Questions:
1. Submit your questions using the information request submission form on this website, OR
2. E-mail the admissions dept. at admissions@juc.edu, OR
3. If you are a North American, you may call our North American Office at 1-800-891-9408 or 1-815-229-5900. All other applicants please call our Jerusalem Office at 972-2-671-8628. (Note: you must dial your country international long distance number first.)
# Long Term Student Manual
Jerusalem University College

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INTRODUCTION

Welcome to Jerusalem University College!

This Handbook is your introduction to preparing for, enjoying and getting the most out of university life. It will answer many of your questions, explain our services and help make your stay in Israel an enjoyable and enriching one. It will also clarify the expectations that we have regarding your conduct and lifestyle while living in Israel. It is our intent that this Handbook will help foster a wholesome and positive community life here at Jerusalem University College.

Please read this Handbook thoroughly before you begin your studies and make sure to keep it handy for further reference throughout your stay at JUC.

May you experience God’s richest blessings as you prepare to study at Jerusalem University College, and especially so when you are here.

Is it safe to study in Israel?

We are aware that news coverage in and about the Middle East frequently portrays Israel as a very dangerous place to live or visit. Prominent coverage is often given to the U.S. State Department’s travel warnings and advisories to the region, and people are genuinely discouraged from coming here.

In our experience, such news coverage seldom matches the scene that we witness on a daily basis. The television frequently shows pictures of soldiers and rock-throwing demonstrators, of shootings and bombings, in a way that gives the impression that such violence is countrywide, all the time. Or, a story on Israelis getting gas masks suggests that the country is paralyzed by the fear of poison gas missile attacks, while in reality all Israelis have routinely received and recharged personal gas masks since 1991. To better understand the true nature of safety in Israel and at Jerusalem University College, please consider some of the following facts:

- Although Israel is a small country, events here are very localized. Disruption in one part of a city or the country does not affect other parts, even areas that are quite close by. The television may show a close-up, screen-filled scene of a bombing; what it doesn’t show is that at the same time, by far the vast majority of people in town are simply going about their daily business.
- The areas that are most prone to violence are precisely the areas that are not frequented, or even visited at all, by our students. That is, our field trip itineraries are designed to avoid areas of potential trouble. We are able to make adjustments to our trips, even at a moment’s notice if necessary, substituting other top-quality, on-site programs instead.
We use private bus transportation for our field trips. Such transportation has not been, and is not, a target for terrorist activity.

Contrary to impressions that may be gained from the news media, Americans are not targets for violence in Israel or Palestinian areas in the Middle East.

Virtually all Israeli coffee shops, restaurants, stores, malls, post offices and similar places of business have armed security guards and metal detection equipment at all entrances. This has helped to greatly reduce the number of incidents in Jerusalem and other Israeli cities.

University instructors and staff have a 50-year track record of knowing how to judge past, current and developing events. We know the country very well and will not take students into areas of potential trouble, nor advise them to go there on their own. We have no intention of risking our own safety just to show you something that we used to see in the “good old days.”

The U.S. State Department issues travel advisories and travel warnings for U.S. citizens traveling to various countries of the Middle East, including Israel. Such advisories are issued for legal (liability) reasons and are aimed at keeping Americans out of specific, localized areas of potential conflict. Our own university guidelines and regulations are aimed at the same goal, and a sweeping travel warning has little bearing on the true safety of our students.

We have run full programs every year, including those years when political tensions and trouble are heightened in Israel, with groups visiting all parts of the country safely.

Statistical analyses show that Israel is actually safer than the U.S. in terms of incidents and effects of violence per capita. Because students know their home countries and are unfamiliar with Israel, they understandably feel safer at home than here. For this reason, from the time that our students arrive in Jerusalem we orient them to the distinctives of this country and instruct them in how to be able to successfully negotiate potentially troublesome situations, both cultural and political. We stress cultural sensitivity and point out areas that students should avoid, explaining our rationale for such advice or regulations. In such ways, we help our students learn how to avoid trouble from the start.

We can assure you that you can study and travel in Israel confidently and securely, and urge you not to be overly influenced by the media’s crisis-selling approach to Jerusalem.

**Before you come**

**Required Forms.** Please be sure that you have completed and submitted the on-line forms for Housing [online link](#), Arrival [online link](#) and Course Pre-Registration [online link](#). Also, you must submit proof of insurance and supply passport photos if you did not do so with your application.

*Please read carefully* the “Studying in Israel” section of the university’s Academic Catalog. You may download this from the JUC website.
ARRIVAL

Please schedule your flight or other travels to Jerusalem so that you arrive on campus on the date designated as the date that “campus housing opens” on the Academic Calendar for the semester that you will be beginning your studies at the college. A map and directions to Jerusalem University College can be downloaded from the Incoming Students section of the website at online link.

Departure

Please schedule your departure no later than noon of the day designated as “departure day” on the Academic Calendar. If you wish to stay on campus longer, you must have prior written permission from the staff in Jerusalem and will be charged for those days.

Keeping in Touch

We want to keep in touch with you before you come. If you will be at a different address during the summer or Christmas/January break before arriving in Israel, or if your email address is different than shown on your application, please let us know so that our correspondence will reach you.

Student Account

Please remember that you are required either to have paid your bill in full before the beginning of the semester or have a written agreement with our finance office (Rockford, IL) stipulating an alternative method of payment. You will not be able to formally register for classes or attend classes if this requirement is not fulfilled before you come.

Entry Visas and Visa Renewal

It is required that all students who will be attending Jerusalem University College for one semester or more acquire a multiple entry A/2 student visa prior to arriving in Israel. Married students should also acquire a multiple entry A/4 visa for each dependent (spouse and children) who will be in Israel during the time that the student is attending Jerusalem University College.

Please Note:
The application for the multiple entry A/2 student visa must be made by the staff of Jerusalem University College at the Ministry of Interior in Jerusalem. In order to allow JUC to make this visa application on your behalf, you must supply the following documents and information as part of your Application for Admission into Jerusalem University College prior to June 1 for students planning on entering the Fall semester, or prior to December 1 for students planning on entering the Spring semester:

- A clear and legible copy of the identification page of your current passport, as well as of the passports of any dependents accompanying your application.
  NOTE: your passport must be valid for six months beyond the full period of the
student visa. Because the student visa is generally valid for 12 months, your passport should be valid for a minimum of 18 months beyond the start date of the semester for which you are applying to study.

- Two original OFFICIAL color passport photographs.
- The name of the city and state of your official permanent residence.
- Proof of health insurance while studying in Israel.
- Your father’s name ____________________.
- Your mother’s name ____________________.
- Your maiden name (if applicable) ____________________.
- The dates of any previous stays in Israel _____________________________.
- If you have been in Israel before, was your stay in Israel ever canceled? And if so, why? Y or N _________________________.
- What are your means of support for your time in Israel?___________________.

When your visa has been granted, the Ministry of Interior in Jerusalem will inform the Israeli Embassy or Consulate that is responsible for the city and state of your official home residence. JUC will inform you when this happens. You must then contact that embassy or consulate and arrange for the visa to be affixed to your passport. Please note that your visa will refer to JUC by its Israeli name, the Institute of Holy Land Studies.

Student Identity Card

You will be issued a Jerusalem University College student identity card within the first two weeks of the semester. We recommend that you also obtain an International Student Identity card before coming to Israel. This card will help you to save money in various ways, including on insurance coverage.

- If you are using MTS to get your airline tickets they may be able to obtain a card for you.
- If you wish to obtain a card on your own:
  Request an official letter (by an authorized person and bearing an official seal) from your home college, university or graduate school certifying that you have been a full-time student during the past academic year. You may obtain an application online at:
  
  http://isecard.stores.yahoo.net/about.html

  ISE Cards, Inc. Head Office
  11043 N. Saint Andrew's Way
  Scottsdale, AZ 85254, USA
  Phone: 480-951-1177/ 1-800-255-8000 Fax: 480-951-1216
  The price is $25.00, subject to change.

- It is also possible to get an International Student Identity Card once you have arrived in Israel.

What to Bring

For a fairly detailed list of personal items that you will want to consider bringing to JUC, see Appendix 2.
Bringing a Computer

Because of the limited number of computers on campus for student use, we encourage you to bring your laptop. JUC has 4 desktop computers in our computer lab for student use. There is also one printer assigned for student use in the computer lab.

It is not necessary to bring a printer to campus although you should note that color printing is not supported in our computer lab. If you choose to bring a printer, you must ensure that its power requirements will accept the rated electricity in Israel. Moreover, it is not likely that a printer purchased at a location other than in Israel will be serviced here should repair be needed. Replacement ink cartridges are also very expensive in Israel.

Bringing Money

Students often ask how much money to bring. While it is not possible to answer this question other than by saying “more than you first think you might need,” it is more important that you have access to funds as needs arise. That is, you should bring either a credit or debit card and/or a few personal checks. Do not change money into Israeli Shekels before arriving in Israel because you will do so at a very poor exchange rate.

Here are some money hints:

- Personal checks, for a fee, can be cashed at our friendly local moneychanger in the Old City. Third party checks cannot be cashed.
- If you have a Cirrus ATM card from your own bank in your home country, you can use it to withdraw cash (in shekels) from your account at the ATMs in the city. Note that exchange rates will vary from bank to bank and even from branch to branch. The ATMs recognize your card as being issued from a bank in the English-speaking part of the world and so will display instructions for use in English. You will also want to check with your home bank to be sure of your withdrawal limits and fees there.
- If you will be doing volunteer-stipend work on campus, you will be paid in shekels after the end of each month of the semester. Most students find that this pay adds to their spending money but does not supplant what they should bring.
- You may want (or have) to spend money on the following items: textbooks, a student membership at the local YMCA (approximately $100 per month), phone plans, doctor’s visits, souvenirs, snacks and eating out, transportation, etc.
On-Campus Work

Our volunteer stipend program offers a limited number of jobs for student work every semester. Students work 5-10 hours per week and receive a scholarship. Jobs are applied for and assigned at the beginning of each semester.

Please note that any work scholarship that you may have at your home school is not transferred to JUC.

*It is illegal for you to work for remuneration in Israel without a proper work visa issued by the Israeli Ministry of Interior (see Appendix 3).*
ACADEMIC INFORMATION

Introduction

The purpose of the university (also known in Israel as *Mahon Amerikai* or the American Institute) is twofold:

1. to provide an educational center in Israel which subscribes to the evangelical tradition of the historic Christian faith; and
2. to enhance our students’ understanding of the Bible and the cultures of the Middle East.

Please consult the current Academic Catalog of the university for complete academic information, including academic regulations, academic programs, course information and financial planning. You are responsible for knowing and adhering to all of the contents of the catalog. You may download various sections from the website.

Programs

Short Term Academic Programs are two to five weeks in duration. Credit is offered on graduate and undergraduate levels. These courses can also be audited.

Long Term Academic Programs are those of a semester or year in duration, as well as the two-year MA degree program. Courses are offered for graduate and undergraduate credit, and may also be audited. The Master of Arts degree is offered in three areas: Biblical History and Geography, Hebrew and Cognate Languages and Middle Eastern Cultures and Religions.

Graduate and undergraduate students may be enrolled in the same courses. Graduate students are required to do additional work to meet graduate requirements, and/or will be graded according to a higher academic standard and grading scale for work completed.

Field Trips

One of the distinctives of the university is that most of our courses include field trips. In a very practical sense, at JUC the land *is* your classroom. Our field trips (really, they are field studies), are a mandatory part of course work at JUC and enable you to see, experience and interact with data and issues presented or discussed in the classroom. In fact, *fieldwork* is considered *class work* in the same way that laboratory work is considered an integral part of coursework in any chemistry or physics curriculum.
**Attendance**

Punctual attendance is expected of all students, including auditors, for all classes and field trips. Instructors may consider attendance when calculating your course grades.

**Library**

Jerusalem University College’s Memorial Library houses over 10,000 volumes, over 60 current periodicals, a slide collection and the G. Douglas Young microfiche collection. Our library holdings, which cover the fields of archaeology, history and the historical geography of the ancient Near East, as well as Hebrew language and modern Middle Eastern studies, provide you with the academic materials necessary for your course work, and for basic research. Pride of place among our library holdings is the Immanuel Ben Dor Archaeological Collection, which consists primarily of excavation reports and related materials. In addition, a valuable collection of pottery on permanent loan from the Israel Antiquities Authority date to the Early Bronze Age through the Early Arabic Period, and flints from the Paleolithic Period, is on display on campus.

We post library hours each semester and provide a printed library guide to help you understand how to make the best use of our library. This guide contains a list of other area libraries with holdings that are helpful for JUC students, especially MA students working on theses. These libraries are located at other educational institutions and museums in the Jerusalem area.

Note: Other than our faculty and curriculum, the JUC library is the single most valuable resource of the university. Like all research libraries, many of our holdings are out of print and cannot easily be replaced, if at all. We expect that you will treat the holdings of this and other area libraries with all proper respect.

**Registrar’s Bulletin Board**

Program and class schedules are posted on the bulletin board in the lobby outside of the administrative offices. Changes in class schedule, notices of special events or other notices relevant to academic matters are posted on this board. It is your responsibility to take the necessary initiative to stay current with academic events.

**Transcripts**

An official copy of your JUC transcript is issued to your home school (if applicable) at no charge within one month after the end of each semester of study at Jerusalem University College. At the same time, and also at no charge, an unofficial copy of your transcript (stamped “student transcript”) is issued to you. All additional transcripts, whether requested at this or any later time, are subject to a fee of $10.00 per transcript.
Grades

If you have any questions or concerns about a grade for an assignment or the final grade earned for a course, you should speak directly to the instructor involved, preferably before transcripts are issued. University policy does not allow the administration to change a course grade once it has been submitted by an instructor.
ADMINISTRATIVE SERVICES

Office hours

Administrative Offices (Main Office; Reception Desk):
   Monday – Thursday 8:00am – 12:00pm
   1:00pm – 5:00pm
   Friday  8:00am – 12:00pm
   1:00pm – 4:00pm

Business Office: by appointment

Lobby

Three bulletin boards are located in the lobby just outside of the administrative offices. These bulletin boards post academic announcements and a variety of information related to student life both on and off campus. Posting, altering and removing notices is done by permission of university staff.

Computers

JUC’s computer network is available to all students through our computer lab. The computing system on campus is continually changing and growing to meet both your needs and changes in technology.

Our computer lab is available for your use 24 hours a day. During normal working hours, a designated member of staff is available to maintain the university’s computing system and assist your computing needs. A computer technician is also available for on-call problem solving and setup of services. As in all institutions, there are times when our network system experiences troubles; we endeavor to keep those down times as short as possible while making service available to the maximum extent possible.

Our lab’s PCs use a Windows based operating system, with Windows 7 for word processing.

Parts of campus have wireless access. You will want to ensure that your laptop has wireless capabilities.

The university does not provide E-mail service for students. Rather, you must use a free e-mail account from the U.S. (e.g. through Gmail, AOL, Yahoo, Juno, etc.).

Although the power adapter for most laptop computers is rated for 50/60 cycles and 110/220 volts, because electric current in Israel is 50 cycles/220-240 volts you should verify the rating of your laptop to assure that it meets international standards.
Telephones

University office phones are staffed only during posted business hours and are used for university business only.

With the ease of email and growing availability of international calling plans, we find that most students no longer use the regular public phones in order to communicate with friends and family back home. You may also use Skype, a free computer program that can be loaded onto your computer and those of your friends and family at home.

You may want to consider getting a cell phone when you are here, or you may wish to check into bringing a cell phone with you. Knowing that you have a cell phone does wonders for family and friends back home. We have found that TravelCell (1-877-235-5746) or Talk n’ Save (1-866-825-5672) or Israel Phones (1-866-852-5882 or dovid@gcellular.com) works well for those traveling to Israel. It is also easy and relatively inexpensive to purchase a cell phone once you arrive in Israel. You may then purchase a month-to-month plan from several providers for approximately $25-$45 per month for unlimited text, calls, data.

Emergency number (this is the cell phone of the President of the university):

- When dialing from within Israel: 052-823-3426
- When dialing from outside of Israel: +972-52-823-3426

Mail

Student mailboxes are located in the lobby. These mailboxes are also used for internal mail and messages, and so you should check your box regularly. You can leave outgoing mail (letters or postcards but not packages) on the bottom shelf of the mailboxes or at the reception desk in the administrative offices. Staff members usually pick up and deliver mail at the main post office on Jaffa Road three times per week, but you are free to take your own personal outgoing mail, including packages, to the post office any time.

Israel is also served by UPS and Fed Ex. Please note that packages sent to Israel through UPS or Fed Ex are also subject to customs duty regulations, payable by the recipient before delivery.
Receiving mail in Israel

- Use the following address and make sure that your name appears in a prominent place on the front of the envelope or package:
  
  **Student Name**  
  **Jerusalem University College**  
  **P.O. Box 1276, Mt. Zion**  
  **Aravnah HaYevosi 3**  
  **Jerusalem 9101202**  
  **ISRAEL**

- If you are expecting a package, please tell the sender to mark clearly on the outside of the package that the contents have *no value*. If you are receiving something new that does have value, especially electronic items, it’s a good idea for the sender to take the object out of the original package in order to make it look used.

- All incoming packages are X-rayed by Israeli customs personnel and any package that shows electronic items is held at customs. You may have to pay import duty on them. Packages that contain foodstuffs and other sundry items are normally sent directly to the Jaffa Road post office without being subject to customs duty.

- Please note that international mail delivery is not as reliable as mail delivery in the U.S. It is not unusual for an Express Mail package to take many days or even weeks to arrive in Jerusalem.

- Any mail that is received for you after you depart for home will either be marked “return to sender” or will be forwarded by surface mail.

Sending mail from Israel

- Be sure to include your full name and return address on all letters and packages mailed from Israel.

- Be sure to include USA in the recipient’s address if you are sending a letter or package to the States.

- Write or stamp AIR MAIL on everything that you send.

- While the university staff is able to carry your outgoing letters and post cards to the post office, you will have to take any packages that you wish to send yourself. Make sure that you take your passport with you when you want to mail a package.

- Stamps are available for purchase at any post office or in the university administrative offices.
**Post Office**

The main post office in Jerusalem is located at 23 Jaffa Road, a 15-minute walk from campus. It is typically open Sunday through Thursday from 8:00am to 6:00pm, and on Friday from 8:00am to 12:00 noon except for holidays and when on strike (which happens fairly often). All mail incoming to the university is picked up at this post office. All post offices, except those in East Jerusalem, are closed on Saturday (*Shabbat*). The post office nearest the university is just inside Jaffa Gate (adjacent to Christ Church) in the Old City.

**Faxes**

You may send a fax from the university’s administrative offices. Charges are $1 per page for a fax sent to a number in Israel, $2 per page to the U.S. and $4 per page for other countries. You may also send faxes from the post office, but charges there are substantially higher.

If you receive a fax, it will be placed in your mailbox. If you are expecting a fax, please tell the one sending it to mark your name on the fax in a prominent location.

**Photocopies**

You may request that photocopies be made for you at the reception desk. The charge for photocopies is .5 shekel or approximately 14 cents per page).

**Friday A.M.**

The *Friday A.M.* is the university’s official news and information bulletin for students, staff and friends of the community. It is an important vehicle for information and announcements that you might not receive elsewhere. Copies are posted every Friday morning around campus, are sent to your email address, and are sent by email to friends of JUC back home.

You may place an announcement in any of three sections of the *Friday A.M.*: Student Activities; Classified Ads; or Miscellaneous Items. Forms for submitting student announcements are found next to the student mailboxes.

**Invoices**

The university’s financial office in the U.S. automatically sends an Invoice to your billing address of record (This may be a home institution if from an Associated School). A second billing will be issued after the start of the semester reflecting actual courses and field trips for which the student has registered. If your billing address is different from your personal (or JUC) address, you will be copied on your account unless the home institution has requested otherwise.
CAMPUS LIVING AND FACILITIES

Management

The campus manager is responsible for supervision of the campus facilities.

On-Campus Security

- To help insure on-campus safety, the university campus is fenced and gated. In addition, we ask that you take several precautions in order to help maintain safety and security for everyone, including yourself:
- Please close the gate securely behind you. Although it locks automatically, it helps if you give the gate a little tug when it closes to ensure that the lock has latched.
- Do not lend or duplicate keys.
- Do not leave valuables unattended. The university is not responsible for the loss of valuables.
- When you have a guest on campus, you are responsible for his or her behavior and whereabouts.
- The sound of a bell indicates that someone is at the campus gate. It is the responsibility of university staff to answer the gate bell.
- Please do not open the gate for anyone whom you do not personally know, for any reason.

Maintenance

You are responsible for keeping your own room (and bathroom, if assigned) neat and clean. Cleaning equipment is located in the closets in the dormitory building, under the stairs in the interior courtyard, and in the cleaning room (makhsan) located off the interior courtyard. Here are some basic requirements:

- To help prevent ants, roaches, geckos, lizards or other critters from invading your room, please be sure to keep any food products in sealed containers.
- Pets are not allowed on campus or in your rooms. There are plenty of stray cats in our garden—please do not feed them or they will start to ignore the creatures that they should be chasing.
- Candles may not be burned on campus except on birthday cakes and in the dining hall for Shabbat meal.
- Please report any maintenance problems (light bulbs, door hinges, locks, water leaks, etc.) in writing to the front desk in the administrative offices.
- All furniture and equipment must stay in the rooms where it is found at the beginning of the semester.
Equipment

Equipment (including audio-visual equipment) and vehicles that belong to the university or to staff are not available for student use. You may not remove furniture or equipment from any public areas, including the student lounge, classrooms, kitchen and dining hall.

Student Lounge

The student lounge contains a TV, a VCR/DVD player for both NTSC and Pal videos, DVDs, books and games. The university is not responsible for the choice of videos that students provide or rent for viewing.

You may reserve the student lounge for special activities.

Please be considerate of others when using the student lounge. This includes:

- Allowing for a variety of activities.
- Cleaning up after yourself. If you move lounge furniture, you must return it to its normal place when you leave the lounge.
- Leaving all lounge materials and furniture in the room.
- Treating the lounge furniture with care.
- Keeping the VCR/DVD volume low.
- Using discretion in showing personal videos.

The Oasis

The Oasis, our campus store, is located off the lobby opposite the administrative offices. In addition to some textbooks, items for purchase include cold drinks, snacks and ice cream, some classroom supplies, postcards, electrical adapters and T-shirts. You may pay with cash (shekels or dollars) or credit card (Visa or MasterCard).

The Campus Lawns and Garden

Please do enjoy our beautiful lawns and garden! Here you will find four of the “seven species” native to Israel mentioned in Deuteronomy 8:8: grapes, figs, pomegranates and olives, in addition to many roses and a number of other flowers, plants and trees. Our garden has a wonderful view of the Hinnom Valley, the Abu Tor and Talbiyeh neighborhoods of Jerusalem, and the watershed ridge, which was the line of the natural route used by Abraham, Jacob and Joseph as they followed their flocks into and out of the hill country (see Genesis 12:8-9; 28:10,19; 37:14). In warm weather, students like to study, read or eat their meals under the Trustee’s Arbor or in the shade of our Aleppo pine trees.

We always appreciate your help in keeping our lawn and garden picked up and tidy.

Because visitors frequent our campus or pass through our garden to enter the Protestant Cemetery on Mt. Zion, we ask that you not use the lawn or garden for sunbathing.
Linens

You may choose to bring your own set of twin XL sheets and pillow case. JUC can provide you with flat sheets and a pillow case but not fitted sheets. JUC will provide a pillow and blankets and towels for your use during the academic year. It is your responsibility to wash your own linens. Please use the campus linens only inside of your room.

Laundry

Our laundry room is located at the far end of the dormitory building, with an outside entrance next to the clotheslines. It is quicker and more efficient for you to use the clotheslines than the drier on sunny days.

The cost for using the laundry facilities is included in your long-term student fees if you are an on-campus student. Laundry detergent is provided.

There are only a very few laundromats in Jerusalem, and they typically charge the equivalent of $4 per load for washing.

Water

Water from the taps at the university, and from drinking fountains in Jerusalem, is safe to drink. Our interior courtyard has a drinking fountain with cold water. Water and ice are also available on the beverage counter in the dining hall, and bottled water is available in the Oasis. Please remember that water is a precious commodity in the Middle East and that it’s a good idea, especially in the late spring and early fall, to dump all excess drinking water on a plant.

Electricity

Because the electrical current in Israel is 50 cycles/220 volts, it is important to check the requirements of all of your electronic items before using them here. You will need to use a converter or transformer if your electronic items will handle only US electrical requirements (60 cycles/110 volts). We have found that battery chargers for digital cameras or camcorders, for instance, sometimes will not take 50 cycles/220 volts. If your electronic item is not rated for 50 cycles/220 volts and you do not use a converter or transformer, you will permanently damage or destroy what you have plugged in.

Here are some additional items of note:

- Note that certain electronic items such as digital clocks do not work on converters because of the difference in cycles.
- In addition, some items such as batteries will not charge fully when the charger is run off of a converter.
- Note as well that the shape of the plug outlets in Israel is different than the shape of outlets in the US. Fortunately, plug adaptors are inexpensive and readily available once you arrive, so this should pose no problem.
We need your cooperation in turning off lights when you leave a room, and any equipment or appliances when you have finished using them.

**Heating and Cooling**

Our campus is not air conditioned, while most rooms are connected to a central heating system, not all receive heat to a level to which most North American students are accustomed.

- On hot days (early fall, late spring), rooms can be cooled sufficiently by opening the windows at night and in the morning, and closing them in the afternoon. Jerusalem enjoys wonderful afternoon breezes off of the Mediterranean, and our thick, stone walls do the rest to keep our buildings at a comfortable temperature in the summer. We do have enough fans to help cool those stubbornly hot or stuffy places, however.
- As for cold weather, rooms are heated “Israeli-style,” namely from 5am-10am and again from 5pm-10pm.
- In the winter, hot water for showers is available during room heating hours only. You will want to make sure that you time your showers accordingly and keep your showers to a reasonable length so that all students may have hot water.

**Vehicles and Parking**

A limited number of parking spaces are available at the entrance to the university. Our parking area sometimes becomes quite crowded, even to the point of having to block some cars in, and so we all learn patience and creative parking techniques.

Vehicles are quite expensive to purchase and maintain in Israel (purchase prices are double that of a comparable vehicle purchased in the U.S., and gasoline costs $8.00 per gallon). It is no longer possible to ship a vehicle purchased outside of Israel into the country and keep it for more than 6 months without shipping it back. Because of this, limited parking spaces and our campus’ central location, it is simply not feasible for on-campus students to have a vehicle.

**Off-limits**

For reasons of building structure as well as safety and security, it is extremely important that you do not go on or in the following areas:

- the domes on the roof of the main building
- the roof of the classroom building
- the roof of the dormitory building

Only cooks are allowed in the kitchen.
STUDENT SERVICES AND STUDENT LIFE

Supervision

The Campus Manager and the Director of Student Services are responsible for supervising campus living and the on-going, non-academic needs of students.

Campus regulations are posted in each dorm room.

Public Safety

While it is important that you not live in fear, it is also important that you be on guard and use common sense when moving about Jerusalem or traveling in Israel and neighboring countries. Jerusalem is a city of over 800,000 people and, like any city of its size, has its share of urban problems, including crime. Although it comes as a surprise to many first-time visitors, the Holy City of Jerusalem is often anything but.

Here are some guidelines to help ensure your safety when out and about:

- Our campus is located within reasonable walking distance to almost every place that you would want to visit, and taxis are plentiful and inexpensive if shared with a friend. Note: although it is a habit in Israel for a passenger to sit in the front seat of a taxi, we strongly recommend that you sit in the back seat, especially if you are a woman traveling alone.
- Student use of public busses and the light rail may be restricted during times of unrest in Israel.
- Leaving campus alone, especially at night, is not recommended. There is safety in numbers. Because traditional Arab society takes great stock in the rights and ability of an older brother to protect the honor of his sister, our women students may want to adopt one of the guys as their “brother” if walking in the Old City or other similar areas.
- Women, do not let an Old City shopkeeper take you into the back room or upstairs room of his shop, out of public view. If the shopkeeper says “I have something special just for you,” insist that he bring it out to the front of the shop.
- Women should avoid young men or boys who wish to strike up a conversation on the street; many of them are simply looking for an excuse to get close enough to touch you inappropriately.
- Be aware of who you are to others. For instance, it is a brutal fact of life in the Middle East that the way that you are dressed will dictate how you will be treated. What may be politically correct in America (i.e., “if someone doesn’t like how I dress, that’s their problem, not mine”) isn’t correct here.
- Be aware of where you are. If you look lost, know that you also look vulnerable. The city is filled with friendly people. While some actually are friendly, others are simply trying to take advantage of you. Never accept “tours” or other offers to show you where you want to go from someone that you don’t know.
• Be aware of other people. Pickpockets are numerous, fast and efficient, and often pose as wide-eyed, innocent looking children. Stay out of deserted alleys and dark places, especially deep within the Old City after dark. Know who is around you at all times, and keep you distance when passing others, especially in out-of-the-way places.

Specific safety precautions are part of student orientation at the beginning of every semester. Regular reminders and updates are given throughout the semester as needed.

**Behavior Guidelines**

All students are expected to behave in a way that is consistent with Christian morality and maturity, and to contribute to making our campus a caring community.

Please realize that traditional Middle Eastern (Christian and Muslim) and Orthodox Jewish societies have deeply engrained patterns of socially acceptable behavior, and that you are a guest in their country.

All students are expected to abide by the following behavior guidelines:

• All forms of sexual harassment are forbidden (see Appendix 4).
• While you are a student at JUC you are not allowed to date any local resident.
• The use of all illegal drugs is forbidden on-campus and at all locations off-campus.
• Drinking alcoholic beverages, all forms of smoking (including the nargila/water pipe) and chewing tobacco are not permitted on campus (see Appendix 5).
• All forms of plagiarism are forbidden.

Any flagrant, repeated and/or recalcitrant violation of the university’s behavior guidelines may result in expulsion from the university.

Public displays of affection, including handholding, are not appropriate for dating, engaged or married couples in many places in Jerusalem, or in many places that you will visit on trips. Even though times are changing in larger cities, Western style dating is still generally unacceptable in Muslim society.

**Dress Code**

While many Israelis are very informal in dress, we also live among Muslim, Orthodox Jewish and Orthodox Christian communities. Because the university’s reputation in Israel is important, we observe a dress code for men and women (see Appendix 6).

• Short shorts are not worn off-campus at any time.
• Knee-length shorts are acceptable on field trips and in various areas of Western, Jewish Jerusalem.
• Slacks are generally acceptable for women anywhere.
• Jeans are generally acceptable for men and women anywhere.
It is necessary that you wear a “modesty kit” in order to visit certain sites (e.g. the Church of the Holy Sepulchre, the Church of the Nativity and the Temple Mount), areas (e.g. Mea Shearim) or countries (Jordan and Egypt). A “modesty kit” is clothing that covers your shoulders and your knees.

**Food Services**

**Meals.** The prepared meals at the university include a combination of Middle Eastern and American style foods. Unlike campuses in the US, our kitchen prepares just one entrée, plus soup, salad and dessert (often a piece of fruit), for each meal. We are not able to cater to special diets.

Meals are served from the serving line in the kitchen according to a posted schedule:

- Breakfast: 7:30am – 9:00am M-F, 8:00am – 10:00am S-S (or one hour before an early departure field study)
- Lunch: 12:00pm - 1:00pm M-F, 12:00-2pm S-S
- Dinner: 6:00pm - 7:00pm

Friday evening is *Shabbat* Meal, a more formal, dress-up meal. Please be seated in the dining hall by 6:00pm. While we do not observe a full *Shabbat* meal liturgy every Friday, we do decorate the tables and have candles, wine (grape juice!) and special *hallah* bread for each *Shabbat*.

After all meals, you will need to take your dishes and trays to the cart located next to the serving area in the kitchen, and scrape and stack them.

All on-campus students are automatically included in the meal plan. There are no refunds for missed meals.

In order to avoid wasting food, it is important that you sign out on the “missed meals” list outside the kitchen if you are planning on missing a meal that day.

If you live off-campus and would like to eat on-campus, or if you have a guest who would like to eat on-campus, you must make reservations and purchase a meal ticket no later than 9:00am of the day of the meal.

**In-Between Food and Snacks.** The beverage table of the dining hall (with cold water and hot water for tea, coffee and hot chocolate) is open 24-hours per day. If you live on-campus, you will need to provide your own cup.

A bread table is located in the dining hall opposite the beverage table. Bread, butter, jelly and peanut butter are available during the day and in the evenings.

Soft drinks, snacks and ice cream are available for purchase in the Oasis.
**Refrigerator.** A refrigerator for student use is located in the dining room. No food prepared by the JUC kitchen and no JUC dishes can be stored in the refrigerator. Please help to keep it clean, and its contents fresh.

**Field Trip Meals.** Picnic-style lunches are provided for full-day field trips. You will be asked to help set up and clean up these lunches in the field.

**Street Vendor Food.** Buying food from street vendors is a fun and almost always a healthy experience. Please remember to wash fruit and vegetables before eating them. It’s worth a trip into the Old City early in the morning to buy and eat a variety of hot breads just out of the oven.

**Overnight Guests**

If you are having family/friends visit from overseas you may be able to pay to have them stay with you in your room. You must first obtain permission from your roommate(s) and the reception desk in order to make arrangement for payment.

**Sunbathing**

Sunbathing is permitted on the 4th floor rooftop terrace of the main building only. Please note that tar on the roof can ruin clothing, towels, etc. University linens, blankets and mattresses may not be used for sunbathing. Please do not lie, stand or walk on the domes as this causes them to leak water during the winter into the rooms below.

Because of cultural norms of modesty and because our gardens frequently have visitors from off-campus, it is not permitted to sunbathe on the lawn or in the garden.

**Absence from Campus**

All students must sign out on the sign-out sheet at the campus gate when leaving campus. We ask that you note your departure time and your (approximate) destination. We do not do this to keep you on a short rope, but to know where to be able to find you should there be an incident in town.

If you plan on being away from campus overnight (other than for regularly scheduled field trips), you are required to sign out at the reception desk. We need to know where you are going and how to reach you in the event of an emergency on campus or back home.

If you are under 21 and plan on traveling outside of Israel, you must submit to the Director of Student Services prior written permission from your parents or guardian to do so.
Transportation

Because of the central location of our campus, it is easy and relatively quick to walk to most places in the city.

**Busses.** Student use of public busses and the light rail may be restricted during times of unrest in Israel. At other times the busses both within and outside of the city as well as the light rail are a good means of public transport, but not inexpensive. A one-way ride within the city of Jerusalem is around $2.00. Busses which run between cities remain relatively safe and are an inexpensive means of travel.

**Taxis.** It is easy and relatively inexpensive to take a taxi to get around in Jerusalem, especially if you share the ride with a friend. Even though it is common practice in Israel for the passenger to ride in the front seat with the driver, we do not recommend it, especially if you are a woman and riding alone.

- Taxis are always available at Jaffa Gate, or are easily flagged down on the street. To catch a taxi on the street, point down at the road in front of you with your extended index finger. A “hitchhiker’s thumb” is not understood in Israel.
- Nesher Taxi (Ben Yehuda Street)  623-1231 or 625-7227
- Rehavia Taxi (Agron Street)  625-4444

**Sheruts.** A sherut is a shared taxi that runs on a set route between large cities (such as between Jerusalem and Tel Aviv) or between Ben Gurion airport and campus (or between the airport and wherever your home may be in Jerusalem). Sheruts operate every day of the week in Jerusalem, but run less frequently on Saturday (Shabbat). You may pick up a sherut to Tel Aviv at the corner of Jaffa Road and Rav Kook Street, or call for an airport sherut at 623-1231 or 625-7227.

Shopping

**Old City.** There are a wide variety of shopping experiences in the Old City of Jerusalem. For the most part, residents of the Old City can purchase everything they need within the Old City’s walls—from food and clothing to building materials. Except for shops in the Jewish Quarter which are closed on Saturday (Shabbat) and shops such as grocery stores owned by Christians which are closed on Sundays, most other shops are open 7-days a week. Old City shops generally open by 10:00am and close around sundown.

Most of the Arab shops in the tourist sections still expect you to bargain for purchases; start very low and you will meet somewhere in the low-to-middle range. Remember that it is bad manners to agree on a price and then not make the purchase. Some students become quite adept at the entire process, while others prefer to try to avoid it all together. Its best to remember that a portion of what you end up spending is payment for the experience of it all.

It’s also a good idea to wait until later in the semester to purchase items in the Old City’s tourist market. This is because it will take you a few weeks to gain a shopper’s eye; that
is, to be able to distinguish junk made in Indonesia from genuine Middle Eastern goods. A shop keeper will typically put his glittering junk toward the front of the shop to attract quick, one-time impulse shoppers (that is, the tourist who spends only a day or two in Jerusalem), and keep the more valuable and authentic items in the rear, or even in another location. Develop an eye, ask for something authentic, and leave with a purchase worth having.

Shops in the Jewish Quarter cater to a different clientele. They are more expensive and have a larger inventory of Judaica as opposed to other items. They do not usually negotiate for prices.

There are a few restaurants and cafes inside Jaffa Gate and in the Jewish Quarter that are convenient and worth patronizing.

**East Jerusalem.** The shopping district north of Damascus Gate and Herod’s Gates in East Jerusalem is fairly extensive and a good place to find relatively inexpensive items. East Jerusalem shops are generally open from 9:00am to 5:00pm, and many (but certainly not all) are closed on Friday.

**West Jerusalem.** In the “New City” shops are generally open from 9:00am to 7:00pm or later, and are closed on Saturday (*Shabbat*). Some supermarkets are open later, or even 24-hours. There are also a number of good used bookstores in West Jerusalem. Happy book hunting!

West Jerusalem is becoming more and more western all the time. There are now several American-style enclosed shopping malls, and except for store signs in Hebrew (although many are in English), you would think you are back home. Many American retail companies now have Israeli outlets, such as Ace Hardware, Toys-Я-Us (for you kids), GAP and McDonalds, Pizza Hut, Burger King, KFC and the like (but no Starbucks!) are popping up everywhere. However, beware! A value meal at McDonalds costs the equivalent of $12.00.

**English Language Broadcasts**

**Radio.** English language news broadcasts can be heard at 7:00am, 1:00pm, 5:00pm and 6:00pm on *Kol Israel* at 1458 AM.

**Television.** Israel TV (Channel 1) broadcasts English language news daily. You will need to check the times in the *BILLBOARD* section of Friday’s *Jerusalem Post* newspaper.

While there are a growing number of TV channels available in Israel due to the multiplication of cable television providers in the region, our campus does not receive TV reception or cable.
English Newspapers

Both the Jerusalem Post and the International Herald Tribune (with a Haaretz supplement) are available for purchase in Jerusalem daily (except on Saturday / Shabbat). The Post tends to be conservative in its editorial outlook, and the Haaretz supplement is more liberal.

Passports

Please keep your passport in a safe place. Keep a photocopy of the front page and visa pages of your passport with you at all times, and another photocopy of the same pages in a secure place other than where you are keeping your passport.

You will need your passport for the following:

- Exchanging money at the bank (but not for exchanging money at a moneychanger).
- Mailing or picking up packages at the post office.
- Obtaining health care at an emergency clinic or at the hospital.
- Doing any official business in Jerusalem or elsewhere in Israel.
- Crossing a checkpoint into or out of the West Bank.
- Visiting the Knesset.
- Traveling to Jordan or Egypt.

Exchanging Money

It is not possible to exchange money on campus. You can use an authorized moneychanger in the Old City. During semester orientation, we will suggest a moneychanger who has proven to be quite reliable for our students. Most students bring a credit card or a debit card, and cash. Do not come with traveler’s checks. Perhaps the easiest way to get cash (shekels or dollars) is to write a personal check to our preferred moneychanger in the Old City. He will charge a transaction fee. In order to preserve the reputation of JUC and our students, however, it is imperative that you do not write a check that bounces.

Health Care

Quality health care (doctors, emergency clinics and hospitals) is readily available in Israel, although you will notice a clear difference in doctor-patient and especially nurse-patient interaction than what you are used to in U.S. hospitals.

You must carry full health insurance for overseas travel in order to enroll as a student at the university. Please check to make sure that your health insurance is valid for Israel, Jordan and Egypt, as well as other countries to which you might be traveling on your own.
If you arrive in Israel without proof of insurance you will be required to take out a policy at our business office. This traveler’s policy is limited in coverage and may not cover your travels outside of Israel.

Initial visits to the doctor or the emergency clinic (TEREM) cost up to $100 or more. Further care (diagnostic visits, tests, setting broken bones or surgery) will generally cost less than comparable services in the U.S.

Regardless of the type of medical service needed, neither doctors, emergency clinics or hospitals will bill your insurance company. Rather, you will have to pay for such services up front with cash or a credit card. The medical provider will give you diagnostic reports and receipts in English, which you can subsequently submit, to your insurance company for reimbursement according to the policies and regulations of your insurance carrier. If for no other reason, it is important that you have ready access to cash and/or a credit card while enrolled at the university to cover possible medical treatment.

There is a supply of first aid items and non-prescription medicine for emergency use in the campus administrative office. A full service pharmacy is located just inside Jaffa Gate, a 5-minute walk from campus.

The following are a few options for overseas travel insurance that you might want to investigate. Note that none of these are sponsored or guaranteed by JUC and in no way is the university liable for any insurance claims or difficulties.

Insurance Services of America
PO Box 1617
Chandler, AZ 85244
1-800-647-4589
Ask for the Diplomat International policy information

Chubb Group
2113 Penn Avenue
Reading, PA 19609
1-800-523-8020
Ask for information on both Travel Safe and Travel Med.

Kuffel, Colimore and Company (Security Risk International)
http://www.missionaryinsurance.com/

International Scholastic Overseas Services
PO Box 466
Place Bonaventure
Montreal, Quebec H5A 1C1
1-800-363-0263
Student Organizations

Student Worship Committee. This committee is supervised by and works with the Student Life Coordinators in providing for and facilitating vespers and other worship events.

Student Activities Committee. This committee plans and facilitates a variety of student activities (e.g. trips, tournaments and celebrations).

Community Involvement

We hope that you will broaden your experience and perspectives while you are in Israel by getting acquainted and involved with some of the social, cultural and religious communities of the land.

Churches. We encourage you to attend church services in addition to the Friday night Vespers that is offered by the university. Some of our students get involved in one church, while others attend a different church each week.

Jerusalem hosts a wide variety of types of church services, and no doubt you will find that none is exactly like what you are used to back home. A list of some of the Christian churches and Messianic congregations that meet in Jerusalem is posted in the lobby. Some meet on Friday evenings, others on Saturday mornings or evenings, yet others on Sunday mornings or Sunday evenings. Services are held in English, Hebrew, Arabic, German, French, Danish, Russian, Greek, Latin, Armenian, Aramaic, Syriac, and Coptic, among other ancient and modern languages.

Because field trips are scheduled on weekend days (Saturdays and sometimes Sundays), you might want to visit some churches that meet on Saturday and others that meet on Sunday.

Volunteer (Off-Campus Ministry) Opportunities. We encourage you to become involved in volunteer opportunities among either the Jewish or Arab populations of Jerusalem. It is also possible to fulfill field education units required by your home school by doing volunteer work here, if you wish to do so. We hope that all of our students will be able to take advantage of volunteer placements during their time at JUC.

Here is a sampling of recent volunteer placements:

- Running an after school club for gypsies in the Old City
- Assisting in elementary classes in an English-speaking school for Palestinians
- Tutoring college students in English at Bethlehem Bible College
- Running a soccer club for 5th-7th graders in Beit Jala
- Assisting physically handicapped children at the Princess Basma Center on the Mount of Olives
- Classroom assistants and substitute teachers at the American School in Beit Jala
Please note that it is illegal for you to work for pay in Israel (see Appendix 3).

**Living on Campus During Breaks**

During the summers and the winter break between semesters, special permission may be granted by the Jerusalem staff to continuing students to stay on-campus. No meals will be provided however, and you will be charged a daily fee.

**Married Students**

Due to the nature of our campus facilities, if you are married and your spouse and children, if any, are with you in Jerusalem, you will have to find housing off-campus. We are able to assist you in your search for housing and in general help you and your family adjust to life “on your own” in Jerusalem. Although it is difficult to provide an estimate for every given case due to variables in lifestyle, it is safe to suggest that you should plan on spending approximately $1000 per month (or more) for costs related to off-campus housing.

The only elementary, junior high and high schools in Jerusalem in which English is the language of instruction are private schools where tuition and fees total several thousand dollars per semester, depending on the age of the child.
APPENDIX 1

The citizens of the following countries are exempt from obtaining visitor visas to enter Israel.* All JUC semester and longer students must obtain a student visa prior to entering the country.

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Citizens of countries **not** on the above list must obtain visas prior to entry to Israel. Please contact the university’s offices in the event that we may be of assistance.

*From a list published by the Ministry of Tourism, March 2001. For a definitive list see the website of the Israel Ministry of Foreign Affairs.
APPENDIX 2

What To Bring

Introduction: Students often have a hard time bringing the right clothes for the weather. This is because it can be colder than they expect, or warmer than they expect. The problem is that in Israel, the weather is as changeable as the news! Generally speaking, the weather in Jerusalem from May to October is hot and dry with temperatures ranging from 60º to 90º F (15º to 32º C). Temperatures may go well over 100º F (38º C) in other parts of the country. November through March or April is the rainy season with temperatures ranging from 35º to 60º F (2º to 15º C). At different times of the year, however, we get hot dry winds from the desert, or an occasional cold blast from the North. So be prepared for a variety of weather. Moreover, in the winter campus rooms will not be heated as warmly as you may be used to. The best solution is to dress in layers. Rather than bringing a lot of clothing for the extremes of weather, bring a variety that you can layer – and add or remove layers as the weather changes.

Please note the Dress Code in Appendix 6.

1. Either an entire sheet set for XL twin, or at least a fitted sheet for the bottom. (JUC can provide flat sheets only, blankets and pillows and pillow cases.)
2. Towels and washcloths (JUC can provide towels if you would like); personal toiletries.
3. Converter/adapters for your hair dryers, razors, etc.
4. Summer clothing: sunglasses and a hat are a must; cotton clothing is best because it helps to keep you cool; skirts for women (longer and full); trousers, walking shorts (knee length), shirts/tops. (Short skirts, short shorts, halters and tank tops are not appropriate for women in Arab or Orthodox Jewish cultures. Blouses and shirts with elbow length sleeves are appropriate when you visit these areas.) A light jacket or sweatshirt for cool evenings. (Women should bring more than one pair of long trousers or a skirt that will slip on over other clothing.) Bring at least one dress-up outfit.
5. Winter clothing: sweaters, thermal wear, fleece sports wear, warm pajamas, slippers, socks, trousers, skirts, jackets, gloves, boots, warm knit hats and rain wear. A long waterproof raincoat or parka is a good idea for the spring semester because the rains often come with strong winds in January and February. Umbrellas are good only if it is calm.
6. Shoes: comfortable, sturdy walking shoes. Hiking boots or other sturdy closed shoes are recommended for field trips because of rough, thorny ground and the possibility for walking through areas where snakes and other critters hide. Sturdy sandals are popular for other areas. “Flip-flops” or other beach shoes for stony beaches are helpful.
8. Sewing kit.
9. Clock (battery operated or wind-up, but not plug-in).
10. Camera.
11. Desk Supplies: Spiral notebooks, tape, colored felt tip pens. (All school supplies are available in Israel but can be more expensive here. Two-holed paper and binders are reasonably priced in Israel; three-holed paper and binders are not readily available and are quite expensive.) You will need to decide whether to buy here or bring with depending upon your space and weight limit.

12. The university has a limited number of computers for student use. You should bring your own laptop.

13. Eyeglass prescriptions. (Examination and glasses are significantly more expensive in Israel.)

14. An adequate supply of any prescription drugs you presently use and a copy of your prescription. If you have allergies to dust, mold, cats, pollen: these are in plentiful supply. Bring enough of whatever medications you use.

15. An adequate supply of medications for common problems such as sore throat, cough, cold, insect bites, diarrhea, headache, sunburn.

16. Toiletries: cosmetics, deodorants, toothpastes, and other personal hygiene items, as you have room. These are available but more expensive than in the U.S.

17. A backpack and sleeping bag if you like hiking/camping.

18. Water bottle or canteen.

19. One smaller suitcase or backpack is great for overnight field trips.

20. Bible (not a paraphrase); also a small Bible for your backpack.

21. A beverage cup for your own personal use.

22. Flashlight.

23. Personal (small) first-aid kit.

Do not bring unnecessary valuables such as expensive jewelry.
APPENDIX 3

Policy Regarding Students Working in Israel

Israeli law forbids students who are in Israel on a student or tourist visa to work in Israel for pay. The rules related to visas are clear. Anyone found to be working illegally can have their visa revoked and can be deported. Moreover, such incidents can put JUC in jeopardy in its relations to governmental departments. Students may:

1. Be involved in JUC campus work under the volunteer stipend program.
2. Work for a foreign/international institution, which pays them through a foreign account abroad (for example, other Christian institutions from abroad).
3. Be involved in volunteer work off campus without pay.

Jerusalem University College requests and requires that students not to be involved in work for pay in the local economy.
APPENDIX 4

Policy and Information on Harassment

All members of the university community (students and their families, administration, faculty and staff) have a right to be free from discrimination in the form of harassment because of their status in the community, gender, race, denominational preference, age, national origin, economic status or physically challenging condition.

Jerusalem University College will neither condone nor tolerate harassment of one member of the community by another, including sexual harassment, racial or ethnic innuendoes and derogatory remarks, or any other such activity which tends to defame, ridicule, intimidate, or embarrass a community member. Harassment in this document shall cover single instances as well as repeated instances of such behavior.

It is important for individuals who think they have been harassed to report the incident promptly. Any such complaint shall be pursued through the established appeal procedure. All allegations of harassment will be immediately investigated. The university will tolerate neither mishandling of complaints by supervisors or other notified and authorized personnel, nor negative behavior responses to an individual after making a complaint. Violation of this policy will result in disciplinary action up to and including possible dismissal.

Specific Policy on Sexual Harassment

For employment purposes, sexual harassment shall mean unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (2) submission or rejection of such conduct by an individual is used as a basis for employment decisions affecting such an individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive environment.

In community relationships not involving employment specifically, sexual harassment shall mean unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Examples of sexual harassment include, but are not limited to, demeaning or intruding remarks of a sexual nature, implying either explicitly or implicitly that submission to a sexual relationship is a term or condition of academic reward or improved status in the community, and interfering with a person’s academic performance by creating an intimidating, hostile, or offensive study environment.

Appeal Procedure on Harassment

The appeal procedure is available to any university community resident, student, staff or faculty member who thinks he or she has been subjected to or affected by discrimination
in the form of harassment within the university community as defined in the policy statement.

**Informal Procedure**

The informal procedure consists of an unwritten request for advice or counsel to evaluate perceptions or clarify issues. Staff and faculty might contact their supervisor, a colleague or the President. Students might seek out the Student Life Coordinator(s) or Director of Student Services. If resolution is not achieved by the informal procedure and the person wishes to pursue the matter, formal recourse shall follow.

**Formal Procedure**

**Staff:** Staff members shall submit a written complaint describing the problem to their supervisor. In a case where the person’s immediate supervisor is involved in the harassment, the complaint shall be submitted to the next higher level of responsibility.

**Faculty:** Faculty members shall present a written complaint describing the problem to the President.

**Students:** The individual shall present a written complaint describing the problem to the Student Life Coordinator(s).

The person to whom written complaints are submitted must act upon them within 2 working days by:

1. Notifying the person against whom the complaint is made that the complaint has been made, and that it is being referred to the university’s Harassment Committee.
2. Notifying the person making the complaint that the person named has been notified of the complaint and that the complaint has been referred to the university Harassment Committee.

The university Harassment Committee shall make an investigation including discussion with all parties involved and shall submit any recommendations for action to the President. A decision shall be made and communicated to all parties involved within 10 working days of the date the complaint was submitted. Exceptions to this procedure will be due only to legitimate unavailability of pertinent persons and will be communicated to the person making the complaint. Complaints shall be handled quickly, fairly, and thoroughly.
**Appeals**

In the event of a response, decision, or action being unacceptable to any party, formal complaints can be appealed to successively higher positions up to the Executive President’s Office.

**Confidentiality**

In all cases of harassment complaints, confidentiality will be observed as far as possible by processing complaints discreetly. In that discussions and investigations may involve several people, however, absolute confidentiality cannot be guaranteed. Discretion and respect shall be observed.

**Forms**

Complaint forms are available upon request from the President’s Office.
APPENDIX 5

Policy Regarding Smoking and Use of Alcohol

The policies set by Jerusalem University College are created in recognition of the fact that we have in our programs Christians from a variety of traditions and perspectives, particularly relating to the use of tobacco and alcohol. We seek to be sensitive to this variety of perspectives, and to be a witness in the broader community.

Smoking

The campus of Jerusalem University College, including residence halls and outdoor areas, is a smoke free campus throughout. Smoking in all of its forms (including the nargila/water pipe) and chewing tobacco are not permitted.

Use of alcoholic beverages

Drinking alcoholic beverages is not permitted on-campus or in any residence halls.

Campus policies regarding use of alcoholic beverages apply to all students and all JUC personnel on all official field trip activities and in all places where a JUC group stays on field trips.

Note: In addition to the above policies, students from other schools are expected to abide by the regulations of their home institution while enrolled as a student at JUC.
Dress Code

This statement comes in follow-up to the statement and agreements that all students sign in their applications, and to the information given in the Academic Catalog regarding dress code and sensitivity to the cultures in which we are living.

Because we seek to witness to a Christian lifestyle, which displays sensitivity to the variety of cultural backgrounds of those who visit this campus and/or work here, and because modest dress is, in this culture, directly related to safety issues regarding our students, you are reminded that the following code is in effect.

1. Short shorts and short mini skirts are not allowed either on-campus (in public areas) or off-campus.
2. Bare feet are not allowed in indoor public areas of the campus or in class.
3. Walking shorts (just above the knee) are allowed on-campus and on certain field trips. Shorts and mini skirts should not be worn by women, and sleeves should be elbow length when going into Arab sections, including the Old City, and Orthodox Jewish areas. Men should not wear short shorts or go without shirts.

Special notes:

1. In the more conservative parts of Jerusalem (Arab and Jewish alike) people believe that there is a direct connection between the way that a woman dresses and what she is communicating about her sexual availability, and they see no problem in acting accordingly. Although we may not agree with this perspective, it exists and we must deal with it, because safety is involved. Moreover, your way of dress may affect general attitudes and/or behaviors towards others in the JUC community.

2. You will find many Israeli women in less modest (even immodest), more European or Western style dress in Jerusalem and other parts of the country. This is often a clear reflection of a secular lifestyle and also of liberal sexual mores.

Please note that if your dress is considered improper, the appropriate staff will remind you of this. Continued disregard of dress code regulations will result in disciplinary measures.
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