cashnet.com/romed> or may mail a check to the Rome Office for the upgrade fee of \$75 (Premium) or \$184 (Explorer).

In addition to the coverage described above, all UD students carry \$2,000 of accident insurance that can be used after other sources of insurance have been exhausted. For other insurance options please see https://udallas.edu/rome/_documents/insurance_comparison.pdf. Please note that it is not necessary to have UD's annual student insurance in order to go to Rome. If you normally waive the student insurance you may continue to do so.

With few exceptions, **all private doctor and hospital bills must be paid immediately.** After paying your bill, you can apply to your insurance company for reimbursement according to your insurance policy's deductibles, percentages, ceilings and limitations: so save your receipts!

MEDICATIONS AND PRESCRIPTIONS

If you are taking any prescriptions or over-the-counter medications, **be sure to bring enough for the entire program.** It is not possible to ship prescription medications to Italy. Students with prescription medication must carry a letter from their physician stating that the prescription medicine is for their personal use (for customs purposes). The Rome Campus does not have an infirmary or an on-campus physician, so you are responsible for keeping your medicine in a safe place.

American medications are not always available in equivalent forms and over-the-counter medications are much more expensive in Italy and will not be available on campus. Please see pg. 8 for a suggested list of OTC medications to bring with you to Rome.

Carry your immunization record with you. For up-to-date information on vaccinations for travelers visit the Centers for Disease Control Website at <http://wwwnc.cdc.gov/travel/destinations/list>. The CDC recommends that you see a physician 4 - 6 weeks prior to travel regarding immunizations and that you be up-to-date on your immunizations including Tetanus, Hepatitis B and Hepatitis A, and meningococcal vaccine. **Remember that influenza is the most common vaccine-preventable disease contracted by travelers. Get the flu shot.**

Section III: Mail

MAILING LETTERS/PACKAGES TO ROME

Letters take two to three weeks to arrive in Rome from the USA and packages take much longer. We suggest that you ask your friends and family not to send mail to Italy after November 15th because there is no guarantee that it will arrive before you leave, nor can we guarantee that mail will be returned to you in the States. Also, please ask family and friends to write “FL18 Rome Semester” somewhere on the outside of their letter or package.

Shipping Packages to Rome: The best advice we can give is - **Don't**. Italy is not a third world country. Most things you need can be purchased there. The things that cannot be purchased will not get through customs. Remind your friends and family not to ship items that can be found in Rome. The only items that can come safely through customs without triggering exorbitant fees are used clothes. Do not have computers, cell phones or tech equipment sent to you – the customs/duty charges are unpredictable and frequently astronomical. Do not have medications, vitamins or prescriptions sent to you. They will be blocked and confiscated by Italian Customs. Do not have toiletries sent to you as you can just go to the grocery near campus to purchase them. Do not have food sent because it gets stuck in customs for health checks. If you **MUST** ship items, declare garage sale value. It does no good to declare a higher value for insurance as the post will only insure for actual not replacement value. Write “USED EFFECTS FOR PERSONAL USE ONLY AND NOT FOR RESALE”, (EFFETTI PERSONALI USATI)”. Be aware that you must declare value and will be charged customs fees for anything with a declared value beyond €20.

Note: Items shipped from amazon.co.uk or amazon.it have not encountered the same customs difficulties as those shipped from the US.

Your address in Rome will be:

Your Name
University of Dallas Rome Campus
Spring 2019 Rome Semester
Via dei Ceraseti, 12
00047 Marino (RM)
Italy

ROME MAIL

Occasionally there are visitors to the Rome Campus who volunteer to bring mail (letters **only**) from the Rome Campus to the USA to be mailed: take some first class US postal stamps in case this opportunity presents itself. “**Rome Mail**” may be available depending on the travel schedules of people moving between the Rome and Irving campuses. Any mail carried to or from the Rome Campus by UD staff or friends is subject to inspection.

MAILING LETTERS/PACKAGES TO THE US

The Rome Campus does not have an outgoing post office like the Irving Campus. Students will have to go into Rome and Albano to send mail.

Mail sent from the Vatican Post Office is faster and takes one to two weeks to arrive in the States. In order to send mail through the Vatican Post you will have to purchase stamps from the Vatican Post Office and place mail in Vatican Post Office Mail Boxes.

Section IV: Computers & Textbooks (Rome Videos #6, 7)

COMPUTERS/LAPTOPS

There are three computers in the map/tech room in the Campus Center basement and two in the library. The computers may be accessed 24 hours a day.

Students are encouraged to bring a laptop with them to Rome for academic purposes. While this is not a requirement, students without a laptop may find it more difficult to complete writing assignments.

Past students further recommend bringing an iPad/tablet or an iPhone/smartphone with you to Rome. These devices are small, compact and perfect for checking flights and email while traveling without having to lug around your computer.

The University is not responsible for lost, stolen or damaged property. Property insurance is strongly recommended.

WIRELESS LOCAL AREA NETWORK

The Rome Campus LAN (Local Area Network) currently provides wireless access in the campus center, map/tech area, Capp Bar lounge, amphitheater and dormitory. The internet works well but may not meet US standards.

Please note the Wireless LAN (WIFI) is specifically set up to facilitate access to email accounts and communicate with family and friends in the US and is not suitable for **the downloading of music, movies, videos or extensive files**. Considering the limitations of the network setup, please be reasonable in your expectations for internet use outside of writing papers and communicating home.

Every student using the LAN must have an up-to-date antivirus program installed on their computer. Upon their arrival, the students will be given a username and password for the network and access to the printers. Abuse of the internet or printing systems may result in denial or removal of connection. Campus can't always guarantee that internet problems can be resolved quickly.

PRINTING

The Rome Campus currently has three wireless black-and-white printers in the map/Tech area and library for printing academic papers. Calculate printing needs in advance. Academic paper deadlines will not be extended if you run into last-minute paper printing problems.

TEXTBOOKS

Please note that you will not need to purchase textbooks before you leave for Rome. All books will be distributed prior to your arrival to the Rome campus. You will return the books upon checkout at the end of the semester. Make sure to take care of the books as you will be fined if they are returned damaged. First and Second Year Italian II are the only courses for which the textbook is not provided on the Rome campus. Italian students need to bring their textbook with them to Rome.

INTERNET KIOSKS AND CAFÉS

In addition to the public computers on Campus, there are numerous internet cafes in Rome and in Albano. Some accounts may allow you to make international phone calls via internet-phone services located in the café. Additionally, free wifi is available in almost all hostels, restaurants, bars and cafes in most European cities.

Section V: Telephoning Home

CELL PHONES

It is **required** that all students carry a cell phone that works overseas for contact purposes in an emergency. All devices should be equipped with a data package. Students may bring a phone configured for overseas from home, or may purchase a device when they arrive in Italy. Students recommend getting an international phone plan with data, calls, and texts before coming to Rome.

1. Most American-based cell phone companies offer international options, so check online or give your customer care center a call to see if your current plan is convertible to an international one.
2. Renting a cell phone is another option. A few companies from which students have rented in the past include: [ISIC Connect](#), [Piccell Wireless](#), [Platform 3000](#), [Cellular Abroad](#) and [Student Cells](#).
3. Cell phones are also available for purchase throughout Europe as pay-as-you-go phones. We suggest asking the Rome Campus staff for the best place to purchase one of these phones.
4. Past students also suggest bringing an iPhone, smartphone, or some electronic device that can access the internet using WiFi. There are many free applications that allow you to call, text, video chat, and message by solely using your WiFi connection. A few of these free apps are [WhatsApp](#), [Voxer](#), [Viber](#), and [Textfree](#).
5. The cheapest way is to purchase a SIM card in Italy. It will give you a local phone number. The major cell phone companies in Italy are: Vodafone, TIM and Wind. The important thing is to unlock your phone before you travel. Check with your provider that your phone is compatible for use overseas and have your provider unlock your phone for you. Then you can add money onto the SIM card at telephone shops located throughout the city.

PHONING FROM THE US

10-10-987 is a phone service for calling internationally from a US land line. It is only \$.83 to connect, \$.11 per minute to a land line, and \$.12 per minute to most cell phones. Just dial 10-10-987, then 011, then the country code (Italy is 39), and then the number you are trying to reach. www.1010987.com.

PHONING FROM EUROPE

There are telephones in every dorm room on campus. You need a phone card to call cell phones and long-distance from these phones but can call within Rome for free. You will share a phone and phone line with your roommates in Rome, yet each of you will receive your own personal voice mailbox when you arrive on campus. Your family will be able to use this number to call you and/or to leave you a message in your personal mailbox. We will send your parents a list of phone extensions once you are settled into your room in Rome.

PHONE CARDS

One of the easiest ways to call the States is using a European calling card which will be available for purchase in the Capp Bar on the Rome Campus and at almost any *tabacchi* store. These cards provide far more minutes for far less money than US cards. Directions for calling the States are on the back of the card. Campus is also equipped with a single Vonage internet phone which can be used to call the USA, Canada and Puerto Rico for free. Use is limited based on demand, and the phone is located in a relatively isolated corner of a public room.

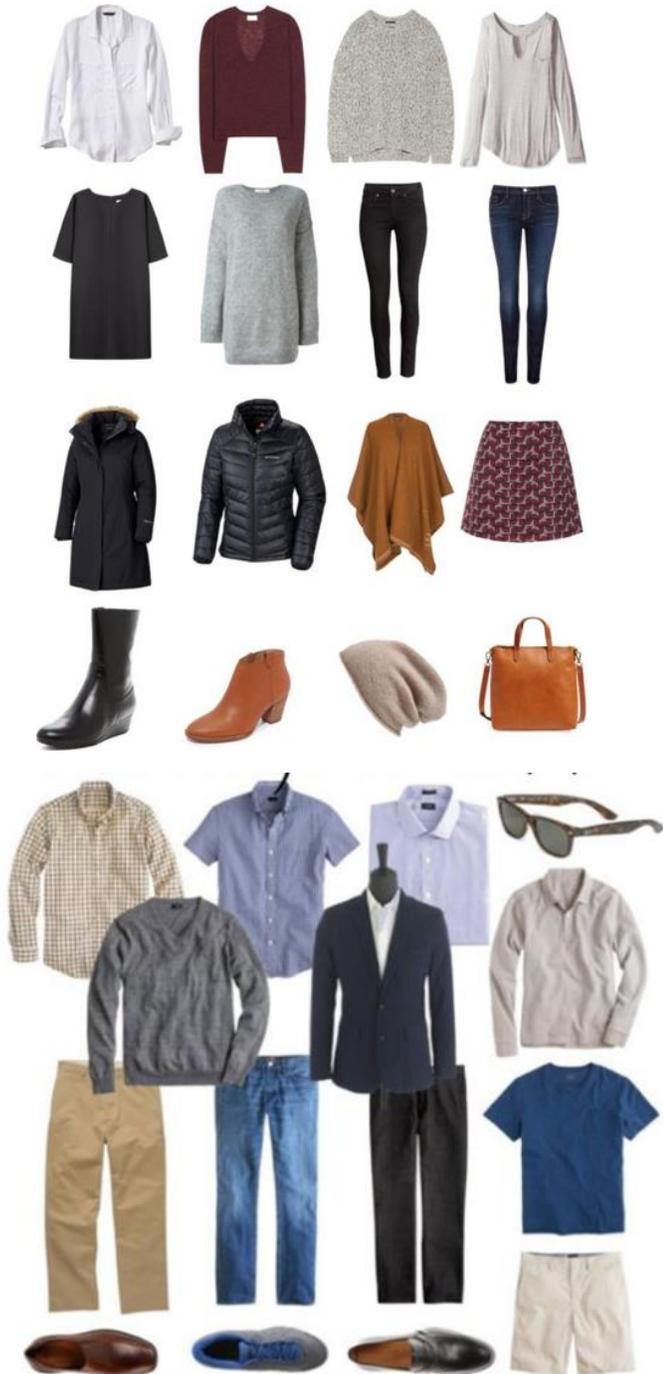
Section VI: Packing (Rome Video #2)

SUGGESTED PACKING LIST FOR ROME

This is a list of suggested items to pack. You are not required to take everything on the list or only what is on this list. It is merely a guide to help you determine what items you may need for your semester abroad.

Clothes

Bring clothes you can layer, that are comfortable but not too casual, and that can be mixed and matched well. Try to pack items that can be easily dressed up and down. Remember that to enter churches in Italy shoulders must be covered and hems must reach the knee. Prepare for the change in seasons regardless of semester: pack both summer and winter clothing. Remember to pack light!



- Pants:** Jeans
Comfortable neutral pants
Shorts (for campus only)
Pajama/sweat pants (loungewear)
- Shirts:** T-Shirts (campus)
Nice, casual short-sleeved
Long-sleeved (for spring esp.)
Sweatshirt (hoodies for campus)
Sweaters/cardigans
- Dress:** Dress tops
Skirts (at least knee-length)
Dresses (at least knee-length)
Dress slacks
Ties
Sports Jacket
- Shoes:** Tennis/walking shoes
Flip-flops (campus/shower)
Dress shoes
Boots
Slippers
- Underwear:** Necessary undergarments
Socks (wool socks for cold weather/ dorm floors)
Tights (fleece-lined for winter months)
- Accessories:** Hats, gloves, scarves
- Rain Gear:** Cold Weather Jacket (waterproof)
Umbrella (highly recommended)
Rain boots/ waterproof shoes
- Other** Bathing suit (modesty please!)

Toiletries

Note all of these items can be purchased in Italy but at a higher cost. Use your judgement.

- Shampoo and Conditioner
- Bath soap and face wash
- Deodorant
- Lotion
- Razors and shaving cream
- Tweezers
- Toothbrush and Toothpaste
- Hand & bath towels, travel towel
- Feminine products
- Travel size Anti-bacterial gel
- Travel size Kleenex

School Supplies

These items can all be purchased in Italy (though, they may be difficult to find!). You should compare the cost of purchasing these items at a higher price in Italy against the cost of having to pay for excess luggage.

- 2 three-subject notebooks
- Pens & pencils
- Laptop (optional but highly recommended)

Prescriptions/Medicine/First Aid

You must bring enough for the entire semester. You **cannot** have medicine shipped to you. Please be aware that there are no over-the-counter medicines available on campus, therefore a first-aid kit stocked with the following is highly recommended.

- Pain relievers
- Cold/Flu medicine
- Motion sickness medicine
- Nausea/Diarrhea medicine
- Band-aids
- Extra glasses/contacts/contact solution

Items Provided on Rome Campus

- Irons & Hangers
- Hair dryer (1 per suite)
- Bedding

Other Bathroom Essentials

Do not bring hair appliances that do not convert to 220V, the voltage in Europe (blow dryer, straightener, curling iron, etc.)

- Hair accessories (bobby pins, hair ties, headbands, etc.)
- Hair spray/gel/mousse
- Brush/ Comb

Laundry

By Italian and most study abroad program standards, the Rome Campus has a pretty impressive laundry facility in the basement of the dormitory. It is not necessary to bring laundry detergent with you as you can purchase it on campus or at the store near campus. Tokens for washers, dryers, and detergent packets can be purchased on campus

Other Items

- Camera
- Headphones
- Travel backpack
- Lock for hostel locker
- Wristwatch
- Money/Passport belt or pouch
- Ear plugs & eye mask
- Travel pillow
- Mini flashlight
- Address book/stationary/envelopes
- Sunscreen
- Sunglasses
- Pocketknife w/ corkscrew
- Journal/diary
- Ziploc bags
- Deck of cards
- European plug adapter
- Chargers/portable chargers
- **DO NOT BRING** extremely valuable items like expensive jewelry (The Rome Campus cannot be held responsible if such items are lost or stolen during your stay in Italy).

NOTE towels and wash cloths are **not** provided. Past Romers suggest that you bring old towels that you can toss after the semester to free up luggage space for souvenirs.

Luggage

Check with the specific airline you will be traveling with for up-to-date size and weight regulations for luggage. Most airlines allow you to bring one 50lb bag free but charge you for the second checked item. Be sure to label your luggage inside and outside clearly with your name, address, and phone number and with the address of the Rome Campus.

- 1-2 suitcases adequate for carrying 50lbs but easy to transport
- School-sized backpack (some students recommend using this for weekend trips)
- Big backpack/duffle bag for Fall/Spring Break, Greece trip, and other extended travel periods (you can either use this as your carry-on or pack it into one of your suitcases)
- A small backpack for going into Rome for the day is highly recommended - something to carry your water bottle, camera, book to read on the metro, sweater, anything you might buy, etc.
- Purse (bring one that is small, nondescript, and closes securely; it should have a zipper all the way across)

Important Documents

Make copies of all of your important documents and keep them in a safe place. Do not bring these copies with you while traveling as it is just another way for them to be stolen. Also leave a copy of these documents with your parents. You will need to carry your actual passport and copy of your permessi when traveling throughout Italy and Europe; however, when in Rome you may carry a photocopy of these documents. Note that if you are stopped by the police for whatever reason you must provide the originals of these documents within 24 hours.

- Passport
- Airplane ticket/flight itinerary
- Copy of prescriptions
- Doctor's letter for customs allowing you to carry prescription medication
- Copy of immunization record
- Medical bracelet
- Insurance card (copy front & back)
- ATM/debit card and credit card
- Address & phone #'s for Rome Campus
- Phone numbers of credit card & ATM companies
- Emergency phone numbers
- International Student ID Card

Electronics

Plug Adapters not converters. The voltage on campus and throughout Europe is 220V instead of the 110V in the USA. Only appliances with built-in electrical converters are allowed on campus. Please check the battery pack of your appliance to verify that it will convert the voltage properly. The University of Dallas is not responsible for damage to appliances.

An Italian or European plug adapter will need to be purchased in order to charge your appliances. Included in your final packet is one plug adapter. For more information about plug adapters please see, udallas.edu/rome/documents/plug_adapters.

WHEN IT'S TIME TO PACK:

- Check your airline website for the most up-to-date luggage requirements and baggage fees.
- Check your itinerary online for time and gate information and any changes.
- Carry all medication, important documents, valuables and currency in your carry-on bag, as well as at least one change of clothing in case your luggage is lost or delayed getting to campus.

Section VII: Airport & Rome Arrival

AIRPORT CHECK-IN:

- Plan to check in 3 hours in advance.
- If your flight is very early in the morning, check what time the gate opens for check-in.
Remember your passport and e-ticket itinerary.
- Check your luggage all the way through to Rome.

ARRIVAL IN ROME (Rome Videos #8, 9, 11, 12, 13)

- When you go through passport control before getting your luggage, you **MUST** get your passport stamped. If the agent does not stamp it you must ask him or her to stamp it.
- Collect your baggage and proceed through customs. Be courteous and cooperative.
- If your baggage does not appear, go to the lost luggage counter and fill out lost luggage forms **before** going through customs. Ask the students who are exiting customs to inform the staff waiting for the group on the other side of customs that you are reporting lost luggage.
- If you are on the group flight, you should see UD staff upon exiting baggage claim through customs. Check in with them and **introduce yourself**.
- Own Arrangements students: Remember, you must arrive on campus by 1pm on January 19.

TRANSPORTATION IN ROME

- Train: If you're arriving at Fiumicino and you miss the group bus, the cheapest way to travel to campus is via the train to Termini, which costs about 14 Euro. From Termini you can access the orange line, which will take you toward campus.
- Taxi: Only take taxis from a taxi stand or by calling RADIOTAXI <http://www.3570.it/> to make a reservation. You must call at least three hours in advance and not after 9PM to reserve a taxi. Reservations for night services must be made before 5PM!
- Another option is to arrange for private transportation with Franco Petrucci Limousine Service, which offers favorable rates to University of Dallas students. Franco speaks English and will be able to assist you with your transportation needs. <http://www.limotravelpetrucci.it/>

LUGGAGE STORAGE OPTIONS

- Luggage may be stored at the **Rome Stazione Termini Train Station** in the underground floor of the Termini Wing. The luggage storage facility is open 24 hours. For more information and rates please visit <https://www.raileurope.com/place/rome-termini-central-station>.
- Luggage may also be stored at the **Rome Fiumicino Airport** at the "luggage deposit counter" located in Terminal 3, International Arrivals. The facility is open every day from 6:30AM to 11:30PM. For more info visit www.adr.it/web/aeroporti-di-roma-en-/pax-fco-baggage-services.

HOTELS NEAR CAMPUS

- *Fabiola Bed & Breakfast* in Via Spinabella, right across the Appia, at walking distance. <http://collineromane.jimdo.com/>.
- Also down the road from campus is the *Hotel Excel Roma Ciampino*. www.excelciampino.it/
- You will also find a list of hotels in Rome/near campus on the Pre-Departure site at http://udallas.edu/rome/sophomoreromeprogram/predeparture_steps.php.

TRAVEL TIPS (Rome Videos #3, 4)

- Visit our Pre-Departure site for extensive travel tips http://udallas.edu/rome/sophomoreromeprogram/predeparture_steps.php.