

UNIVERSITY OF DALLAS SUMMER ROME PROGRAM



STUDENT HANDBOOK

Summer 2015

WELCOME TO ROME!



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

The Rome Campus, faculty, and staff 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 Summer Rome Program asks a great deal of you at the same time. You will be stretched and pushed and challenged; 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 his 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, your Rome experience 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 8000 students have made the most of their time in Rome.

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 experience, 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

Mr. Ryan Reedy: Assistant Dean

Dr. Ron Rombs: Director

Dott.ssa Silvia De Simone: Business Office Manager

Dott.ssa Alessandra Morello: Office Assistant

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Student Life Staff

Ms. Karen Bless

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Campus Staff

Sig. Fabio Cinalli: Facility Manager

Tiziano Cavalletti: Facilities Specialist

Iza Pichalska: Head Cleaning Specialist

Mabel Bianconi: Cleaning Specialist

STUDENT HANDBOOK CONTENTS

SECTION I: ACADEMIC PROGRAM POLICIES (pages 5-6)

Class Attendance and Status
Classrooms and Policies
Computer and Handheld Device Policy
Academic Honesty
Accommodation
On-Site Lectures and Academic Trips
Visits to Rome
Academic Offices
Library

SECTION II: STUDENT LIFE AND CAMPUS POLICIES (pages 7-13)

Open House Hours
Quiet Hours
Curfews
Guests on Campus
Public Conduct and Good Campus Citizenship
Disciplinary Policies
Alcohol Policy
Group Trip Alcohol Policy
Social Host Responsibility Policy
Incident Reports
Smoking Policy
Drugs
Italian and European Law
Abbreviated Code of Student Conduct
Campus Families and Children

SECTION III: RESIDENTIAL ACCOMMODATIONS (pages 14-17)

Dormitory Rooms
Keys and Codes
Bathrooms
Electricity
Trash and Recycling
Room Telephones
Free Phone to the USA
Linens
Laundry Room
Private Residential Areas on Campus

SECTION IV: FOOD SERVICE (pages 18-19)

The Mensa
Sack Lunches
Meal Sign-Ups
Special Needs
Suspension of Meal Services

SECTION V: STUDENT SERVICES (pages 20-25)

Student Life Program and Offices

Rome Business Office
Inter-Campus Communications
Cappuccino Bar and Student Lounge
Mail
Money
Athletics
The Forno
Cell Phones
Computers and Internet Kiosks
Rome Computer Network
Internet Access for Laptops
Network Security and Privacy
Printing
Faxes
Movies and Television

SECTION VI: SPIRITUAL LIFE PROGRAM (page 26)

Chapel of Transfiguration
Mary Garden
Chapel Library

SECTION VII: HEALTH CARE SERVICES (page 27)

Medical Care
Seeing a General MD
Counseling Services
Paying for Medical Services

SECTION VIII: SAFETY AND SECURITY (pages 28-32)

General Warnings
Campus and Local Area
Campus Drills and Emergency Meeting Point
Additional Safety Meetings and Regulations
Tips for Keeping Safe
General Safety, Security, and Emergency Action Procedures

SECTION IX: TRANSPORTATION TO AND FROM CAMPUS (pages 33-38)

Rome Sites
Local Public Transportation
Cotral, Metro, Train and Taxi
Travel Tips and Information

**APPENDIX A: UNIVERSITY OF DALLAS STUDENT LIFE SANCTIONS MATRIX
(pages 39-42)**

SECTION I: ACADEMIC PROGRAM POLICIES

The Rome Summer 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 and offers the entire Rome experience as its classroom for working through them. The academic program is (former students will attest) 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. Your success in the Rome Summer 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.



CLASS ATTENDANCE AND STATUS.

To learn class 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 Summer Program policies. Any student receiving

one unexcused absence in a course will automatically receive a grade of "FA" (failure due to absences) in that course.

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.

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 program. 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. Failure to comply with this policy may subject students to disciplinary measures.

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.

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/accommodations.html>.

ON-SITE LECTURES AND ACADEMIC TRIPS

One of the greatest gifts of the Rome Summer 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.

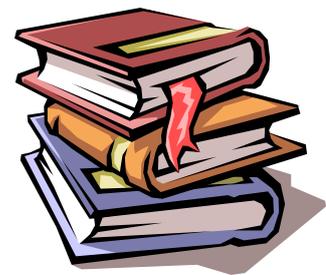
- Group trips and walking tours are an essential part of the academic program; attendance is required
- Be prompt for each departure, lecture, and tour. Do not show up two minutes after the scheduled time, as this can set an entire day off schedule for everyone else. In fact, be there early so the professor can gather everyone and start on time
- Make certain you maintain the pace of the group. Don't lag behind, stray from the group, pop into a store, or stop to take a picture. It is difficult to move a group 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

VISITS TO ROME

Note that trips into Rome are mandatory for all students participating in the Rome Summer Program. 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 office of the Director and all faculty offices 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 program for quiet study and research. Do not leave belongings unattended in the Library. The University is not responsible for any lost or stolen items.

SECTION II: STUDENT LIFE AND CAMPUS POLICIES

Students report that the Summer Rome Program is an opportunity to deeply explore one's self and relationships. The Summer 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 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.

Open House Hours	
3:00pm - 10:30pm	Monday - Thursday and any evening followed by a class tour (even if on a weekend)
1:00pm - 12:00am midnight	Fridays & Saturdays
1:00pm - 10:30pm	Sundays

Open House Hours may be modified during 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 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 Amphitheater, 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, there is no consumption of alcohol allowed in any public spaces.

Quiet Hours	
10:30pm - 8:00am	Sunday – Thursday
12:00am midnight - 8:00am	Friday & 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 trip Assisi and Florence.

- 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 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 programs. 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.

As 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 Resident Coordinator on duty upon arrival and must notify the 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 Life 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 & GOOD CAMPUS CITIZENSHIP

The Rome Campus presents many wonderful areas both inside and outside for study, relaxation, reflection, prayer, conversation, and athletics. 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.

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 dumpster (not in the trash bins in the Dormitory) and please dispose of your recyclables in the designated bins behind the Mensa
- 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

The Director of the Rome Campus is the authority in charge of all Rome disciplinary issues. The Rome Residential Staff, who monitor conduct and behavior, consists of the Director and the Rome Resident Coordinators. The Rome Resident Coordinators will judge if and when a violation has occurred, prepare an Incident Report (a write-up), and determine what sanctions are appropriate. The Director is informed of all recorded disciplinary incidents. The Director has the final authority in disciplinary proceedings on the Rome Campus which involve serious violations or repeat offenses.

The University of Dallas Rome Campus Student Life 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 Summer 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 Summer 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 Director will convene the Rome Discipline Committee to review serious violations and to deliberate about how to address them. This Committee is chaired by the Director and consists of a Resident Coordinator, one faculty member, one member of the Rome Staff, and one elected student. The Director attends the meeting of the Committee, but is not a voting member. A member of the Student Life 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 Director who is free to accept, decline, or modify their recommendations. If the Dean and Director elects not to follow the recommendation of the Discipline Committee, the student has the right to appeal the decision to the Vice President of Enrollment Management and Student Affairs in Irving.

The fast pace and the close quarters of the Rome Summer 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 Summer Program, a student may be dismissed from the Program by the 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 Summer 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 Summer Program – no questions asked
- The Director convenes with administrative heads in Irving regarding any dismissal

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 Rome Summer Program and 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 Life 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 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 Summer Program.

- 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)**
- **No drinking games** or parties for the sole purpose of drinking are allowed on Campus
- 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
- 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

Any student(s) hosting a party (either on or off Campus) will be held responsible for the actions of or injuries to their guests arising from the negligent 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 Resident Coordinators supervise safety and behavior both on Campus and on group trips. Resident Coordinators 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). Resident Coordinators, in consultation with the Director, use incident reports as the basis for disciplinary action.

SMOKING POLICY

Smoking is not permitted inside any Campus building (including the Belvedere, 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 LAW

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 Summer 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 Life 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 Life 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 Life Staff, upon consultation with the Director, may enact additional discipline policies and procedures as necessary.

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 Program—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 the program attesting to the contents and condition of each room. At the end of the program, 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 during the program. 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 final day of the Rome Summer Program. At this time all students must vacate the Campus with their belongings. For those students traveling in Europe after the program concludes, 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 & CODES

Each student will be issued keys which open the suite door and the bedroom door. Lost keys must be reported to the Student Life 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 program. 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 time abroad, 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 program. 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 Life.

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.

TRASH AND RECYCLING

We need your help to keep Campus looking beautiful! One of the easiest ways is for you to take out the trash regularly, and to help pick up trash when you see it on Campus. Nothing can make Campus look ugly more quickly and nothing can cause a bad feeling among roommates more easily than leaving trash around, and yet nothing is easier than just cleaning up after yourself.

You are responsible for taking your trash to the Campus dumpsters (located near the vineyard on the lower part of the main driveway) on a regular basis. Plastic, paper, and glass objects can be deposited in the recycling bins located next to the dumpsters.

Students will be fined for trash left on the floor outside of suites and in the hallways or for excessive trash inside their rooms. All efforts to help maintain an attractive Campus are appreciated!

ROOM TELEPHONES



Each Rome student is issued a private telephone number and voice mail box even if sharing a room with two 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 immediately after listening to them.
- Please notify the Student Life Staff of any difficulties regarding your telephone.
- One of the easiest ways to call the United States is using a card purchased from the Capp Bar or 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 dialing. 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!). Please remember that the University of Dallas cannot assume any responsibility for the quality or functionality of calling cards sold in the Capp Bar.
- 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 IN THE CAMPUS CENTER

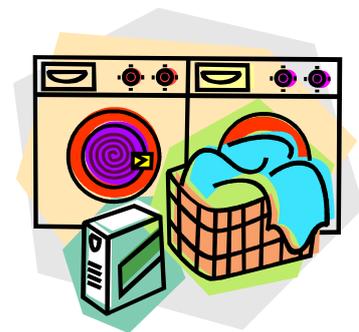
Thanks to UD Technology and Computing Systems in Irving, students are able to use a free Vonage phone in the Map Room. By simply dialing your home area code and telephone number in the States, you can make free overseas calls to your family and friends in the USA, Canada, and Puerto Rico! If there is a line of callers waiting to use the phone 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 in the DORM BASEMENT

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 and operating the washers and dryers during designated times and days in the Capp Bar. Each bottle of detergent, wash cycle, or dry cycle requires one token. Please do not use anything other than the designated tokens in the machines. You can buy your own laundry detergent, but you cannot leave or store your detergent in the Laundry Room. Any items left in the Laundry Room may be disposed of.



The Laundry Room is also the place where you can find new trash bags, cleaning supplies, and toilet paper should you need them. Please do not take items unnecessarily as we all need to share this supply.

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 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, if they are causing problems, 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 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.



UD Rome Summer Student Handbook

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.

Unlike in Irving, 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**

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 here.

- **Brunch**

Substituting for breakfast and lunch, a normal brunch consists of a choice of cereal, yogurt, Italian pastries, muffins, eggs, potatoes, bacon, sausage, French toast, juice, and coffee or tea.

- **Lunch and Dinner**

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/tea.

SACK LUNCHES

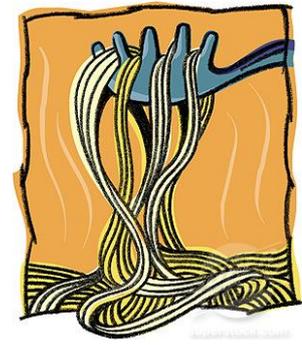
Sack lunches will be prepared occasionally instead of a regular lunch. These can be picked up at designated times. Sack lunches must not be eaten on buses or on site.

MEAL SIGN UPS

Occasionally, 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*.

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 Life Staff at the beginning of the program to review these needs. 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 Program, 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 LIFE PROGRAM & OFFICES

Within the limitations of a small program, the University offers a wide array of student life 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.

In addition to all the activities above, the Director and Rome Resident Coordinators handle medical emergencies, visitor permissions, and Dormitory maintenance requests, and more. The Resident Coordinators handle medical emergencies, visitor permissions, and Dormitory maintenance requests. They supervise student workers, manage the Capp Bar, take care of the printers, 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.

The Resident Coordinators work here because they love Rome 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 servants, slaves, 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 Summer 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 Life Offices are located just off the Student Lounge and Cappuccino Bar in the Campus Center. There is one Rome Resident Coordinator “on duty” at all times in case of an emergency. This Resident Coordinator’s whereabouts and phone number can be found on the whiteboard next to the Student Life Office door.

ROME BUSINESS OFFICE

The Business Office Manager, Dott.ssa Silvia De Simone, works in the Rome Business Office with her assistant, Dott.ssa Alessandra Morello, between the main drive 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 Life 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 hotel, find monthly schedule, and check for information regarding churches, museums, and other sites in and around Rome.

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 pamphlets and brochures of a religious nature.

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

Mailboxes: Faculty and staff occasionally distribute materials directly to your mailboxes in the I-PAD. Please check them frequently.

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, scheduled and occasional improvisational 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 Resident Coordinators 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 Life 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 Student Life.

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. 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 store, pharmacy, etc. nearby.

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.

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 Life 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
Soccer Field	9:00am - Dusk*
Weight Room	7:00am - Quiet Hours
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 and tennis balls, rugby balls, footballs, etc. are generally located in the RA Offices 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 May through early October. 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 gate must always be kept locked when not

in use (or when children are lingering around outside the gate). The pool has a uniform shallow depth (4.5 feet), 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 Bocce Court.
- **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 only 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, adjoining corridor, elevator area and especially the back exits to the Dormitory.
- **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 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 wandering in, especially in the vineyard. Please bring any difficulties with neighborhood dogs or any other problems to the attention of the Student Life Staff.



THE FORNO

The pizza oven and outdoor grill are available for use on a reservation basis. 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. You must pay a €20 deposit to host a bonfire, which will be returned if the bonfire area is in clean condition after your 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 encouraged 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 Life 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, Cloud, and printers. A maximum daily internet use limit is instituted in Rome. To check how much you're using, log on to your account at welcome.udrome and click the "Open Your Internet Access Management" button.

INTERNET ACCESS FOR LAPTOP USERS

The Rome Campus network currently provides wireless access in the Campus Center, Map Room, Capp Bar Lounge, Aula Magna, and Amphitheater. 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.

Every 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 US 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 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 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

Students may receive faxes on the Rome Campus at a per-page cost, payable when the fax is picked up. Students may send faxes to the USA at published rates. Faxes to be sent should be paid for in advance and left at the Student Life Office during office hours. They will be sent as soon as possible.

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 24 hours advance notice or that are in direct conflict with the academic needs and schedules or Program events. To use the television, you must put down a €10 deposit for the remote control. Try some Italian television to learn about the culture or show a Shakespeare play to improve your understanding of it!



SECTION VI: SPIRITUAL LIFE PROGRAM

During your time in Rome, you will not only be offered a rich educational and cultural experience, but the program 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 and Masses. Information regarding religious services for those of non-Catholic faiths, Spiritual life activities, and volunteer events are also posted in the I-PAD.

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.

MARY GARDEN

The 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!

SECTION VII: HEALTH CARE SERVICES

We want you to stay as healthy as possible during your stay 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. Remember that as you travel across Europe, you will come into contact with many new viruses and bacteria. You are responsible for providing your own medications should you get sick. Due to legal and other concerns, Student Life Staff will not provide any medication to students. There are pharmacies located in the area as well as in the city.

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 Life 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. If a student has repeated absences from classes or obligatory Program events, the 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. A local Italian doctor is available for students who have minor medical ailments. His office is within walking distance of Campus and he speaks a functional amount of English. Office hours, directions, and forms containing a list of symptoms in both English and Italian, are available in the IPAD. The cost for a doctor appointment is typically €30.00 (cash only) and is due at the time of the visit. It is the student's responsibility to fill any prescriptions written by the doctor.

Counseling Services: If you feel homesick, overwhelmed, depressed, or suffer other psychological strain, then you might consider making an appointment with Rosemarie Kazma, an American psychologist living in Rome. She can be reached via email at besneegio@yahoo.com or at 06-9760-0255 or 333-582-2808. Her studio is located in Rome near the Basilica of Saint John Lateran at Via Ercolano, 8 Int. 4. Appointments are at the student's expense.

Paying for Medical Services in Italy: 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, and following up on claims.

SECTION VIII: SAFETY AND SECURITY

Our paramount concern as you participate on the Rome Summer Program is your safety and well-being. We want you to have a great time, free of injury and harm, so you can enjoy the many gifts and positive experiences of the Rome Summer 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 (most of it positive but a small amount negative) of trying to keep students safe and sound during time 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 facing students studying abroad comes 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.

CAMPUS & 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/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 during the Program. 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, known colloquially 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 Director 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. You may deposit valuables in the Student Life Office.
- 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 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, including 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 Dean, 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 Safety 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 Dean 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 Dean 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. All Rome students will have signed FERPA release. Note that FERPA is a U.S. regulation and does not necessarily apply in Italy.
 - The Rome Director will inform the Director of Student Life, 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 accessing 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 Life and Campus Security Office. More information can be found at http://www.udallas.edu/offices/studentlife/judicial_affairs/violence/.
- **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 Life 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 Life 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 write the date (European style – DD/MM/YY) and time on the ticket.
- Always carry a copy of your passport with you (your 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 & COTRAL. ATAC buses are orange and service inner-city 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 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 in x 8 in). 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 & 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 & 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.) Or you can ask for “*zona due*” tickets, which cover the same route. 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, write the date and time you are boarding the train on your ticket as well as the station.

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 339-522-8559 or email at info@limotravelpetrucci.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!

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.

TRANSPORTATION TIPS AND INFORMATION

Flight:

- www.ryanair.com (cheap airline; flies out of Ciampino Airport near campus)
- www.easyjet.com (another cheap airline; flies out of Ciampino Airport near campus)
- www.travelocity.com
- www.expedia.com
- www.priceline.com (requires flexibility, a bid, and a commitment)
- www.lowestfare.com
- www.cts.it (Council Travel in Italy)
- www.europebyair.com
- www.skyscanner.com
- www.kayak.com

Publications about Rome:

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

Traveling in Italy and Europe:

- www.atac.roma.it – tickets and timetables for Rome’s buses, trams, and metros
- www.initaly.com – info 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 – the official website of the Italian train system has schedules in English with the possibility of buying tickets online
- www.raileurope.com – fares and schedules in Europe
- www.bahn.de – train schedules for Europe
- 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 are on an overnight train, the conductors might just keep your passport with them. This is fine! Let them keep track of it for you.
- 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.

Ryan Air Travel Tips:

- Be sure to check in online! You can check in for your flight 15 days ahead of time up until 4 hours before your flight. There are steep penalties for those who don't check in online.
- Print off your boarding passes ahead of time! You will be charged (€40 or more) if you have to print it off at the airport.
- All non EU/EEA citizens must have their travel documents checked and online boarding pass stamped at the Ryan Air 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.
- The gates at Ryan Air flights close 40 minutes ahead of departure. Make sure to allow enough time to get through security or you won't be allowed to board.
- Make sure that your luggage meets requirements provided by the airline. If it is too big to carry on, you will have to pay a large fee to have it checked.
- Check online for any other restrictions before departure!

APPENDIX A

University of Dallas Rome Campus Student Life Sanctions Matrix

The Director, in counsel with the Resident Coordinators, adjudicates 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 Life 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 Program, 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 Friday, June 5, 2015. The following judicial sanctions apply in Rome for all minor offenses effective Saturday, June 6, 2015 and for all major offenses effective Wednesday, June 3, 2015.

All Student Life 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 plus a 10% fee. Course credit for non UD students will be withheld in the case of unpaid fines.

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

Curfew Violation (i.e. not in hotel at time of curfew) up to 30 minutes after curfew	1st Offense	€20
	2nd Offense	€40
Curfew Violation between 30 minute and 1 hour after curfew	1st Offense	€40
	2nd Offense	€80
Curfew Violation between one hour and two hours after curfew	1st Offense	€80
	2nd Offense	€160
Curfew Violation between two and three hours after curfew (Note that fine amounts continue to double for each hour after curfew)	1st Offense	€160
	2nd Offense	€320
Leaving hotel or Campus after Curfew	1st Offense	€120
	2nd Offense	€240
Other Academic Program Trip Violations:		
Eating on bus or garbage fine	1st Offense	€5
	2nd Offense	€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
Other Student and Campus Life Violations:		
Failure to attend Monday Night Meeting	1st Offense	€10
	2nd Offense	€20
Late to Monday Night Meeting (excessively or chronically)	1st Offense	€5
	2nd Offense	€10
Lounge or excess furniture in room	1st Offense	€10 per student
	2nd Offense	€20 per student
Failed Room Check	1st Offense	€10 per student
	2nd Offense	€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.)		Punishment at Directors' discretion Possible dismissal from Rome Program
Theft or willful damage to University property		Punishment at Directors' discretion Possible dismissal from Rome Program
Late fine payment	Each Offense	€ 25
Failure to comply	1st Offense	€25 minimum
	2nd Offense	€50 minimum
False information	1st Offense	€25 minimum
	2nd Offense	€50 minimum
Lewd Behavior	1st Offense	€25 minimum
	2nd Offense	€50 minimum
Violation of Campus Shoe Policy	1st Offense	€5
	2nd Offense	€10

Violation of Smoking or Drinking Policy on Belvedere	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
Possession or use of illegal substances either on or off Campus		€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
Criminal behavior as defined by Italian and European law		€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
Violation of general Alcohol Policies (e.g. drinking before or after designated drinking hours, not drinking out of a glass, failure to put alcohol away at start of Quiet Hours, etc.)	1st Offense 2nd Offense 3rd Offense	€15 €30 €45
Hard Alcohol Policy Violation	1st Offense 2nd Offense	€100 fine; meeting with Directors €150 fine; parental notification (irrespective of age); meeting with Directors
	3rd Offense	€250 fine; parental notification (irrespective of age); meeting with Directors; possible dismissal from Rome Program
Intoxication Violation	1st Offense 2nd Offense	€200 fine; meeting with Directors €250 fine; parental notification (irrespective of age); meeting with Directors; possible dismissal from Rome Program

Intoxication Violation (cont.)	3rd Offense	€300 fine; parental notification (irrespective of age); meeting with Directors; immediate dismissal from Rome Program at student's expense (including any extra fees, fines, or additional expenses incurred)
Group Trip Alcohol Violations		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 11 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 Directors.

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