

# Jerusalem University College

## Short-Term Student Manual

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## INTRODUCTION

Welcome to Jerusalem University College!

You are about to become involved in an exciting, unique and enriching program of study in Israel, your hands-on laboratory for learning about the land of the Bible. This is a serious, intensive study program that involves hard work in the classroom and in the field. In addition to becoming engaged in top-notch academic work, you will need to participate in rigorous physical activity. Be prepared to be challenged!

This Handbook is your introduction to preparing for, enjoying and getting the most out of your time of study at JUC. 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 at JUC. 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. May you experience God's richest blessings as you prepare to study at Jerusalem University College, and especially so when you are here.

## BEFORE YOU COME

### Map Materials (Pre-Israel Assignment)

When you are accepted into our study program, you will be sent some mapping materials as a pre-Israel assignment. Because there will be so much to do once the program begins, it is important that you complete these materials *before* leaving for Israel and bring all of them with you. You will use these maps in the classroom and in the field, and the information that you read and mark will form an important foundation for work done there.

### Arrival

Please schedule your flight or other travels to Jerusalem so that you arrive on campus on the day that the program begins. If you are taking a *sherut* (a shared shuttle taxi) from the airport to campus, exit the terminal and look for a large yellow sign at the curb, to the right, that reads:

Jerusalem  
Shuttle Service  
"Nesher"

in both Hebrew and English. These *sheruts* run every 24-hours a day, including *Shabbat* and the cost is approximately \$20 or 70 shekels.

A map and directions to Jerusalem University College [can be found here](#).

For those staying on campus: tell the driver you want to be dropped off at “The American Institute on Mount Zion.” Because some flights land at Ben Gurion International Airport late at night or in the wee hours of the morning, it is possible for you to arrive on campus before 8:00am (the start of normal business hours). When you arrive at the campus gate (it will be locked), ring the bell on the right of the gate. Someone will open the gate for you promptly!

For those staying in a hotel: for the **Gloria Hotel**, tell the driver to drop you at **Jaffa Gate**. For **Knight’s Palace** tell the driver to drop you at **New Gate**. If you will be staying at any other hotel, you will be informed of where to ask the sherut driver to let you off prior to your flight.

Please note that if you arrive significantly before the normal check-in time on your designated arrival day, there will likely be an additional fee assessed by the hotel. You are responsible to arrange all accommodations outside of the designated arrival and departure dates.

### **Program Details**

After you arrive at JUC, you will receive a program schedule which includes the dates and times of field studies and locations of stay. *While the staff at JUC does their best to adhere to the program schedule, please note that changes do occur even at the last minute or during the course of the program itself, due to logistical or safety reasons.* If such changes occur, you will be informed of them by your instructor or by the JUC office.

### **Departure**

Please schedule your departure for the last day of the program. If you wish to stay on campus longer, you must have prior written permission since rooms may not be available, and you will be charged for those days.

### **Group Transfer Buses**

For those short-term groups which have ordered (prior to arrival) group transportation from Ben Gurion International Airport to Jerusalem, a representative of Jerusalem University College will meet you at the airport. It is important that everyone in the group gather at the baggage claim area and pass through customs (“nothing to declare”) together, then exit the airport together as a group. Once someone exits, it is not possible to return and look for stragglers.

### **Entry Visas**

A list of countries from which citizens are *exempt* from obtaining a visa prior to entering Israel can be found [on the website of the ministry of tourism](#). If you are a citizen of one of these countries, you will be issued a 3-month tourist visa (B-2) at passport control in Ben Gurion International Airport upon arrival in the country. If you enter Israel via one

of the overland international border crossings from Egypt or Jordan, you will also be issued a 3-month tourist visa (B-2). This visa will be adequate for your period of study at JUC.

*If you are a citizen of a country that is not listed as exempt from obtaining a B-2 Tourist Visa [on the Ministry of Tourism's website](#), you must apply for and receive a the visa from the nearest Israeli Embassy or consulate prior to arriving in Israel.*

Your passport should be valid for one year beyond the date that you are planning on returning to your home country.

### **What to Bring**

Students often have a hard time knowing which clothes to bring to study in Israel. Generally speaking, summer in Jerusalem (May to October) is hot and dry with temperatures ranging from 60° to 90° F (15° to 32° C). Temperatures can reach 100° F (38° C) and beyond in other parts of the country during that time. In winter time (November through April) it rains regularly and temperatures range from 35° to 60° F (2° to 15° C). However, Jerusalem gets hot dry winds from the desert and occasional cold blast from the North as well, so be prepared for a variety of weather. Moreover, JUC's campus rooms will not be heated as warmly as you may be used to in the winter, and we also do not have air conditioning during the summer months. The best solution for all this is to dress in layers. Rather than bringing a lot of clothing for extreme weather, bring a variety that you can layer and add or remove as the weather changes. With all this in mind, here is a helpful list of what to bring during your stay in Israel:

1. Personal toiletries. Please note that toiletries are expensive in Israel, and your preferred brand or product may not be available.
2. JUC will provide towels and all bed linens.
3. Plug converters and voltage adapters if needed for hair dryers, razors, etc.
4. Summer clothing:
  - Comfortable and appropriate clothes for when you are on campus.
  - Pants and knee-length walking shorts for field studies and hikes. Note that clothes made of breathable material are best for hot days in the field.
  - Longer and full skirts for women and shirts with elbow length sleeves. Keep in mind that short skirts, short shorts, halters and tank tops are not appropriate for women in Arab or Orthodox Jewish cultures.
  - Several modest t-shirts or tops that cover your shoulder.
  - A light jacket or sweatshirt for cool evenings.
  - Appropriate clothing for class.
5. Winter clothing:
  - Clothes for cold and rainy days, including items like: jackets, sweaters, thermal wear, fleece sportswear, knit hats, gloves, warm pajamas, and warm socks.
  - A long waterproof raincoat or parka is a good idea for because the rains often come with strong winds in January and February.
  - Umbrellas are good only if it is calm.

6. Shoes:
  - Comfortable, sturdy shoes. We will do lots of walking on stone and concrete.
  - Hiking boots or other sturdy closed shoes are strongly recommended for field studies because of rough, thorny ground and animals.
  - Sturdy, Chaco-style sandals are popular for other areas on hot days.
  - Flip-flops or other beach shoes if desired.
  - Waterproof boots are a good idea in the winter time.
7. A bathing suit (note that the Dead Sea is warm year-round).
8. Sunglasses, a hat, and a water bottle are a must!
9. A laptop or tablet if you would like one.
10. Eyeglass prescriptions. Note that examination and glasses are significantly more expensive in Israel, and contact lenses are available over the counter.
11. Any prescription drugs you presently use and a copy of your prescription. Note that Jerusalem has plenty of dust, mold, cats, and pollen if you have allergies.
12. Medications for common problems such as: sore throat, cough, cold, insect bites, diarrhea, headache, sunburn. It is available for purchase here but more expensive.
13. One smaller suitcase or backpack is great for overnight field studies.
14. A small Bible for your backpack: ESV, NASB, NRSV, etc (NOT a paraphrase).
15. A beverage cup for your own personal use if you want.
16. A flashlight.

***Do not bring unnecessary valuables such as expensive jewelry.***

### **Computers**

Before you decide to bring your laptop or tablet, please note the following:

- Make sure that your laptop is able to operate on 50 hertz/220-240 volt current, which is the standard in Israel. As all newer laptops are dual voltage, this shouldn't be a problem.
- In order to recharge your device, you will need to get a plug adaptor (the shape of the outlet slots into which your plug goes is different in Israel than it is in the States or Europe). These can be purchased in Israel at minimal cost.
- You will be able to check and send email with the computers in the JUC computer lab when you are on campus.

### **Money**

Students often ask how much money to bring for their time of study in Israel. While the answer to this question depends on how much each individual plans to spend, it is more important that you have access to funds as needs arise. Therefore, you should bring either a credit and/or debit card, preferably cards that do not take international fees. Do not change money into New Israeli Shekels (NIS) *before* arriving in Israel because you will do so at a very poor exchange rate. Here are some money hints:

- It is not possible to exchange money on campus. You can use an authorized moneychanger in the Old City. We will suggest a moneychanger who has proven to be quite reliable for our students.

- Please be aware that banks and moneychangers in Israel, with very rare exception, will not accept checks drawn on US accounts or traveler's checks.
- You may use debit cards from your bank in your home country to withdraw cash (in shekels) at ATMs in Jerusalem. Exchange rates will vary from bank to bank and even from branch to branch. There are usually options for you to display the ATM screen in English. Be sure to check with your bank for withdrawal limits and fees.
- Be sure to put a travel notification on all credit and debit cards to avoid your card being canceled.
- You may want (or need) to spend money on the following items: textbooks, phone plans, doctor's visits, souvenirs, snacks and eating out, transportation, etc.
- Be cautious about where you use your debit or credit cards, and never let a store worker walk out of your site with one of your cards. Some small shops in the Old City are sometimes clever about the way they ring up purchases. Ask for receipts and double check them after each purchase.

## **ADMINISTRATIVE SERVICES**

### **Office Hours**

JUC's Administrative Offices (the main office and reception desk) is open Monday through Thursday from 8:00am to 12:00pm and 1:00pm – 5:00pm and on Friday 8:00am to 12:00pm and 1:00pm – 4:00pm. We are closed on Saturday and Sunday. Our Business Office is available by appointment only. Please note that matters related to your fees for the program are handled by the JUC business office in Rockford, IL.

### **Transcripts**

If you are taking the short term course for academic credit, an official copy of your JUC transcript showing the course will be issued to your home school (if applicable) at no charge within one month after the end of the program. Additional transcripts, whether requested at this or any later time, are subject to a fee of \$10.00 per transcript. Unless specifically requested, no transcripts are maintained for students who audit JUC short term courses.

### **Grades**

If you have any questions or concerns about a grade for an assignment or the final grade earned for the 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.

## **CAMPUS FACILITIES**

### **Jerusalem Off-Campus Housing**

JUC contracts with hotels in or adjacent to the Old City of Jerusalem and with hotels in other parts of the country for field studies. Students can choose hotel housing rather than



JUC campus housing on their application form for an increase in housing fee, depending on demand and availability. *Please note that JUC cannot guarantee that you will stay at any particular hotel. Additionally, due to logistical or safety issues, you may need to change hotels during the course of the program.* We cannot always predict when this may happen, but we will do our best to inform you promptly when these kinds of changes may occur.

### **Jerusalem On-Campus Housing**

Unless you have requested and paid for off-campus hotel housing, you will be living in dormitory-style housing, on campus, with 2-6 persons (or sometimes more) to a room. Depending on the location of your room, bathroom facilities are located either at the end of the hallway, or down and up stairs and across an open courtyard. The campus has limited housing for couples, with no double beds available and only shared bathroom facilities. According to season and demand, private rooms for couples on campus may be available (although without a double bed), and if space allows, most find it more convenient to be housed with the rest of the class rather than in an area hotel.

You will be provided with bed linens, a pillow and blankets for your use during the program. Please use your bed linens only inside of your room.

If you desire off-campus accommodations prior to or after the end of the program, you will need to secure such housing arrangements yourself. A list of hotels and guest houses having a 3\* rating, all within a 20 minute walk of campus, is provided in Appendix 3.

### **Maintenance**

Students are responsible for keeping their own room neat and clean. The JUC campus is not a hotel, so no one will make beds, empty the trash, or clean private rooms for the duration of your program. If you need cleaning equipment, they can be provided for you. 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.
- There are plenty of stray cats in our garden—*please do not feed them* or they will start to ignore the critters that they should be chasing.
- Candles may not be burned on campus except on birthday cakes or similar occasions with permission.
- Please report any maintenance problems (light bulbs, door hinges, locks, water leaks, etc.) to the front desk in the administrative offices.

### **On-Campus Security**

To help ensure on-campus safety, our property 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 front gate securely behind you so that the magnetic lock will catch.

- Do not lend or duplicate keys or fobs.
- Do not leave valuables unattended on campus. The university is not responsible for the loss of valuables.
- When you have a guest on campus, you are responsible for their behavior and whereabouts.
- The sound of a bell indicates that someone is at the campus gate. Please do not open the gate for anyone whom you do not personally know for any reason. *It is the responsibility of university staff to answer the gate bell.*

### **On Campus Meals**

Meals at JUC include a combination of Middle Eastern and American style foods. Unlike campuses in the US, our kitchen prepares just one entrée, 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: 1 hour before the first class or field study
- Lunch: 12:00pm - 1:00pm
- Dinner: 6:00pm - 7:00pm

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.

### **In-Between Food Service and Snacks**

The beverage table is open 24 hours a day in the dining hall with ice, hot water, tea, coffee and hot chocolate. A bread table is also located in the dining hall. Bread, butter, jelly and peanut butter are available during the day and in the evenings.

### **Refrigerator Use**

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 label any food stored in it, and help to keep it clean.

### **Field Lunches**

Picnic-style lunches are provided for full-day field study. Students attending field studies 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 a variety of hot breads just out of the oven.

## **Laundry**

Our laundry room is located at the far end of the dormitory building next to the clotheslines. There is no charge to students for using the laundry facilities, and soap is provided. It is quicker and more efficient for you to use the clotheslines for drying on sunny days.

## **Student Lounge**

The student lounge contains a TV, a VCR/DVD player, DVDs, books, and board games. The university is not responsible for the videos students bring on their own for viewing. 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, please treat it with care and return it to its normal place when you leave the lounge.
- Leaving all lounge materials and furniture in the room.
- Keeping the TV volume low.
- Using discretion in showing personal videos.

## **The Oasis**

The Oasis, our campus store, is located near our 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, MasterCard, or Discover).

## **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 roses and many 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 or eat their meals under the grape arbor, pergola, or in the shade of our tenacious Aleppo pine trees. We always appreciate your help in keeping our lawn and garden litter free and tidy.

## **Library**

JUC’s Memorial Library houses over 14,000 volumes, over 50 current periodicals, a slide collection, and a rare book collection. Our library holdings cover the fields of archaeology, history, historical geography of the ancient Near East, Hebrew and Semitic languages, and modern Middle Eastern studies. Pride of place is the Immanuel Ben Dor Archaeological Collection, which consists primarily of excavation reports. In addition, a pottery collection on permanent loan from the Israel Antiquities Authority is on display

in the classroom building, dating to the Early Bronze Age through the Early Arabic Period with flints from the Paleolithic Period.

As a JUC short-term student, you are free to use our library during the regular, posted hours or to check out books only for the duration of your program. You may not take books off campus. There is a library guide to help you understand how to make the best use of the resources. 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.*

### **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, so it is a good idea to dump all excess drinking water on a plant.

### **Electricity**

Because the electrical current in Israel is 50 hertz/220 volts, it is important to check the requirements of all of your electronic items before using them there. You will need to use a converter or transformer if your electronic items handle only US electrical requirements (60 hertz/110 volts). In general, all new electronics run on worldwide power, but it is best to double check. *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 on a converter.
- The shape of the plug outlets in Israel is different than in the US. Fortunately, plug adaptors are inexpensive and easy to acquire once you arrive.

### **Heating and Cooling**

Our campus is not air conditioned. However, on hot days, 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 have enough fans to help cool those stubbornly hot or stuffy places.

While we have central heating on campus, most rooms will not receive heat to a level which most North American students are accustomed. During 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.

Off campus students should note that hotels also may not be heated or cooled according to North American standards.

### **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.

### **Areas Off-limits**

For reasons of building structure, as well as safety and security, it is extremely important that students do not go on or in the following areas: (1) the domes on the roof of the main building, (2) the roof of the classroom building, (3) the roof of the dormitory building, or (4) in the back of the kitchen.

### **Computers and Wifi**

JUC has 4 desktop computers that are available for use 24 hours a day. During office hours, a designated staff member will be available to assist you if needed, and a computer technician is available for on-call problem solving and setup of services. Our lab's PCs use a Windows operating system.

Most of JUC's campus, as well as the hostels and hotels where we will be staying on field trips, will have internet access, although some of them charge for it. Note that the speed and accessibility will vary, especially when everyone jumps online at once. We do our best to prevent network problems, but this is not always possible. Please let the office know if you are experiencing any network problems.

### **Telephones**

University office phones are staffed only during posted business hours and used for university business only. However, with the growing availability of international calling plans, Facetime, and Skype, we find that most students no longer use the public phones to communicate with friends and family back home. However, there are very affordable cell phone plans in Israel that include international calling, texting, and data (although phones themselves are expensive to buy here). Note that your phone must be unlocked for international use in Israel. You should speak with your service provider to make sure your phone is unlocked before you come.

Emergency number (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

## **Sending mail from Israel**

- Be sure to include your full name and return address on all items you send, and include “USA” in the recipient’s address if you are mailing to the States.
- Write or stamp AIR MAIL on everything that you send.
- While the university staff is able to mail your outgoing letters and post cards, you will have to take any packages that you wish to send to the post office yourself. *Make sure that you take your passport with you when you want to mail a package.*
- You can leave outgoing mail on the bottom shelf of the campus 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 to the post office any time.
- Stamps are available for purchase at any post office or in the university administrative offices.
- 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. All post offices, except those in East Jerusalem, are closed on Saturday (*Shabbat*).

## **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 sender to mark your name at the top of the fax.

## **Photocopies**

You may request that photocopies be made for you at the reception desk. The charge for photocopies is 50 agarot (1/2 shekel or approximately 15 cents per page).

## **STUDENT SERVICES AND STUDENT LIFE**

### **Public Safety**

While it is important that you not live in fear, it is also important that you be aware and use common sense when moving about Jerusalem or traveling in Israel and neighboring countries. Jerusalem is a city of over 850,000 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. Specific safety precautions are part of student orientation at the beginning of every short term class. Regular reminders and updates are given as needed.

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. Taxis are plentiful and inexpensive if shared with a

friend. 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 female students may want to go with one of the guys if walking in the Old City or 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. They often pose as 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 your distance when passing others, especially in solitary places.
- For more information on safety, see Appendix 1.

## **Behavior Guidelines**

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 behave with Christian morality and maturity, aided by the following behavior guidelines:

- Any and all forms of sexual harassment are strictly forbidden (see Appendix 2).
- While you are a student at JUC you are not allowed to date any local resident.
- The use of all illegal drugs is forbidden whether on or off-campus.
- 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.

- Drinking alcoholic beverages is not permitted on campus or in any residence halls. This policy also applies to all students and JUC personnel on all official field study activities and in all places where a JUC group stays on field studies.
- Jerusalem University College, including its residence halls and outdoor areas, is a smoke free campus. Smoking in all of its forms, including the *nargila* or *hookah*, and chewing tobacco is not permitted.
- All forms of plagiarism are forbidden.

*In addition to the above policies, students who are enrolled in other schools are expected to abide by the regulations of their home institution while enrolled as a student at JUC.* The policies set by JUC are created in recognition of the fact that we have Christians from a variety of traditions and perspectives in our programs, 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.

### **Dress Code**

While many Israelis are very informal in dress, we also live among more conservative Muslim, Orthodox Jewish, and Orthodox Christian communities. This cultural setting requires the sensitivity of our students, particularly female students. For example, in these parts of Jerusalem 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 personal safety is involved.

Because we seek to witness to a Christian lifestyle, which displays sensitivity to the variety of cultural backgrounds of Jerusalem and those who visit the campus or work here, and because modest dress in this culture is directly related to personal safety issues for our students, the following code is in effect:

- Short shorts and short miniskirts are not allowed either on-campus (in public areas) or off-campus.
- Bare feet are not allowed in indoor, public areas of the campus or in class.
- Jeans are generally acceptable for men and women anywhere.
- Pants are generally acceptable for women anywhere.
- Knee-length shorts are acceptable on field studies and in various areas of Western, Jewish Jerusalem.
- When going into Arab sections of the city, including the Old City, and Orthodox Jewish areas, women's sleeves should be elbow-length and legs covered (with pants or a full dress). Men should not wear shorts or go shirtless in these areas.
- It is necessary that you wear a "modesty kit" in order to visit certain holy 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.

Please note that if your dress is considered improper, JUC staff will kindly remind you of this.



## **Sunbathing**

Sunbathing is permitted *only* on the 4<sup>th</sup> floor rooftop terrace of the main building. Please note that tar on the roof can ruin clothing and towels. 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 write their name 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 class-related field studies), 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 prior written permission from your parents or guardian to the Director of Student Services.

## **Transportation**

Because of the central location of our campus, it is easy and relatively quick to walk to most places in the city. However, there are also several accessible public transportation options:

### **Busses**

Busses remain a safe and inexpensive means of travel. They are available both for rides within Jerusalem (for the shekel equivalent of around \$1.75 for a one-way ride) and to the rest of the country (prices will vary), including Arab busses into the West Bank. Note that buses will not run in Jerusalem on Shabbat. Student use of public busses and may be restricted during times of unrest in Israel.

### **Light Rail Train**

A light rail train runs on Jaffa Street through West Jerusalem and is a convenient way to travel to the shuk, central bus station, and Mt. Scopus. A one-way trip costs the approximate shekel equivalent of \$1.75, and tickets can be purchased at light rail stops. Note that the light rail will not run in Jerusalem on Shabbat.

## **Rav-Kav Card**

A Rav-Kav card is available for purchase which allows students the ability to pre-load money on it that can be used on the light rail or bus system. With this card, passengers can ride public transportation at a discount and transfer for free within one hour. Bring your passport to purchase the card.

## **Gett App**

The Gett App in Israel works much like Uber or Lyft does in the US. If you have a smart phone, you can download it from your app store. You will have to complete a profile, including a method of payment before you can use it. Gett allows you to use regular and XL vehicles, as well as vehicles equipped with child seating.

## **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. You may also call Neshet Taxi (Ben Yehuda Street) at 623-1231 or 625-7227, or Rehavia Taxi (Agron Street) 625-4444. 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. Either agree on a set price to your destination before getting in the cab or ask them to use the meter.

## **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. *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 in the 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 during your stay to purchase items in the Old City. 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.

### **Shopping in East Jerusalem**

The shopping district north of Damascus Gate and Herod's Gate 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.

### **Shopping in 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-U's (for you kids), GAP, 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 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. The Friday edition of each paper is available to read in the campus library.

### **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. Note that your passport must be valid for one year beyond the period of time that you intend to study in Jerusalem.

You will need your passport to do at least the following:

- Exchange money at the bank (but not at a moneychanger).
- Mail or pick up packages at the post office.
- Obtain health care at an emergency clinic or at the hospital.
- Do any official business in Jerusalem or elsewhere in Israel.
- Cross a checkpoint into or out of the West Bank.
- Visit the Knesset.
- Travel to Jordan or Egypt.

### **Healthcare**

Quality healthcare (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. clinics or hospitals.

You must carry full health insurance for overseas travel in order to enroll as a short term 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.

Initial visits to the doctor or the emergency clinic (TEREM) cost about \$100. 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 nor 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 if you ask for them, 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 five-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.

International Scholastic Overseas Services  
8 Neshaminy Interplex  
Trevose, PA 19053  
Ask about the Medical, Personal and Travel Assistance and Insurance policy.

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

## **Churches**

We encourage you to attend a church service if it is possible during your stay in Israel. 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 languages.

## APPENDIX 1

### Is it Safe to Study in Israel?

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

In our experience, such news coverage seldom matches the scene that we witness on a daily basis. Television and internet media frequently show pictures of soldiers and rock-throwing demonstrators, of shootings and bombings, or of social unrest in ways that give 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 every year 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 very same time, the vast majority of people in town are simply going about their daily business as usual.
- The areas that are most prone to violence are precisely the areas that are not frequented, or even visited, 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 study trips. Such transportation is not, nor has been, a target for terrorist activity.
- Contrary to impressions that may be gained from the news media, North Americans, Europeans, East Asians and virtually everyone else visiting the country are *not* targets for violence in Israel or in the Palestinian territories.
- 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, which have proven quite effective as deterrants. Even so, the vast majority of Israelis also are not targets of attack, which, instead, are usually directed at "symbols of the State," that is, army, police and security personnel.
- University instructors and staff have a 60-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 to such areas 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 in the world, including the Middle East and 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 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., and western countries generally, in terms of incidents and effects of violence *per capita*. Because students and their loved ones 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, just as they already know how to avoid areas in their own home towns or cities, 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.

## **APPENDIX 2**

### **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 3

#### ACCOMODATIONS IN JERUSALEM NEAR CAMPUS

If you wish to stay in Jerusalem before or after the program, you will have to secure your own housing arrangements. Below is a list of hotels and hospices within walking distance from campus. To call from the US, dial 011-972-2 + number

| <b>Hotel</b>                            | <b>Phone</b> | <b>Fax</b> |
|---|--------------|------------|
| Gloria Hotel (Old City, Jaffa Gate)     | 628-2431     | 628-2401   |
| Knight's Palace (Old City, New Gate)    | 627-4058     | 628-2401   |
| Christ Church (Old City, Jaffa Gate)    | 627-7727     | 628-2999   |
| Lutheran Hospice (Old City, Jaffa Gate) | 628-2120     | 628-5107   |
| Maronite Hospice (Old City, Jaffa Gate) | 628-2158     | 627-2821   |
| Casa Nova (Old City, New Gate)          | 627-1441     | 626-4370   |
| Greek Catholic Patriarchate (Old City)  | 628-2023     | 628-6652   |
| Niotre Dame (across from New Gate)      | 627-9133     | 627-9148   |
| St. Andrew's Hospice (opposite JUC)     | 673-2401     | 673-1711   |
| St. George's Hospice (East Jerusalem)   | 628-3302     | 628-2253   |
| East Jerusalem YMCA                     | 628-6888     | 627-6301   |
| West Jerusalem YMCA                     | 569-2692     | 623-5192   |