

SHORT TERM STUDENT HANDBOOK

Jerusalem University College

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.

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 visit. Prominent coverage is often given to the U.S. State Department's travel warnings and advisories to the region, and 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. 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 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 conflict; what it doesn't show is that at the same time is that 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 and 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 of terrorist activity.
- Contrary to impressions that may be gained from the news media, Americans are *not* targets of violence in Israel or in Palestinian areas of 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 nearly 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 there on their own. We have no intention of risking our safety just to show students something that we used to see in the "good old days."

- The U.S. State Department issues travel advisories and 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 have been 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

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 left, that reads:

Jerusalem
Shuttle Service
"Nesher"

in both Hebrew and English. These *sheruts* run 24-hours every day, including *Shabbat* and the cost is approximately \$20 or 70 - 80 shekels.

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

For those staying on campus:

Tell the driver you want to be dropped off at "The American Institute on Mount Zion." When you arrive at the campus gate (it will be locked), just ring the yard bell on the right of the gate. Someone will meet you promptly!

Please schedule your arrival to campus between 7am and 11pm on arrival day.

For those staying at the 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**.

DEPARTURE

Please schedule your departure for the last day of the program.

EARLY ARRIVALS/LATE DEPARTURES

Please note that if you arrive before the normal check-in time on your designated arrival day, or stay later than normal check-out time on your departure day, there may be an additional fees assessed by the hotel or JUC. Extra accommodations at JUC must have prior written permission since rooms may not be available. You are responsible to arrange all accommodations outside of the designated arrival and departure dates.

GROUP TRANSFERS

For those short-term groups that 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

Please check the Israel Ministry of Tourism's list at the following link to see if residents of your country require a visa to visit Israel.

http://mfa.gov.il/MFA_Graphics/MFA%20Gallery/Consular%20forms/VisaRequirements.pdf

If residents of your country are exempt from applying for a visa you will be issued a 3-month tourist visa at passport control in Ben Gurion International Airport or the international border crossing from Egypt or Jordan. This visa will be adequate for your period of study at JUC.

*If you are a citizen of a country that requires a visa, you must apply for and receive an entrance visa from the nearest Israeli Embassy or consulate **prior to arriving in Israel**. Please contact the Israel consulate/Embassy in your country a minimum of 4 months before your arrival.*

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

WHAT TO BRING

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

COMPUTERS

There are several reasons why short-term students bring laptops to Israel: to download digital pictures, do email, and to take class notes. Before you decide to bring your laptop, please note the following:

- Make sure that your laptop is able to operate on 50 cycle/220-240 volt current, which is the standard in Israel. As all newer laptops are dual voltage, this shouldn't be a problem.
- You may use the computers in the JUC computer room, if you choose not to bring a laptop.
- Usually hostels and hotels where we will be staying on field trips have internet access.
- In order to recharge your laptop, you will need a plug adaptor (the shape of the outlet is different in Israel than it is in the States or Europe). These can be purchased in Israel at minimal cost.
- The JUC campus is wireless, but not in classrooms.

MONEY

All of your expenses for the program are covered in your program fees, so in theory you shouldn't have to spend anything, except for souvenirs, snacks and the like. However, you will want to bring some money, and have some way to get emergency funds if needed through a credit or debit card, and/or a personal check (the latter can be cashed at our local friendly money changer in the Old City). 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 ATMs. 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 there. Do not change money into Israeli Shekels *before* arriving in Israel because you get a very poor exchange rate outside of the country.

ADMINISTRATIVE SERVICES

OFFICE HOURS

Administrative Offices (Main Office; Reception Desk):

Monday – Thursday	8:00am – 5:00pm
Friday	8:00am – 4:00pm

Business Office in Jerusalem: by appointment. Please note that matters related to your fees for the program are handled by the JUC business office in Rockford, IL.

LOBBY: Registrar’s Bulletin Board

Program/class schedules and any changes to these schedules are posted on the bulletin board outside of the main administrative office. Please check the board daily as it is the official means of notification.

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 are subject to a fee of \$.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 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

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 more to a room. Depending on 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 and only shared bathroom facilities. According to season and demand, private rooms for couples may be secured on campus, 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 are provided with bed linens, a pillow and blankets for your use during the program. Please use your bed linens only inside of your room. **You must bring your own towel.**

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 guesthouses having a 3* rating, all within a 20 minute walk of campus, is provided in Appendix 3.

MAINTENANCE

You are responsible for keeping your own room neat and clean. The JUC campus is not a hotel—no one will make your bed, empty your trash or clean your room for the duration of the program. If you need cleaning equipment, it can be found 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.
- 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 and in the dining hall for *Shabbat* meal.

- Please report any maintenance problems (light bulbs, door hinges, locks, water leaks, etc.) in writing on the maintenance report at the front desk in the administrative offices.

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 gently but 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 key fobs. Lost keys are \$20.
- Do not leave valuables unattended. The university is not responsible for the loss or damage of valuables.
- If 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 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.*

FOOD SERVICES

Meals: Prepared meals at the university include a combination of Middle Eastern and American style foods. Our kitchen prepares one entrée, salad and dessert (often a piece of fruit), for each meal. We try to be sensitive to those who have food allergies, but 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 trip
- 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.

At times the course schedule will allow us to celebrate a *Shabbat* meal one Friday evening. This is a more formal, dress-up meal. Please be seated in the dining hall by 6:00pm.

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. 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. Please help to keep it clean, and its contents fresh. Food placed in the refrigerator should be clearly labeled. Good manners dictate that you should not help yourself to food belonging to another.

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 a variety of hot breads just out of the oven.

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. There is no charge to students for using the laundry facilities and soap is provided.

STUDENT LOUNGE

The Student Lounge contains a TV, a VCR, DVD player, books and games. The university is not responsible for the choice of videos that students provide or rent for viewing. In addition, there is a keyboard, guitar and drums available for those who are musically inclined.

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, note cards, electrical adapters and T-shirts and hoodies. 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 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. Because visitors frequent our campus or pass through our garden to enter the Protestant Cemetery on Mount Zion, we ask that you not use the lawn or garden for sunbathing.

LIBRARY

Jerusalem University College’s Memorial Library houses over 10,000 volumes, more than 60 current periodicals, a slide collection and the G. Douglas Young microfiche collection. Our library holdings covering the fields of archaeology, history and the historical geography of the ancient Near East, Hebrew language and modern Middle Eastern studies, is designed to provide our semester and MA students with the academic materials necessary for their 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 from the Early Bronze Age through the Early Arabic Period and flints from the Paleolithic Period are on display on campus.

As a JUC short-term student, you are free to use our library. Library hours are posted and there is a library guide to help you understand how to make the best use of the 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. As a short-term student, you are able to check out books only for the duration of the program. You may not take books off campus.

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 proper respect.

WATER

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

ELECTRICITY

Electrical current in Israel is 50 cycles/220 volts. It is important to check the requirements of all of your electronic items, including hair driers, 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:

- Certain electronic items such as digital clocks do not work on converters because of the difference in cycles.
- Some items such as batteries will not charge fully when the charger is run off of a converter.
- The shape of the plug outlets in Israel is different than in the US. Plug adaptors are inexpensive and readily available once you arrive, so this should pose no problem.

Your cooperation is needed 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, nor are many of the rooms connected to a central heating system.

- On hot days (late spring, summer and early fall), 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 fans to help cool those stubbornly hot places, however.
- As for cold weather, rooms that are connected to our central heating system are typically heated "Israeli-style," namely from 5am-8am and again from 5pm-8pm.
- Hot water is available for showers during the times that the rooms are heated or is dependent on solar-heat depending on which building and time of year.

EQUIPMENT

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

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:

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

Only cooks and JUC staff are allowed in the kitchen

COMPUTER LAB

JUC's computer lab, with a few exceptions, is available for student use 24 hours a day. Our lab's PCs use a Windows based operating system, with Windows7 for word processing. The campus has wireless access everywhere except the academic building.

TELEPHONES

Students staying for a longer time may want to consider getting a SIM card from a local cellphone company. Many plans include calling internationally. Make sure your phone is unlocked before doing this. Most students connect to the internet and use a variety of apps to stay in contact with friends and family.

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, 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.

Receiving mail

- Use the university address and make sure that your name appears in a prominent place on the front of the envelope or package.
- Please note that international mail delivery is not as reliable as mail delivery in the U.S. It is not unusual for even 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 to you by surface mail.

Sending mail

- 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, any packages that you wish to send you will have to take 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 open Sunday through Thursday from 7:00am to 6:00pm, and on Friday from 7:00am to 12:00 noon. 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

Photocopies may be made for you at the reception desk. The charge for photocopies is ½ shekel.

STUDENT SERVICES AND STUDENT LIFE

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 anything but holy.

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

- 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 your distance when passing others, especially in out-of-the-way places. Keep wallets, phones and other valuables in front pockets
- 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" when 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, as many of them are simply looking for an excuse to get close enough to touch you inappropriately.
- Taxis are plentiful and inexpensive if shared with a friend. Note that 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.

Specific safety precautions are part of student orientation at the beginning of every short term program.

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 helpful and 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.
- 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 4).

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 5).

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, your estimated time of arrival, 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.

TRANSPORTATION

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

Busses: Busses are an inexpensive way to travel between cities and locally.

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.
- Neshar Taxi (Ben Yehuda Street) 623-1231 or 625-7227
- Rehavia Taxi (Agron Street) 625-4444

Light Rail: The Light Rail runs along Jaffa Street through the New City.

SHOPPING

Old City: There are a wide variety of shopping experiences in the Old City of Jerusalem. For the most part, you can purchase everything 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 seven 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. It is best to remember that a portion of what you end up spending is payment for the experience of it all.

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. 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 and Toys-R-Us (for you kids), and McDonalds, Pizza Hut, Burger King, KFC and the like are popping up everywhere. However, beware! A value meal at McDonalds costs the equivalent of \$10.00, and, really, most short-term students find no reason to seek out a taste of pure Americana while in Israel.

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. Most students bring a credit card or a debit card, and cash. Do not come with traveler’s checks. It is possible 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.

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.

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

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

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
PO Box 466
Place Bonaventure
Montreal, Quebec H5A 1C1
1-800-363-0263

The university has a public liability insurance policy that provides *some* compensation *only* in the event that the student is hurt on-campus or on a field trip *as a result of the university's negligence* (the burden of proof is on the claimant).

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, 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.

CHURCHES

We encourage you to attend a church service or services while 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 ancient and modern languages.

APPENDIX 1

WHAT TO BRING

Students sometimes have a hard time bringing the right clothes for the weather. This is because it can be colder 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 60° to 90° F (15° to 32° C). Temperatures may go well over 100° F (38° C) in other parts of the country. November through March or April is the rainy season with temperatures ranging from 35° to 60° F (2° to 15° 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, if you are coming in the fall, winter or spring, 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.

Documents/books

1. Your pre-Israel assignment.
2. Bible (not a paraphrase); also a small Bible for your backpack.
3. Photocopies of your passport.
4. Information necessary to report and replace stolen credit cards.

Clothing

5. Summer clothing: (March/April- October/November) should include long shorts that reach the knee, shirts that cover the shoulder, and long pants/skirts for modesty in holy places.
6. Winter clothing: (October/November- March/April) should include hat, scarf, gloves, thick socks, weatherproof raincoat or parka, umbrella and warm layers (best are fleece and wool). Be prepared for lots of cold rain and/or snow and wind.
7. Shoes: comfortable, sturdy walking shoes. Hiking boots 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. Bathing suit/bathing trunks – the Dead Sea is warm enough for swimming year around.
9. A towel and washcloth; personal soap.

Other

10. Water bottle or canteen.
11. Sunglasses, sunscreen, hat.
12. Camera
13. Converter/adapters for your hair dryers, razors, etc.
14. Flashlight.
15. 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.
16. Personal (small) first aid kit
17. Powdered sports drink or energy bars to help maintain electrolytes.
18. One smaller suitcase or backpack is great for overnight field trips.

Do not bring unnecessary valuables such as expensive jewelry.

APPENDIX 2

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

Hotel	Phone	Fax
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

APPENDIX 3

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.

APPENDIX 4

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.