

Study Abroad General Orientation

Preparing with PBA

- 1) Cleared for Departure Deadline
 - What: The deadline for you to have all items completed in PBAabroad.
 - When: Friday, December 2nd, 2016
- 2) Chapel/Workshop (May not apply to summer students)
 - General
 - Both of these are required and easier to do at home than abroad
 - Chapel
 - Students are required to complete 24 chapel credits a year
 - While abroad, chapel credits must be logged through CCS4043/1 (see below)
 - Instructions for recording chapel attendance and determining viable chapel opportunities are provided in the course.
 - Workshop
 - You will need to make your own arrangements for Workshop hours.
 - Make sure to get your Workshop hours signed before returning to the U.S.!
- 3) CCS 4043/1
 - Course Information
 - This course is required for all students studying abroad.
 - The course begins *before* the departure date.
 - Students *must* login on the first day of the course.
 - Regular participation in this course is **critical** - *failure to login and complete coursework will result in the student's withdrawal from the course, which will revoke the student's permission to travel or result in a premature return.*
- 4) Registering Classes Abroad (OCAPs)
 - OCAP
 - For London/Italy Students - We will register your courses abroad by sending the University your OCAP course choices. Please ensure that the OCAP we have for you accurately reflects your course choices.
 - For Partner Program Students - Your program vendor will connect you with your University to register classes. Please make sure you register for classes that match your OCAP exactly, as transfer of credits to PBA is not otherwise guaranteed.

- Changing Courses While Abroad
 - In the event you need to take one of your alternate courses while abroad, please email CEL with your name, dropped course information (course code, name, credits), added course information, and total number of credits you are enrolled in.
- 5) Booking Flights
- For London/Italy Students - Airfare is included in your trip fee and will be arranged by PBA. Please make sure to email us by _____ to fill out our flight preference information so that your flight is booked for the date and airport of your preference!
 - For Partner Program Students - You must purchase airfare by the Cleared for Departure date listed above, as a Cleared for Departure status includes uploading your flight information.
- 6) Communication with PBA
- PBA will stay in communication with you through your CCS 4043/1 course while abroad, but the study abroad office is also available to you through the following ways:
 - Email - Email cel@pba.edu with any updates, and non-emergency questions, or concerns you have. In addition, it is critical for you to check (and answer!!) your PBA email **daily** while abroad, as CEL and PBA will continue to send you information/enquires this way.
 - Skype - CEL will want to Skype with you for 10-15 minutes at least once during your semester abroad, so make sure you have a working account (this is great for staying in touch with family too).
 - Text - Make sure to carry your mobile phone with you and respond immediately to texts from PBA or its Risk Management Provider iJet/WorldCue.
 - If CEL issues a “Safety Check” contact students must **respond immediately**.
- 7) iJet/WorldCue
- What It Is
 - iJet/WorldCue is PBA’s Risk Management provider, which means they provide emergency and insurance assistance while you are abroad.
 - **They should be your first phone call for any emergency or health situation.** We will discuss registering with/using iJet/WorldCue services at the upcoming Safety Orientation.

Preparing Personally

1) Plan Ahead:

- Resources - Planning ahead will help you have a smoother transition and allow you to get more out of your experience. Some resources that may help include:
 - The CEL resource page: <http://bit.ly/celresource>
 - Evernote (for note-taking to keep track of websites, packing lists, etc.)
 - FaceBook (if you create a page to exchange information with fellow study abroad students)
- Registering Side-Trips
 - If you stay at a location different from your study abroad housing at any point during your time abroad, you need to register for a side-trip through PBAabroad.
 - Registering is not to ask for permission; it is a way for PBA to know where to locate you in case of an emergency.
 - Side-trips must be registered 72 hours in advance to be covered by your PBA insurance!

2) Money

- Banks
 - Notify your bank that you will be traveling abroad. Make sure to give them dates and locations (including those of any side trips you may know of)!
 - Make sure all your cards have a chip and will work internationally.
 - Find out your bank's policies and fees for international purchases.
- Changing Money
 - Here: Some banks allow you to exchange money before leaving, and arriving with some cash in the local currency is a great idea. Exchanging money at a Currency Exchange Store is usually overly expensive.
 - Abroad: Withdrawing large sums from an ATM is usually the cheapest and most convenient way to exchange money into local currency.

3) Phones

- Resources
 - <https://go.pba.edu/intmobile>
 - <https://go.pba.edu/gsmvscdma>

4) Living Conditions

- Housing
 - Electric - Electrical outlets differ by country; buy an adaptor here or there that will allow you to charge your electronics. Alternatively, buy some electronics (such as hairdryers, hair straighteners, etc.) over there. (This will also save room in your suitcase!)

- Amenities – Much of what we take for granted in the U.S. isn't a given elsewhere (i.e. air conditioning, room sizes, ice in drinks, free water, etc.). Don't have an entitled attitude - do your research, be flexible, and enjoy getting to experience a different way of life!
- University Differences
 - Courses - The courses at your host university may differ from the typical course structure at PBA; students are often expected to work more independently to complete coursework and assessment is usually based on fewer assignments (sometimes one or two), rather than multiple routine assignments, exams, and quizzes.
 - Grading Scale - The numeric grading scale at most universities differs from the U.S. Make sure to look up and understand your host university's grading policies.
- Other Major Differences to Keep in Mind
 - Time Zone -Your time zone will be different, so keep that in mind when you interact with PBA/family back home, and when you plan travel (especially if you go to countries with different time zones from your host country's).
 - Transportation – Public transportation is much more connected and common in other countries. Research the options available at your host destination and become familiar with them before getting there.
 - Non-Christian Environment – Remember, you are not transferring to an overseas PBA. You will be in a non-Christian environment, where people (including your roommates) will likely have views and lifestyles that are extremely different from yours. Mentally prepare yourself to deal with the resulting difficult situational possibilities, from hearing offensive language to hearing differing religious/philosophical theories, and from seeing parties on campus to having roommates who stay up all night. If you ever feel you are in danger, immediately call the hotline; if a situation just feels unsavory, remove yourself.

5) Packing

- Factors to Consider
 - Weather – Look up the climate you are traveling to and make sure to prepare for all extremes. Don't forget to also have proper attire for the climate of side-trip countries you may travel to.
 - Culture – Be sensitive to the culture around you. Stick to muted, plain clothes to avoid sticking out. Note that classroom attire overseas is different as well; students dress well and will not be wearing workout clothes, sweatpants, etc. to class. Dress nicely the first day, observe others, and adjust to match.
- Resource
 - CEL's suggested packing list (found on the CEL resource page) is a great starting guide.

- 6) Safety - These topics will all be covered in-depth at the Safety Orientation!
- Physical/Mental Health
 - Alcohol/Drugs
 - Don't be a target!

Returning to PBA

1) Transcripts

- Transcript Delays
 - It is **critical** for students to understand that official grades from your host university will likely be significantly delayed.
- Student Responsibility
 - At the end of the semester *while still at your university*, each student must send a screenshot of final grades to registrar@pba.edu and cel@pba.edu.
 - Failure to capture and send screenshots can delay registration for the next semester and affect Financial Aid or even graduation.

2) Housing/Registration

- Students are responsible for advisement, registration, and housing for the spring semester (remember the time change).