



STUDENT HANDBOOK

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¡Hola!

Welcome to the Semester In Spain program! We're glad that you'll join us in beautiful Seville, Spain. This handbook will let you know what to expect of our program and give you some of the details as you prepare for study abroad. We've tried to synthesize and coordinate important information between our office at Trinity Christian College and our school in Seville. If you still have questions, however, please call our U.S. office before departure. Once you arrive in Seville, our faculty and staff in Spain will be ready and available to help you. Together, we are committed to fulfilling our mission to provide quality instruction, exciting cultural experiences and enriching spiritual opportunities for you. ¡Hasta pronto!

SEMESTER IN SPAIN STAFF

Burt Rozema, Director of Off-Campus Programs

Alexis Smith, Assoc. Director of Marketing & Recruitment

Deb Veenstra, Assoc. Director of Program Administration - USA

Leslie Routman, Director of TCCSevilla in Seville, Spain

Jenna Swan, Service Learning & Student Ministries Coordinator

José María Navarro, Professor and SIS Department Chair

Carmen Suárez, Professor

Salvador Gallego, Professor

Ana Bello, Office and Housing Coordinator - Sevilla

Mercedes Jimenez, Secretary

I. ADMISSIONS

A. APPLYING TO SEMESTER IN SPAIN

- Complete the application (available on-line or in the printed ViewBook)
- Submit the application with the non-refundable \$50 application fee
- Provide all official college transcripts - if less than 12 college credit hours have been completed, provide your high school transcripts as well. Transcripts may be sent separately from the other application materials. Electronic transcripts are also accepted.

B. ELIGIBILITY. To be admitted into the Semester In Spain program a student must:

- have a minimum cumulative GPA of 2.5
- be in good standing at his/her home school
- provide official transcript(s)
- be a high school graduate

C. CONDITIONAL ACCEPTANCE. A minimum cumulative grade point average (GPA) required for admission to the Semester In Spain program is 2.50. Students whose GPA is below 2.50 may appeal for conditional admission, as follows:

- Students with cumulative GPA between 2.00 and 2.50 will be considered for conditional admission based on review of the following considerations:
 - 1) Grades in Spanish courses are at least 3.00
 - 2) Overall cumulative GPA shows an upward trend line over the past several semesters. Student may submit mid-term grades as an indication of progress
 - 3) The student submits a letter of support from the Spanish professor at the home institution indicating above-average performance in Spanish classes
- If the student's cumulative GPA is below 2.00, admission will be denied. Students may re-apply for regular or conditional admission at a later date, if their cumulative GPA rises above 2.00.

II. FINANCES AND FINANCIAL AID

A. FINANCIAL AID. Some financial aid is available through Trinity Christian College. Eligibility for financial aid is based on the information we receive after you complete the Free Application for Federal Student Aid (FAFSA).

The types of aid that can be processed by Trinity Christian College are:

Pell Grant

Federal Direct Student Loans (subsidized and un-subsidized)

PLUS Loan (Parent Loan for Undergraduate Students)

ISAC-MAP Grant (for Illinois residents only)

Your financial aid arrangements must be completed according to the following schedule:

Fall Semester – June 1

Spring Semester - November 1

Financial aid is not available for the Summer Terms.

You must be enrolled in a minimum of 12 units of credit to receive financial aid. If you decide to audit or withdraw from too many courses, you may forfeit your financial aid.

B. SCHEDULE OF REFUNDS.

1. The application fee and the tuition deposit are non-refundable.

2. During the final 45 days prior to departure, payments made beyond the tuition deposit will be subject to cancellation charges up to 25% of the room and board fee.

3. There is no refund for any portion of the program fees once you arrive in Seville. In case of a family emergency requiring your presence at home in the U.S., or in case of your own prolonged illness, the **unused tuition** portion is credited towards the fees of another term in the following year. In addition, up to fifty percent (50%) of the unused portion of the room and board fee will be refunded.

4. No refunds will be given to students who are dismissed from the program.

C. PAYMENT SCHEDULE.

Your final payment will be due according to the following schedule:

Fall Semester – mid-July

Spring Semester – mid-December

Summer Term(s) – mid-April (Term #2 only – mid-May)

Note: Students attending under a **consortium agreement** or (cooperative agreement) between their school and the SIS program will typically make their payments directly to their own college/university. Consortium schools will reimburse the SIS program for their students' attendance. Contact your school for details.

III. ACCEPTANCE OF CREDITS

A. ACCREDITATION. Trinity Christian College is a four-year degree-granting institution accredited by the The Higher Learning Commission of the North Central Association and by the Illinois State Teacher Certification Board for both elementary and secondary certification.

B. CREDIT TRANSFER. Check with your home school to see if they accept courses taken with Semester In Spain for credit.

C. TRANSCRIPTS. An official academic transcript will be issued by Trinity Christian College and mailed to your college. Transcripts are sent approximately three weeks after the end of the term.

If additional transcripts are needed, you may use the online service at www.transcriptsplus.net/order. Or send your request in writing to:

Registrar - Trinity Christian College
6601 West College Drive
Palos Heights, IL 60463

Indicate your name, Social Security number, and the term(s) you attended. Electronic transcript delivery – \$5.00; Mailed transcript delivery – \$7.30. No phone, e-mail, or fax requests will be honored.

IV. ACADEMIC PROGRAM

A. LOCATION and FACILITIES. Classes are held at *Trinity Christian College Sevilla (TCCSevilla), Calle Lagar, 6; 41004 Sevilla*. Our school is located in the center of Seville near shops, restaurants, and the Plaza del Salvador – a popular meeting spot. TCCSevilla is open from 8:30-14:00 and 17:00-21:00 Monday through Thursday and 9:00-14:00 on Friday. Semester In Spain classes are in session five hours a day, four or five days per week.

Our facilities include administrative offices, classrooms, a computer room, a media room/library, a reception area, a student lounge, and a roof top patio.

B. FACULTY. All of our teaching faculty are native Spaniards and hold advanced degrees in Spanish. They have extensive experience in teaching Spanish to non-native speakers.

C. PLACEMENT TESTS. We require all students (except beginners) to

take the online WebCAPE placement test and report their score on the Course Request Form. Instructions will be provided to accepted students.

We also require all intermediate and advanced students to take an additional 30 minute placement test at orientation which includes listening and writing skills. We use the test results to advise students on their final course selections.

D. LEVELS. Note: All SIS courses are taught entirely in Spanish. No English is spoken in the school building.

The **Beginning** sequence is for those with little or no knowledge of Spanish. The sequence consists of four intensive courses conducted three hours daily over 15 days each (101, 102, 201, and 202).

The **Intermediate** sequence is made up of two 200 level courses followed by two 300 level courses which are only open to Intermediate students.

Students who place into the **Advanced** level (400 or higher on the placement exam) choose from a variety of courses at the 300 and/or 400 levels. Consult our web site for a complete listing and description of the courses offered.

www.semesterinspain.org/academics#courses.

During the Summer Terms, a smaller selection of courses are offered. Students request their courses based on previous coursework. Please check our web site to see which courses will be offered each term.

E. PRE-REGISTRATION. Before departure from the U.S., you will receive a Course Request Form. We arrange our schedule of classes based on the information you provide on this form. Before sending in the form, you must have your courses approved by your college or university in order that your credits transfer. Advanced students should also have two extra courses approved in case one of the classes is cancelled due to low enrollment, etc. Final registration takes place during orientation in Spain.

F. INDEPENDENT STUDY. Advanced students may earn academic credit through Independent Study at the 300 and 400 levels. This usually involves independent reading and research on an approved topic under the guidance of a faculty member. There is a \$500 Independent Study fee. Independent Study is not available for summer terms.

G. CLASS CHANGES. Students wishing to change classes must do so during the first three days of the semester/term. Students must consult with

the Academic Director before changing.

H. EXCHANGING TEXTBOOKS. The costs for textbooks and class materials are included in the price of the program. You will receive your textbooks and course materials in Spain. Only brand new books can be exchanged. We recommend you do not write in your books until you are absolutely certain that you are enrolled at the correct level.

I. AUDITING AND WITHDRAWAL. Auditing means that you attend class to learn the material, but you do not need to take examinations. You must do sufficient work to keep up with the class and attend at least 80% of the classes. Your transcript will be marked "AU" and you will not receive credit for the course. The charges for auditing a course are the same as if the course were taken for credit.

Classes that require a significant amount of participation, such as conversation and writing classes, can be taken for credit only.

To withdraw from a class, you must consult with the Department Chair. If you withdraw early enough in the semester, you will receive no transcript entry. In all other cases, you will receive an entry of "W".

It is your responsibility to initiate Audit or Withdrawal proceedings and to receive written confirmation of academic status from the Academic Director. Unless such written record exists, we will assume you have dropped the course without permission and you will receive a grade of F if you are not attending class regularly. Audits and Withdrawals may affect your financial aid.

Audits and Withdrawals must be declared within precise time limits. Although the exact dates for each semester will be posted, the following general limits apply:

Audit: During the first half of each course.

Withdrawals/No Transcript Entry: During the first 10 class hours of each course.

Withdrawals/Transcript Entry: Before the last 10 class hours of each course. No withdrawals are permitted in the last 10 hours of a class.

J. EXAMINATIONS AND TESTS. Due to the intensive nature of the courses, major examinations may NOT be taken other than during the regularly scheduled period. If you are ill on the day of a test or exam, you must have your host notify us that you will be absent. On the day of your return you must

consult with the professor regarding what must be done to make up the missed test. If a test or exam is missed without valid reason, a grade of "F" will be given.

K. GRADING SYSTEM. Most classes are graded on a combination of tests, quizzes, papers, oral presentations, and participation. During the first few days of class, each professor will explain the grading system he/she will follow. The following grades are used:

A (and -)	Excellent
B (+/-)	Good
C (+/-)	Satisfactory
D (+/-)	Unsatisfactory
F	Failing

The Academic Director must approve any exceptions to the above policy. It is not possible to take courses on a pass/fail basis.

L. TUTORIALS AND TEACHER CONFERENCES. Because your academic success is very important to us, our teachers make themselves available for tutorials and/or conferences. You are welcome to make an appointment anytime you feel the need. We can also arrange for a tutor to work with you. You will be asked to pay a subsidized fee of approximately 125€ for the tutor.

M. ATTENDANCE AND TARDINESS. Attendance is mandatory, except in the case of serious illness. Being late for class is not acceptable in European tradition. If you miss class due to illness, your host must call the school to let us know. (See section III-J about missing examinations.)

N. INTERCAMBIOS. You may wish to have a language partner to practice your Spanish in an informal situation. Our office in Seville will make the arrangements for anyone who is interested in having an "intercambio."

V. LIVING ARRANGEMENTS

A. HOUSING QUESTIONNAIRES. The Housing Questionnaire will give you the opportunity to state your preferences for housing. The completed forms will be sent to the Seville office where they will be matched to the available host families. Completely smoke-free homes are scarce.

Before you depart for Spain, we provide you with housing information, including the name and address of your host family and the name of your

roommate(s). When you arrive in Seville you will show the address information to your taxi driver and he/she will take you to your new home. Students traveling with the group flight (Fall or Spring semesters only) will be met at the airport or train station by our staff and arrangements will be made for transportation to the host's home.

B. HOST FAMILIES. Living with a Spanish host family is one of the most interesting and rewarding aspects of the Semester In Spain program. All homes are carefully screened for suitability and are inspected regularly by our staff. Most of the families that house our students are dependent on the income for their livelihood. Yet it is evident that they host foreign students because they enjoy doing so.

To avoid misunderstandings with the families, they are given a list of minimum conditions they are required to provide. In return, we have an agreement with them regarding what they can expect of our students in order to maintain the order of their own households.

C. BEHAVIOR. Living with a host family means that you will have the responsibility to fit into a home situation with customs, traditions, expectations, and restrictions you may not be familiar with at first. We expect you to be willing and mature enough to adjust to the local customs, and request that you show respect for the Spanish people and their culture. Although smoking and drinking alcohol are common in the Spanish culture and home, you may politely inform your host that you will abstain.

D. HOURS. The families generally object to anyone keeping unreasonably late hours and disrupting their households after a certain hour. Hours are a matter that you will discuss with your hosts after your arrival. If you find that you are going to be home for a meal later than agreed upon, you are expected to inform your host. It is unacceptable and disrupting to the host families for students to skip a meal without informing the family. During the week you are expected to spend the night in your host's home. On the weekends you are free to travel but you will be expected to inform your host and the school of the nights you will not be home and when you can be expected back.

E. ROOMMATES. You will most likely be living with one or two roommates. Some single placements are available for those students who wish to be the only English speaking person in the home. There is an extra fee for this, which is noted on the Housing Questionnaire. You may request to be placed

with a specific roommate or host and we will make every effort possible to honor your request.

F. GUESTS. Most Spanish families do not permit their own children to have visitors in their homes. The same rule applies to you. If your family or friends come to visit you in Sevilla, they will not be able to stay with you in your host's home. You may make reservations for them at one of the many hotels nearby.

G. HOUSING CHANGES. If you are not satisfied with your housing arrangements, we will do whatever we can to make an adjustment. Housing problems should be brought to the attention of the Spanish Director or the Housing Coordinator immediately.

H. SPANISH HOMES. There are very few single-family houses in Seville and most Spaniards live in apartment blocks. The rules for the building, as well as the family's own rules, will be explained to you by your host family. In general, room sizes are smaller in Spanish homes than in the U.S. There is no room in the homes to store things such as bicycles, surfboards, trunks, etc. We ask that you not bring such items with you.

I. MEALS. At breakfast, lunch, and dinner you will be served typical Spanish meals. You will find that the cuisine of Seville is typically Mediterranean, similar to Italy or Greece.

Your family is required to provide at least the following:

For breakfast:

Coffee, tea, or milk

Toast and butter or breakfast cookies

For lunch and dinner:

Fresh vegetables—3 times a week

Beef/veal—occasionally

Chicken, fish, eggs, pasta—3-4 times a week

Fresh fruit—daily

Students who must follow a prescribed diet or who are strict vegetarians will be charged an extra fee, as designated on the Housing Questionnaire.

Your family will determine mealtimes and the use of the kitchen. Please do not help yourself to food without asking your host family first. You are expected to inform your host family if you will not be home for a meal.

J. LINENS. Bed linens and towels will be provided and changed frequently. Since face cloths are not normally used in Spanish homes you may want to bring your own.

K. LAUNDRY. Laundry will be washed, ironed, and returned to the student within a week. Your host will do a set amount for you - approximately 2-3 outfits per week and one set of underwear per day. If you have more laundry than the expected amount or have delicate items, you can go to a "tintoreria" (dry cleaning/full service laundry).

L. WEATHER IN SEVILLE. Seville is very warm from May through September when temperatures routinely reach the 100s. It is uncommon for apartments to be centrally heated or cooled. Spanish homes in Seville are built to retain the cool with marble floors and masonry walls. They normally have a "machine" that produces warm or cool air. The most drastic change for you is that rooms can be colder than you are used to in the months of December through February. You should plan to dress in multiple layers to be comfortable. Bring a warm coat and warm sleepwear for those months and plan to wear socks to bed on cold nights! It's OK to ask for an extra blanket if you are too cold.

M. HOT WATER, ELECTRICITY, TELEPHONE, INTERNET. Utilities in Spain are more expensive than in the U.S. and you will be expected to be conservative in your use of electricity, telephone and hot water. Plan to use your "movil" phone to make and receive phone calls. Plan on one hot shower a day, but please be considerate with the amount of water you use. All host homes have internet so that you can use your laptop or tablet. You will also be able to use the computers at school to send and receive e-mails or Skype.

VI. TRAVEL PREPARATIONS

A. PASSPORTS. Before you leave the U.S., you must have a valid passport. If you do not have one already, apply as soon as possible to avoid any delays in processing. Call the central post office in your city or your county clerk's office for information and an application. You can learn about passports and the application process at

<http://travel.state.gov/passport>.

You will need:

- two professional passport pictures

- A valid birth certificate, expired passport, or naturalization papers
- Your Social Security number
- \$110 application fee, plus \$25 processing fee (check their website for any changes)

Canadian students should contact any travel agency to get information needed to obtain a passport.

Make four color photocopies of your passport. Mail two copies to our office in Illinois, keep one copy at home, and carry one copy with you to Spain. If your passport is lost or stolen, it is easier to replace if you have a copy.

B. VISAS. Students attending the Spring or Fall Semesters will need a visa from the Spanish consulate since they will be in Spain for more than 90 days. If you are attending the Summer terms you will NOT need a visa, unless you are not a U.S. citizen. To obtain a visa, you must apply to the Spanish consulate with jurisdiction over your home address. Our office in Illinois will provide more information on the application process and the location of the consulate in your area of the US.

C. MEDICAL INSURANCE. Before departure, you must have adequate health insurance. In Seville, we work with Universal Assistance South (UAS), an agency that assists with medical needs for international patients. They provide an English speaking person to accompany you in emergency situations at a hospital or with a specialist. Check to see if your current policy will cover medical expenses that you may incur outside the U.S. Most U.S. insurance companies will cover such costs. If yours does not, you may want to modify it to provide that coverage. UAS will then work with your health insurance company to file the claims. This service is available to you without any additional charge.

The SIS program provides you with Travel Liability Insurance. Information about the coverage and claim information will be provided before departure.

D. IMMUNIZATIONS. At present immunizations are not necessary to travel to Spain. However, consult with your physician for the most complete, up-to-date information. Immunizations are not necessary to travel to any other countries in Western Europe.

E. CLOTHING. It is very warm in Seville in the late spring, summer, and early fall. It can be cold and rainy in the winter, though the temperature rarely falls below freezing. Layers of clothing—shirts, sweaters, and a coat are needed for the cool months of November through March. Gloves, a scarf and

umbrella will be useful. Students often remark that those months feel cooler than they anticipated.

Students should dress properly for class. The Spanish people tend to dress a bit more formally than American students, though jeans and shorts are acceptable. You must wear shoes or sandals at all times. In Spain it is considered extremely bad manners to go barefoot in the street or in your home. We suggest you bring slippers to wear in your home.

VII. TRAVEL ARRANGEMENTS

A. GROUP TRAVEL. Group travel is not included in our program fees, but we do make arrangements for group flights for our Fall and Spring Semester students. Information about our group flight arrangements will be sent to all Fall and Spring applicants. You will have the option of using the group flight or making your own travel arrangements. Payment for the group flight is separate from our program fees and will be made directly to Witte Travel.

Our group flights depart from Chicago-O'Hare airport. Domestic connections to Chicago are also available through Witte Travel.

Students who use the group arrangements will be met by our staff and delivered to their host's home. Those who arrive on different flights/times will have to get a taxi and go directly to their host's home.

When making your travel arrangements please know that you **CANNOT** move into your Spanish home until the date of the group arrival. Similarly, you should leave your Spanish home on the same day as the group. Travel plans should be made in accordance with these dates. Consult our U.S. office to confirm these dates before finalizing your plans.

B. LUGGAGE. Most airlines now charge a fee for checked bags. Iberia Airlines allows one free bag and will charge a fee for the second bag. Be prepared to pay the baggage fee at check-in. The total combined height-length-width measurements of the each bag may not exceed 62". Each bag must not weigh more than 50 lbs. You may bring one carry-on bag, which must fit in the overhead compartment, in a space which measures 21"x16"x8". You are also allowed one personal item – such as a purse or tote bag, laptop case, or camera bag. This item must be able to fit under the seat. This applies to international flights. Domestic flights may have different restrictions. Further carry-on restrictions can be found at your airlines website and at the Transportation and Safety Administration web site:

www.tsa.gov. Check with your airline to see their restrictions.

Pack a change of clothing and some essentials in your carry-on luggage in case your checked luggage goes astray. If you need daily medications, make sure it is in your carry-on luggage. DO NOT pack your passport in your luggage.

VIII. TRAVELING IN SPAIN AND EUROPE

A. HOLIDAYS AND TIME OFF. Classes are not held on Spanish holidays. There are some three-day weekends in the schedule to allow you to travel. A calendar will be sent to all participants several weeks before departure so that you know when you have off from classes. The calendars are also posted on our website.

B. TRANSPORTATION. Bus, train, and air transportation are readily available in Seville to Spanish and other European destinations.

If you plan to do a lot of traveling around Europe before, during, or after the semester, you may want to check out the discount carriers such as Ryan Air or Vueling. Now that cheap flights are prevalent, Eurail Passes are rarely used by our students. The Eurail Pass is not valid for travel on the AVE (high-speed) train. The National Railroad of Spain (RENFE) also offers a similar pass for in-country travel, which is available at local train stations and offices. Check local stations for updated information.

C. STUDENT ID CARDS. We urge you to bring your current school ID card. A student ID will get you a reduced price on admission to many sites. We also suggest you purchase the **International Student Identification Card (ISIC)**. The card includes medical reimbursement insurance coverage for catastrophic events. It will be your basic form of identification while in Europe and entitles you to discounts for travel, museum entrance fees, etc. The card is available at **STA** travel agencies and may be available at your school's study abroad office. Applications are also available on-line at: www.myisic.com.

IX. COMMUNICATIONS

A. MAIL. To receive mail in Spain, it should be addressed as follows:

[Your Name]
TCCSevilla
Calle Lagar, 6
41004 Sevilla
SPAIN

Mail is distributed daily. Packages can be sent through the U.S. Postal Service, FedEx, DHL, or UPS. There may be a customs fee to receive a package and your package may be held for a few weeks before it is released.

To send mail to the U.S., there are several post offices throughout the city. The central post office is near the school at Avenida de la Constitución in front of the cathedral. For most services, the post office is open M-F 8:30 AM to 8:30 PM (Saturdays 8:30 AM – 2:00 PM). Stamps can also be purchased from "estancos" (tobacco and cigarette stores). Letters can be mailed from any "buzón" (yellow, cylindrical mailboxes in the street). Send everything marked airmail ("por avión") in which case it will usually take between 7 to 10 days to arrive at its destination in the U.S. Letters marked "Urgente" will reach the U.S. in 5 to 6 days if you pay the extra charge. If you wish to mail such a letter from a box on the street, you must place it in one of the yellow cylindrical "buzones." Information about sending registered mail and postal express mail will be available at orientation in Seville. The cost of sending a letter to the U.S. is about 1.83€, and to other locations in Spain - .32€. These prices are subject to change.

B. SCAN or FAX. You may scan or receive faxed documents for free. The fax number (from the US) is 011-34-95-421-3192.

C. PHONES & WHATSAPP. Semester in Spain requires all students to have a cell phone (movil) while attending the SIS program. Each student is expected to carry his/her charged phone every day, and have sufficient minutes on his or her plan, in case of an emergency.

SMARTPHONE PLANS: Students should plan to use their own US smartphone while in Spain. You may get an International calling plan with data from your carrier, OR you can get a Spanish sim card for your phone, provided it is unlocked. Please check with your service provider to determine whether or not your phone can be unlocked. Students will get their sim card and a calling plan when they arrive in Seville. You will be sent more detailed information regarding cell phones in your final pre-departure mailing.

We encourage every student to download "WHATSAPP" before departing for Spain. This app is the most commonly used means of communication in Spain. The staff, host families and your new Spanish friends will regularly use it to contact you. Your family and friends at home can also use it to keep in touch with you, so tell them to download it too.

D. E-MAIL. Access to e-mail is available to students at our school in Seville. Details will be outlined for you at the orientation in Spain. You should be able to use your personal or university email address to send and receive emails. You can use your laptop in the school or your host home, if you choose to bring it with you. There are some Internet cafes in Seville for reasonably priced Internet services on the weekends or after school hours.

X. TRANSPORTATION

The majority of our students walk to school. The walk to school can take anywhere from 10 to 30 minutes.

A. BUSES and SUBWAY. City buses run a circuit about every 10 to 15 minutes under normal conditions. Routes are shown on the signs at the bus stops which correspond to the map you will receive at orientation.

A ride costs 1.40€, but your best buy is the purchase of a "bonobus" multiple ticket which can be purchased in various parts of the city or at "estancos" and newsstands. Bus cards are recharged in increments of 7€ and each ride with the card costs .76€.

Seville also has two **regional bus stations** that carry passengers to places like Madrid, Granada, the beach, and Portugal. One is the Estación de Autobuses del Prado which is located near the Universidad de Sevilla. The other is Estación de Autobuses Plaza de Armas. From there you can take a bus to Matalascañas, the nearest beach, which takes a little over an hour. The station is located across from Hotel Plaza de Armas and Plaza de Armas Centro Comercial (shopping mall with nice movie theater and grocery store). See the webpage, www.autobusesplazadearmas.es/, for more information. Caution: Always confirm your return schedule before you leave. You are expected to be in class on Monday.

The EA is the airport bus which has stops at Plaza de Armas and Paseo Colón. A one-way ticket costs 4€ and may be purchased on the bus. The trip to/from the airport is usually 30-45 minutes.

B. TAXIS. A taxi driver is only allowed to take a maximum of four passengers at a time and he/she has the right to refuse service to anyone whose behavior seems strange or abnormal. There are surcharges added to the fare for luggage, weekend travel, and travel after 9:00 PM. The minimum charge is about 3€. You can call a cab company to request a minivan (camioneta para equipaje) which should not cost much more. Presently, Seville has set a fixed price for a cab to/from the airport to the center, per taxi. It costs 22,20€ and

.50€ per bag on work days and 25€ on holidays (you may need to remind them of this rate). Remember, you are responsible to arrange your transit to the airport once the semester is over. You can call Radio Taxi at 954 58 00 00 or 954 57 11 11. Always ask for a “factura” or receipt with the driver’s ID number on it.

C. TRAINS. You can easily travel by train to weekend spots, or Madrid and other Spanish cities where you can make connections to flights or other high speed trains. The AVE is a high speed train that goes to/from Madrid/Seville in a little over 2 hours (a bus takes 6 hours). To contact RENFE/AVE call 902 24 02 02. To make a reservation on the AVE call 954 54 03 03. The RENFE travel office is located on Calle Zaragoza, 29, the phone number is 954 21 79 98. The website is: www.renfe.es, and US credit cards are not accepted.

XI. STUDENT RESPONSIBILITIES

A. STATE DEPARTMENT REGISTRATION. You must register with the US State Department before you arrive in Seville. If you are not registered there is little they can do for you in case of an emergency. This is essential in case of loss of passport, local emergencies, etc. Here’s the website for the US State Department STEP Smart Traveler Enrollment Program:

<https://travel.state.gov/content/travel/en/international-travel.html>

If, during the semester, a visit to the US consulate is necessary, you’ll find it located at Plaza Nueva #8. It’s open from 10:00 to 1:00, from Monday through Friday. Their telephone number is 954 21 87 51.

B. STANDARDS OF CONDUCT. You will be responsible for your own actions. Any student who, by his or her misconduct, causes serious inconvenience for the rest of the group, is guilty of a serious breach of Spanish law, or in some way threatens the wellbeing of the program, may be expelled. The use of illegal drugs is absolutely forbidden. The excessive use of alcoholic beverages is not allowed. Sanctions for any serious misconduct range from an oral warning to dismissal from the program. The judgment of the International Director and/or the Spanish Director will be final in all matters of discipline. If dismissal is made, no refund will be given.

Semester In Spain is also aware that some students may sign a Code of Conduct agreement with their university that prohibits behavior such as drinking alcohol. We are sensitive to this issue of integrity, and we respect each person’s commitment to comply, but we leave to each individual the responsibility to adhere to their unique university code.

C. RISK/RELEASE FORMS. You are required to sign a Risk/Release form before leaving the U.S., in which you agree to live by the regulations and conditions of the program and release the Semester In Spain program of any liability. No student is officially enrolled without signing the Risk/Release form. We may also choose to use your image to market the program for which you sign a photo release form.

D. HEALTH/MEDICAL INFORMATION. In order to best inform you of what to expect in Spain and help you once you get there, it is very important that you inform us of any disabilities, illnesses or mental health issues, and any medication you have to take regularly, etc. Spain is not as advanced as the U.S. in providing for the needs of persons with disabilities, and the streets and buildings often present formidable barriers and dangers for those with special needs. Also, medications are often marketed under different names, with different concentrations, etc., so you may not be able to get what you need once you are Spain. We also need to be able to inform you if there is adequate help available in case of problems with a recurring serious illness. Therefore, please let us know regarding such matters so that we can help you make informed decisions about traveling far from home to study.

XII. MISCELLANEOUS

A. RELIGIOUS & FAITH ACTIVITIES. Although Spain is predominately Roman Catholic, there are several Protestant churches in Seville. Students will receive information on specific churches in the area that they are encouraged to attend. Our program offers a weekly Bible study and Praise and Worship time. During Orientation students will receive information from our Student Ministries Coordinator on various activities planned for the term. Everyone is welcome to take part in these activities.

B. BANKING/MONEY. Banks are open from 8:30 am to 2:00 PM Monday through Friday. Banks are closed on Saturdays. You may open an account, but it will not be necessary if you will only be using debit or credit cards.

There are many automatic teller machines (ATMs) in Seville, just as there are in the U.S. These machines take PLUS (Visa) and Cirrus (MasterCard) system cards as well as many other system cards. We recommend using your ATM debit/credit card as a convenient way to withdraw money when needed. In this way, you eliminate the necessity of exchanging money, you get the best rate, and money can be deposited in your home bank for you to

withdraw in Spain. Your card must be connected to a CHECKING account and your PIN must be no more than 4 digits.

Important: Before you depart, notify your bankcard and credit card companies that you will be in Europe for a time so they will allow activity on your card from a foreign location.

Credit cards are highly recommended for large purchases and emergency situations. Visa or MasterCard are widely accepted. Obtain the card from a major bank. It must be in your name.

Money should be carried in a front pocket or an inside coat pocket as pickpockets are common in Europe. A small money pouch hung around the neck or a money belt is effective in preventing theft. Cross-body purses are recommended. Always carry a little emergency money with you.

Note: When using credit cards, you may be asked to present identification.

We recommend that you withdraw at least 50€ when you arrive in Spain. You will need Euros when you arrive in Spain for the taxi fare to your home **IF** you are not arriving with the group. Using an ATM machine at the airport is also an option to receive cash from your credit or debit card.

C. SHOPPING. Stores generally are open from 10:00 am to 1:30 PM and again from 5:00 PM to 8:00 PM. The larger department stores (El Corte Inglés, Los Arcos, Nervión Plaza and Plaza de Armas) do not close at midday and are open until 10:00 p.m. El Corte Inglés is a large department store where you can find just about anything you need. It is a bit more expensive than some of the smaller shops, but it is very convenient.

D. SUPPLIES. You will need the same types of supplies for class as you would need in the U.S. and they can all be purchased in Seville. You may bring a Spanish/English dictionary. However, it would probably be better to buy one in Spain, which will emphasize more of the Castillian Spanish words you will come across in Spain, rather than Latin American vocabulary.

E. GOVERNMENT TOURIST OFFICE. Booklets and maps on places of interest all over Spain can be obtained at the Government Tourist Office in Plaza de Triunfo. English language editions are usually available.

F. RECREATION/SPORTS. There are wonderful beaches within 100 miles of Seville. There are several gyms in the city where you can work out or take a class. Generally, you can enjoy many of the same sports in Spain that you

enjoy at home although facilities are more limited and probably more expensive.

G. MEDICAL ATTENTION. If you need medical attention, Leslie Routman, Director in Spain, will assist you in locating a doctor. Our school uses Universal Assistance South (UAS) to provide access to medical services for foreign students through the local hospitals, and to process payments through their insurance plan. UAS will help file all the necessary paperwork through your insurance company.

Students who need mental health services will be referred to a professional who speaks English.

It has been our experience that the medical care in Seville is very good. The hospitals and clinics are well managed and staffed by competent professionals.

Note: If you need regular allergy tests, or have any other condition that requires tests or treatments, please inform us in advance so we can see if you can take care of those needs without difficulty.

H. ELECTRICAL APPLIANCES. Your electrical appliances will not work well in Spain, even with convertors, because of the difference in electrical systems. *Curling irons, flat irons and hair dryers will overheat and burn out, so don't bring them.* Electricity in Seville is 220/240 volts, 50 hertz. U.S. products use 120 volts, 60 hertz. If your appliance isn't "dual voltage" or doesn't say 100-240 volts, you will need a converter. Most phone, laptop and camera chargers have a converter built in, but check the voltage info on yours to be sure. You WILL need an outlet adaptor so you can plug it into the European wall outlet. Purchase the one indicated for use in Western Europe.

I. SPENDING MONEY. It is difficult to recommend an appropriate amount of spending money because everyone has different spending habits and the value of the dollar fluctuates. Before departure, you should decide how much traveling you plan to do, how much you would like to spend on souvenirs, how much you generally spend on entertainment. a little extra for medical expenses, etc. In general, we suggest that you plan to have approximately \$150 per week.

J. PERSONAL NEEDS. You can get anything you'll need in Seville in the way of personal products. You do not have to arrive in Spain with a semester's supply of toiletries. The only thing you must be sure to bring with you is an adequate supply of your medications. You may not be able to refill a prescription without first visiting a doctor in Seville, although some US

medications are available over-the-counter.

K. IMPORTANT ADDRESSES. Addresses of various facilities will be posted on the bulletin board at school. Other important addresses and phone numbers will also be given to you at orientation. Following is a list of important contacts:

Semester In Spain - Trinity Christian College

6601 W. College Drive

Palos Heights, IL 60463

E-mail: spain@trnty.edu, Phone: 800-748-0087, Fax: 708-239-3986

Office hours: 9:00 - 5:00 (Central Time) Monday – Friday

Office phone numbers, e-mail:

- Burt Rozema, Off-Campus Programs Director: 708-239-4760, burt.rozema@trnty.edu
- Alexis Smith, Assoc. Dir.- Marketing & Recruitment: 708-239-4775, alexis.smith@trnty.edu
- Deb Veenstra, Assoc. Dir. of Program Admin. USA: 708-239-4766, deb.veenstra@trnty.edu

Witte Travel Agency

3250 28th Street, SE

Grand Rapids, MI 49508

Phone: 800-253-0210, ask for Cindy Gless

Fax: 616-957-9716, E-mail - CindyG@wittetravel.com

Trinity Christian College Sevilla (TCCSevilla)

Calle Lagar, 6

Phone: (011-34) 95-567-1148

41004 Sevilla

e-mail: sis@tccsevilla.com

SPAIN

Fax: (011-34) 95-567-1148

Office hours: 9am-2pm M-F & 5pm-9pm M-Th, Fridays-no evening hours

**When dialing from the US use international code 011 + country code 34*

IN CASE OF AN EMERGENCY:

708-361-2207 - Burt's home phone, cell phone: 708-254-7641

708-429-6156 - Deb's home phone, cell phone: 708-582-0047

(011)34 616-96-5141 (cell phone - Director in Spain, Leslie Routman)

(011)34-616-964-630 (cell phone – Ana Bello, Office Manager - TCCSevilla)

When in Spain:

Emergencias en general	112	Policía Local	092
Urgencias Sanitarias	061	Bomberos	080
Policía Nacional	091	Guardia Civil	092
		Información Ciudadana	010

CHECKLIST

Complete and return the following items to Semester In Spain:

- Basic Info Questionnaire
- Course Request/Course History Form
- Housing Request/Miscellaneous Info Form
- Transcript Request Form
- Travel Questionnaire
- Risk/Release
- copy of your Health Insurance card
- color copy of your Passport
- color photo of yourself for the Student Gallery (head and shoulders)

Be sure to do the following:

- ▶ Send the \$100 deposit to secure your place
- ▶ Apply for a passport
- ▶ Apply for a student visa (semester/year-long students)
- ▶ Have your courses approved by your school
- ▶ Complete financial aid papers, if necessary
- ▶ Make travel arrangements
- ▶ Arrange for insurance coverage, if necessary
- ▶ Plan to make full payment on/before the due date – if paying us directly
- ▶ Change \$50 into Euros (this can be done at an airport ATM in Europe)

Things to bring to Spain

- Your passport - don't pack it in your luggage
- Important medications – in your carry-on luggage
- Credit and debit cards in your name
- Insurance card and copy of the policy
- Your School Id card and/or International Student ID card
- your SmartPhone
- This Handbook!

Things you should NOT bring to Spain

- Large trunks
- Bicycles, surf boards, skis, golf clubs, skateboards
- Expensive jewelry (don't mail these either)
- Illegal drugs