



One World, One University

TAMPA BAY, FLORIDA - UNITED STATES

HEIDELBERG - GERMANY

MADRID – SPAIN

PARIS – FRANCE

2020 STUDENT HANDBOOK



Contents

MISSION OF THE SCHILLER INTERNATIONAL UNIVERSITY	3
HISTORY OF THE UNIVERSITY	3
Degrees, Accreditation Licensure and Approvals	4
GOVERNANCE AND ORGANIZATION	4
Diversity Statement	5
Americans with Disabilities Act/Non Discrimination	6
STUDENT SERVICES	8
Student Council.....	9
EDUCATION	9
Tutoring.....	10
SATISFACTORY ACADEMIC PROGRESS	10
LEAVE OF ABSENCE POLICY	12
GRADING SYSTEM	14
Final Grade Appeals	14
INTERCAMPUS TRANSFER.....	15
UNIVERSITY OF ROEHAMPTON AGREEMENT	15
DEANS LIST.....	16
GRADUATION	16
OFFICIAL TRANSCRIPTS	17
GRIEVANCES	17
ALCOHOL AND ILLEGAL DRUG USE POLICY	19
CAMPUS INFORMATION	23
TAMPA BAY	23
PARIS CAMPUS.....	47
MADRID CAMPUS	68
HEILDELBURG CAMPUS.....	78

MISSION OF THE SCHILLER INTERNATIONAL UNIVERSITY

The educational mission of Schiller International University (SIU) is to prepare students, personally and professionally, for future leadership roles in an international setting. In its undergraduate and graduate degree programs, SIU provides students with the competencies they need for professional careers as well as for further academic study. The educational process puts particular emphasis on developing international and cross-cultural competencies through foreign language training, intercampus transfer, or other international academic opportunities, and intense interaction among people with diverse backgrounds.

Objectives of the University

The objectives of the University are to:

- Develop quality academic programs based on employer driven demands
- Foster partnerships with industry experts to identify future career opportunities
- Promote student learning through excellence in teaching support services and instructional delivery both online and in traditional settings in response to current industry demands
- Promote an institutional culture that values diversity and international and cross-cultural competencies and skills identified by global industry experts

HISTORY OF THE UNIVERSITY

Schiller International University was named for the German philosopher, poet and dramatist, Johann Christoph Friedrich von Schiller (1759 – 1805), whose work exemplifies the highest standards of ethics and the ideal of the truly educated, multilingual citizen of the world. This unique University was founded in 1964 by Dr. Walter Leibrecht for the purpose of providing American students with an educational experience in Europe while continuing their studies within the American educational model. In time, this original concept was broadened to include students from all over the world seeking an American study program in an international setting. Thus, the first semester abroad program evolved into full undergraduate and graduate degree programs.

Geographically, campuses expanded into Europe and America. Demographically, over 100 different nationalities experienced Dr. Leibrecht's vision of education. Presently, Schiller International University has campuses in Heidelberg, Germany; Madrid, Spain; Paris, France; and the Tampa Bay area, Florida USA. Students not able to attend a campus program may be eligible to complete their degree online (please speak with your admissions representative for details). Since its founding, the mission of the college has remained focused on the value of a globalized educational environment, recognizing that international perspectives are crucial to solving contemporary problems and developing a globally literate, intercultural competent citizenry. The short history of the 21st Century confirms the imperative of the Schiller International University Mission: "...developing international and cross cultural competencies" via education. Schiller International University has continually evolved through the decades, reflecting the growing diversity of the student body and its needs.

Degrees, Accreditation Licensure and Approvals

Schiller International University is accredited by the Accrediting Council for Independent Colleges and Schools, a National Accrediting Agency, recognized by the US Department of Education, to award Associate's, Bachelor's and Master's level degrees. Accrediting Council for Independent Colleges and Schools (ACICS) Address: 1350 Eye Street, NW, Suite 560, Washington, DC 20005 - Telephone: (202) 336-6780. Web: www.acics.org.

Schiller International University, Tampa Bay, Florida Campus, is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone (888) 224-6684.

Schiller International University satisfies the definition of an eligible institution under the Higher Education Act of 1965, as amended. Schiller International University has qualified to participate in programs under the Higher Education Act of 1965, as amended (HEA) and the Federal student financial assistance programs (Title IV, HEA programs).

All graduate and undergraduate programs that are listed in the catalog have been approved by the VA to offer Veteran's Benefits with the exception of the following programs: Nursing RN-BSN, Nursing MSN, Executive MBA, MEd Curriculum and Instructor and MEd Higher Education Administration.

Schiller International University is an approved school through the Student and Exchange Visitor Information System (SEVIS) system that the Department of Homeland Security (DHS) uses to maintain information on Student and Exchange Visitor Program (SEVP) and the F and M students who come to the United States to attend those schools.

Schiller International University Madrid Campus is recognized by the *Consejería de Educacion y Culturál de la Comunidad de Madrid* (local higher education authorities).

Schiller International University (Paris Campus) is registered at the *Rectorat de l'Academie de Paris* as *Etablissement d'Enseignement Superieur Prive*. The International Relations & Diplomacy program at the Paris campus is recognized by the *Rectorat de Paris* as a University level program.

Schiller International University – Heidelberg Campus degree programs have been reviewed for quality and conformity to the programmatic standards set forth by the German accrediting council and have received the "Certification of Accreditation" by the German accrediting agency *EVALAG*. Schiller International University is authorized by the Ministry of Science, Culture and Research to offer its American degree programs within the State of Baden Württemberg as per § 72 Section 3 *Landeshochschulgesetz*.

Schiller International University has a cooperation agreement with the University of Roehampton, enabling students to earn two degrees from one program of study (please see University of Roehampton section for details)

GOVERNANCE AND ORGANIZATION

Statement of Legal Control: Schiller International University is owned by Reigna Investments, L.S.

BOARD OF DIRECTORS

Mr. Carlos Tejera, Chairman

Director : Mr. Alvaro Sainz, Madrid, Spain

Director: Dr. Manuel Alonso, Madrid Spain

Goals of Undergraduate Education

Schiller is committed to providing a high-quality education to all students without regard to race or color, gender, sexual orientation, veteran status, religion, age, disability, national origin, creed, ancestry, or political affiliation. The perspectives of the humanities, social sciences, natural sciences, and the arts should be integrated with coursework in the major to facilitate an understanding of the world at large.

This foundation for lifelong learning should provide the knowledge and skills necessary to deal with social, cultural, and technological change. Students should develop critical thinking and problem-solving skills sufficient for life in contemporary society. These skills include the ability to read critically, listen critically, ask appropriate questions, gather relevant information, and apply critical analysis to reach logical conclusions. Central to these skills are mathematical literacy and proficiency in oral and written communications. Students should attain proficiency in their major fields. This proficiency should enable them to be competitive in the job market or in admission to graduate or professional schools. Students should acquire knowledge, understanding, and an appreciation of diversity in languages, cultures, ideas, and peoples, along with a desire to work so that all individuals are treated in a manner consistent with social justice. Students should maintain a lifelong commitment to ethical behavior, responsible citizenship, and public service.

GOALS OF GRADUATE EDUCATION

Schiller is committed to providing a high-quality graduate education to all students without regard to race or color, gender, sexual orientation, veteran status, religion, age, disability, national origin, creed, ancestry, or political affiliation. The goals of graduate education are:

- To provide effective educational experiences leading to marketable graduates, skilled in their respective areas.
- To design and maintain a unique environment conducive to developing an international citizen.
- To select, support, and develop human resources consistent with excellence in leadership, scholarship, and work and life skills.
- To promote the acquisition of competencies that lead to the development of leaders in the world.
- To provide opportunities for professional growth and development.
- To develop skills that allow the graduates to conduct research, integrating theory and practice.

DIVERSITY STATEMENT - One World, One University

In the wake of the recent tragic events happening in the United States regarding racial inequality, at Schiller International University we would like to highlight the importance of our claim and belief in One World, One University. We stand in solidarity with black people of the United States, as well as peoples

of any other part of the world suffering any form of oppression or racism. At Schiller, we view education as the vehicle that unites people, nations and cultures in order to foster the development of a better world.

We therefore remind our extended Community that our University prohibits discrimination or harassment based on race, color, creed, religion, sex, gender, national origin, citizenship, ethnicity, marital status, age, disability, sexual orientation, gender identity and gender expression, genetic information, veteran status, or any other status protected by applicable law, as stated in our Title IX Policy.

It is also the policy of the University to provide educational, preventative and training programs regarding sexual or gender-based harassment; to encourage reporting of incidents; to prevent incidents of sexual and gender-based harassment from denying or limiting an individual's ability to participate in or benefit from the University's programs; to make available timely services for those who have been affected by discrimination; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence.

At SIU we are passionate about creating a diverse and inclusive learning and working environment for everyone to enjoy. We are committed to making everyone who comes to Schiller, students, faculty, employees, and visitors, feel welcome and valued and we ask that you do the same!

We all should know that diversity makes for a rich tapestry, and we must understand that all the threads of the tapestry are equal in value no matter what their color. "Maya Angelou"

Americans with Disabilities Act/Non Discrimination

Schiller International University follows the letter and spirit of the Civil Rights Act of 1964 and the Title IX Amendment to the Education Amendments of 1972, as well as Section 504 of the Rehabilitation Act of 1973, the Florida Human Rights Act, the Americans with Disabilities Act of 1990, the Equal Employment Opportunity Act of 1972, and other applicable laws and regulations. Schiller International University will not discriminate against any employee or applicant for employment on the basis of race, color, creed, religion, gender, sexual orientation, age, national origin, or ability/disability. Schiller admits students of any race, color, creed, religion, gender, sexual orientation, national origin, or ability/disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, color, creed, religion, gender, sexual orientation, national origin, or ability/disability in the administration of its educational policies, admission policies, employment practices, scholarship and loan programs, and other University administered programs.

Schiller International University is an Equal Opportunity Employer. If you have any questions or concerns regarding this policy, please contact the Provost or the respective Campus Director.

Disclosure of Student Records

Schiller collects, processes, and maintains student information that is germane to the institution and the students based on two criteria: enabling the University to better serve its objectives and strengthening the efforts to protect students from any damage that might result from a misuse of the information. The University will not redistribute or sell student information including, but not

limited to, student lists, mailing labels, or electronic emails for any solicitation, commercial, recruitment, or any other purpose that is not directly related to the University.

Schiller complies with the provisions of the Family Educational Rights and Privacy Act (FERPA; 20 U.S.C. §1232g; 34 CFR Part 99) and Federal Regulations related thereto concerning disclosure and dissemination of student records. The following **DIRECTORY INFORMATION** may be released as public information without prior consent: name, local address and telephone number, permanent address and telephone number, email address, date and place of birth, citizenship status, number of academic hours completed, level of education, academic major, full- or part-time status, academic and nonacademic honors, high school and other educational institutions attended, scholarship information and amount, and dates of attendance. Public information may be disclosed on an unlimited basis by University personnel in response to oral or written requests. Students who do not want to have their directory information published must submit a written request to the administration. The procedures and policies regarding student and parent access to educational records maintained by and at the University are available upon request from the Registrar. Students may examine their educational records by submitting a written request.

Administrative, Faculty and Staff

Administration, Faculty and staff for all campuses are listed in the current Catalog Supplement available on the Schiller web site at <http://www.schiller.edu>. Course syllabi also contain contact information for Schiller instructors. Separate from the admissions process is the process of immigration as an international student to the Tampa Bay campus in the United States as well as to a campus in the European Union. All applicants who are granted a student visa to attend SIU must commit to an enrollment of at least two academic semesters (eight months) of continuous enrollment in order to be admitted to SIU.

Student Responsibility

Students are responsible for knowing their scholastic standing as it relates to the published regulations and standards of SIU which may be found in the University website www.Schiller.edu. This responsibility includes knowing the regulations of the University and the department or division in which a degree is being earned.

Insurance

Students are encouraged to maintain personal health and accident insurance through an employer or independent provider. The University does not provide any type of insurance coverage for students. European students attending Heidelberg must have health insurance coverage or document that their own health insurance covers them in Germany. Heidelberg and Madrid may register with the National Health Insurance department; however, all non-European students must have private health care. Students attending the Heidelberg campus are required to maintain health insurance from the date of their departure from their home residence to the date of their return back to their home country. Paris campus students are advised that they can apply for a private student health insurance, as AME, PGA, AVI International. Students with a student Visa are strongly encouraged to maintain adequate Visa Insurance coverage while studying in the USA; however. There are no insurance requirements set forth by the US Department of State. Schiller International University is not responsible for students' lost or stolen personal property. Students are encouraged to take out personal insurance to cover the loss of belongings.

Housing and Meals

Housing and meal expenses are the responsibility of each student and are not included in the cost of tuition and fees. The costs students can expect to incur for housing and meals may vary greatly with individual student preferences as well as with each campus. Each campus should be contacted for current information on this subject.

Tuition and Fees

Refer to the SIU Catalog Supplement for the current Tuition and Fee schedule available from the Admissions Office and on the website at www.schiller.edu.

STUDENT SERVICES

Career Guidance

Faculty and career advisors on each campus assist students with career planning issues and job opportunities. Individual campuses establish a variety of programs from Career Days with speakers on various areas of interest, to workshops on resume writing and job interview techniques. Career advisors are knowledgeable about the legal requirements of the host country with regard to employment. They assist qualified SIU students with information concerning internships and forming the links between academia and business life. SIU maintains a database of SIU alumni and their employers, assisting both advisors and students in locating employment opportunities in business, government and the private sector in many nations. **Employment is not guaranteed nor promised by the University.**

Library Services

The library plays a central role in the higher education experience. All SIU campuses house their own libraries where professional librarians are available to assist students. All libraries house both regional and international publications representing titles of all subject areas with special emphasis on material which will support academic work in current degree programs. Globally, SIU has partnered with some of the world's most prestigious libraries to provide a rich resource for student research. Please visit the website at www.schiller.edu for links and contact information regarding specific campus and country offerings. Library hours are posted on the Library door.

Academic Support Services

The Schiller International University Student Services Department is committed to ensuring success at every level of a student's education. The department provides a variety of services including orientation, assistance in locating housing, health insurance providers, transportation, communication, calendars of events, student organizations, volunteerism, and much more.

In addition, SIU has an active and growing Alumni Association, established to recognize and applaud alumni around the world as well as support current students. Please refer to the website at www.schilleralumni.com for updates, announcements, and networking opportunities.

Student Council

The Student Council is the student governing body at SIU which advocates student rights and responsibilities at the University. Student Services and/or Campus Director work closely with the Student Council to provide the best possible guidance to our students.

Student Activities

Student activities are proposed and coordinated by the Student Services Coordinator in conjunction with students, faculty, and/or Student Services and paid for by student activity fees. The appropriation of student activity fees requires approval by the Campus Director. Student activities enable students to immerse themselves in the local culture and activities, participate in sporting programs, and travel on educational trips.

EDUCATION

Scheduling

The University admits students on a rolling, monthly start basis. Students typically complete four courses each semester by taking one course per month. Each course is four weeks (one month) in length. Course schedules are specific to the students' degree requirements.

Students who meet specified GPA requirements may enroll in more than 12 credit hours in a semester only with prior approval of the appropriate University official(s).

UNDERGRADUATE CREDIT HOURS AND COURSE LOADS

Undergraduate students must enroll in a minimum of 12 credit hours per semester to be considered a full-time student. Students may enroll in more than 12 credit hours in a semester only (Maximum credit hours possible) with prior approval of the Campus Academic Dean, according to the parameters listed as follows. Each three-credit course classes will maintain a minimum of 45 contact hours during the four-week course. Online courses are handled the same way. Students will have to meet with Financial Aid to assure additional funds are available to exceed 12 credit hours per semester.

Undergraduate Course Load	Prior Term GPA	Cumulative GPA
15 credits per semester	2.5 or higher	2.5 or higher
18 credits per semester	3.0 or higher	3.0 or higher
21 credits per semester	3.5 or higher	3.5 or higher

Tutoring

Students may request assistance for classes in which they are experiencing difficulty. In addition, the university offers 24/7 tutoring for all students through tutor.com and kkanacademy.com which can be accessed through Blackboard. Contact the Librarian for additional information.

E-Books

Schiller International University has transitioned from using print textbooks to an online eBook platform for all ground and distance learning students. The benefits are many, and include rich media content and interactivity, convenient access through a PC, laptop, tablet or smartphone, and portability. Students find them to be easy and enjoyable to use, and they help to enrich the learning experience. Once downloaded and registered with Vital Source, the student will have access to the e-book for three (3) years or more. Physical books will not be available for purchase with the university unless a formal Student Accommodation has been approved. (Reference the “Services for Students with Disabilities” section in the catalog).

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP) is designed to monitor a student’s progress through their program of study based on qualitative (cumulative grade point average) and quantitative (completion rate) achievement. In order to be considered to be making satisfactory academic progress toward a degree, a student must both maintain a minimum cumulative grade point average (CGPA) and a completion rate to ensure they can complete the program within 150 percent of the normal time frame of the program length.

Evaluation of SAP

To determine if a student is making satisfactory academic progress, a student’s CGPA and completion rate are evaluated at the end of every semester after grades are posted (approximately 10 days after the end of the semester). The completion rate is calculated by comparing the amount of credits earned to the amount of credits attempted.

SAP Criteria

The minimum cumulative grade point average (CGPA) and completion rate required based on program and semester credit progression is as follows:

ASSOCIATE DEGREE PROGRAMS		
Semester Credits Attempted	Minimum Completion Rate (Credits Completed / Credits Attempted)	Minimum CGPA
0 to 30	50%	1.8
31 to 60	67%	2.0
61 to 90	67%	2.0

BACHELOR DEGREE PROGRAMS		
Semester Credits Attempted	Minimum Completion Rate (Credits Completed / Credits Attempted)	Minimum CGPA
0 to 45	50%	1.8
46 to 90	67%	2.0
91 to 135	67%	2.0
136 and beyond	67%	2.0

MASTER'S DEGREE PROGRAMS		
Semester Credits Attempted	Minimum Completion Rate (Credits Completed / Credits Attempted)	Minimum CGPA
0 to 18	67%	2.5
19 to 36	67%	3.0
37 or more	67%	3.0

Academic /Financial Aid Warning for failure to meet SAP Criteria

At the end of each semester, if the student has less than the minimum acceptable cumulative grade point average and/or has not earned at least the percentage of attempted credits described in the chart above (required to complete the program within 150% of the program length), he/she will be notified in writing and placed on Academic/Financial Aid Warning for the following evaluation period (semester).

A student on Academic/Financial Aid Warning continues to be eligible to receive financial aid funds scheduled. If a student fails to achieve satisfactory academic progress by the end of the Academic/Financial Aid Warning period, the student will be dismissed from the program (unless the student files, and is granted, an appeal as defined below or the student chooses to enroll on an *Extended Enrollment* status without benefit of student financial aid) and will be notified in writing. If the student regains SAP by the end of the semester, he/she will be removed from Academic/Financial Aid Warning.

Satisfactory Academic Progress Appeals, Academic/Financial Aid/Probation and Academic Plans

A student may appeal the University's determination of dismissal due to failure meet satisfactory academic progress by the end of the Academic/Financial Aid Warning period to the Provost or designee based upon extenuating circumstances. These might include the death of a relative, an illness of or injury to the student or other extraordinary situations. The student's appeal must be received on or before the first Wednesday of the first week of the new semester for the student to be eligible to register for the following semester.

The appeal must contain 1) an explanation of why the student failed to meet the SAP standards; and 2) a description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards. Supporting documentation must be submitted if applicable (i.e. Hospitalization).

The Provost or designee will review the information submitted in the context of the student's entire academic record, and notify the student of his or her decision within 48 hours. This decision is final. If the appeal is granted, then the student will be placed on Academic/Financial Aid Probation for the semester, and the notice to the student will outline the requirements of the Academic Plan the student must follow. The terms of the Academic Plan may extend beyond one semester, but must ensure the student will be able to complete the program within the maximum timeframe (1.5 times the program length) and with the required CGPA for graduation. A student on Academic/Financial Aid Probation continues to be eligible to receive financial aid funds scheduled.

The student's satisfactory academic progress will be evaluated based upon the Academic Plan. If the student is meeting the SAP standards, or he or she has met all of the terms of the Academic Plan, the student will be eligible to remain in school. In all subsequent semesters, the student must again meet the SAP standards or the terms of the Academic Plan.

If the student fails to meet the terms of the Academic Plan at the end of any respective noted checkpoint of the plan, the student may be dismissed.

Procedure for Re-Establishing Satisfactory Academic Progress

A student who is placed on Academic/Financial Aid Warning and re-establishes SAP at the end of the Academic/Financial Aid Warning period will be removed from Academic/Financial Aid Warning. A student who is placed on Academic/Financial Aid Probation and re-establishes SAP at the end of the Academic/Financial Aid Probation period will be removed from Academic/Financial Aid Probation.

LEAVE OF ABSENCE POLICY

During the LOA, students may take up to four months off consecutively. Students that take a LOA may have their financial aid impacted and should consult with a financial aid advisor prior to making this decision. Students are allowed to take less than four courses per semester when participating in the LOA. Student must complete a LOA form, signed and dated, to the Registrar's Office and sign a new award letter with Financial Aid prior to departure. The LOA request form

is located in the Registrar's Office or can be downloaded from the www.Schiller.edu website. Distance learning students must submit the completed form to the Registrar's Office via e-mail (registrar@schiller.edu). Students are expected to return for classes as scheduled and as indicated in the LOA form.

Title IV eligible students granted an LOA who fail to return may have serious consequences affecting their student loan repayment terms, including the expiration of the grace period. Students will be required to begin repaying their loans within six months from ceasing attendance at the university unless the student resumes classes and completes an in school deferment form at the end of the LOA period. If the student has previously used the six month grace period, then repayment on the loans will begin the month immediately following the date the withdrawal occurred. The student's withdrawal date will be the date the LOA began. The University is obligated to advise the loan holder (if applicable) of the change of student status. Students wanting to participate in the LOA:

- All students must complete one full semester prior to being eligible to request a LOA.
- No additional charges will be billed during the LOA. The student will only be charged for the number of classes taken when the LOA is applied for and approved.
- Must take the LOA months off consecutively. Students may take one LOA of no more than four consecutive courses during a 12 month period beginning with the student's start or reentry date.
- Must be requested prior to the start of the course. LOA requests will not be granted in the middle of a course. Exceptions must be approved by the Campus Director, Provost, Academic dean and/or heads of study.
- Any student LOA request that is not approved will result in student withdrawal unless the student decides to continue his or her coursework at that time.
- Students must report to the Registrar's Office by the date indicated on the Leave of Absence form. Students who fail to return to the University by the expected date will be considered withdrawn, and the student will therefore be responsible for any balance due. All refund calculations will be applied per refund policy.
- A LOA may extend a student's graduation date. Students on LOA may not be able to maintain their course sequencing.
- If a student chooses to return from a LOA earlier than originally scheduled, the student must complete an updated award letter for the upcoming term. Students cannot return into a course after the first week of class has passed. If a student does not return after the four month LOA period the student must undergo the re-admittance process.

Refund Policies

Schiller International University's Institutional Refund Policy as outlined below applies to all students who completely withdraw from all classes during a semester. The Return of Title IV Funds Policy applies to students if they received or were scheduled to receive federal student aid program funds. The requirements of the federal Return of Title IV Funds policy are separate from the institutional refund policies and any applicable state refund policy. Therefore, a student may owe a balance to the University for Institutional Charge's after the application of the Return to Title IV calculation. The refund will be issued within 30 days of termination or receipt of Cancellation Notice.

Withdrawal from the University

When a student is considering withdrawing from the University, the student should first talk with the academic advisor, Registrar, Academic Dean or Campus Director. The student must contact a Financial Aid Officer and the Student Accounts Office to discuss the financial impact of withdrawal. International students in Florida must meet with the SEVIS Compliance Officer before initiating the withdrawal process. All students who are withdrawn from the University will be required to pay the Withdrawal Fee.

Withdrawal Process

The withdrawal process begins when the student notifies the Registrar of his or her intent to leave the institution. At that time the student should complete the University Withdrawal Form. The University Withdrawal Form requires the signatures from various academic and administrative offices. A student must realize that notification of intent to withdraw from the institution will begin a series of events involving the recalculation of financial aid entitlement for the term and the future registration of the student in the institution.

The withdrawal form must be processed through the Financial Aid Office where the student's eligibility for any refund of tuition and fees will be determined. If a student is receiving student aid, the Financial Aid Office will determine whether adjustments must be made to any federal, state, institutional, and/or other aid and arrange for the return of funds, if required.

GRADING SYSTEM

Undergraduate/Graduate Grading Scale

Letter Grade	Percentage Grade	Quality Points
A	93-100	4.00
A-	90-92	3.75
B+	87-89	3.25
B	83-86	3.00
B-	80-82	2.75
C+	77-79	2.25
C	73-76	2.00
C-	70-72	1.75
D	60-69	1.00
F	59 or below	0.00
CR		Credit received
I		Incomplete
IP		In Progress
NC		No Credit
R		Repeat
TR		Transferred
W		Withdrawal
X or AU		Audit

Final Grade Appeals

Students have the right to appeal their final grade in a course if they believe their grades reflect a capricious, arbitrary, or prejudiced academic evaluation, or reflect discrimination based on race, sex, age, handicap, veteran status, religion or creed, sexual orientation, color, or national origin. The posted grade shall remain in effect until the appeal procedure is completed. A final grade

appeal request from a student will be considered only within 5 days following the conclusion of the course.

The following procedure will be used to handle the appeal.

- **Step 1.** The student shall obtain a grade appeal form from the Registrar's Office. Once the form is completed, student will submit the appeal via email directly to his/her instructor within five (5) days after the grade is posted and copy Registrar. If the student is not satisfied with the decision, he/she should proceed immediately to Step 2.
- **Step 2.** The student shall contact the Program Lead to appeal his/her final grade for by submitting the appeal along with the instructors reply via email and copy Registrar. The Program Lead will render a decision within five (5) days. If the student is not satisfied with this decision, he/she should proceed immediately to Step 3.
- **Step 3.** The student shall contact the Dean for further review of the appeal request. The Dean will notify the student of a decision within five (5) days.) The decision of the Dean is final unless the appeal refers to a University of Roehampton (Or) mark. In this case, the students will have the right to go through the appeal system. At the discretion of the Dean, the appeal can be referred to the Provost for final review. At the discretion of the Provost, a review panel may be formed to render a decision independently.

This procedure is to be completed within 20 calendar days. If a grade change is approved, the University will ensure the change is recorded in the student's official academic record.

INTERCAMPUS TRANSFER

Domestic or international students wishing to transfer to another SIU campus must complete an Intercampus Transfer (ICT) form prior to the semester when he/she plans to attend a different campus. Transfers are normally approved if the program and courses are offered at the location of interest. The student must be in good academic standing, have no outstanding financial obligations with the campus, and have an approved legal status to study in the respective country. **Transfers cannot occur in the middle of a student's term** (during a particular 4 month semester) or if a student's required course would not be available at the destination campus in the first month when the student plans to transfer.

UNIVERSITY OF ROEHAMPTON AGREEMENT

Schiller International University (SIU) and the University of Roehampton (UoR) in London have signed an agreement where students will study for a degree awarded by Roehampton alongside their Schiller degree and receive two separate qualifications. Students will be enrolled in both Schiller International University (SIU) and the University of Roehampton (UoR) in London at the same time.

Over a four year period, (one year for postgraduate programs) undergraduate students will achieve two degrees, one from Schiller International University, and one from The University of Roehampton delivered by Schiller. Students enrolled in the Distance Education / Online programs are not eligible to receive a second degree awarded by the University of Roehampton.

To comply with the new UK Quality Assurance Agency regulations for our dual-award programs Schiller students will need to take 3 additional courses that are not common to both awards. This new requirement is applicable only to the 36 credit hour MBA Business Administration, MIM Master of International Management, and MA International Relations and Diplomacy. For those eligible to receive Title IV Financial Aid (Eligible US Citizens only), financial aid does not cover these three courses, therefore, arrangement must be made to pay for them upon enrollment.

Students' courses will include a number of modules/credits which will count towards both degrees, in addition to a number that are specific to either their Schiller, or their Roehampton qualification, including a Dissertation or Thesis. All teaching and the Dissertation or Thesis will be carried out by Schiller's academics.

Online Provision for the University of Roehampton Awards

Restrictions apply to the number of online courses an on campus student can take as part of their degree program while maintaining eligibility for the second degree awarded by the University of Roehampton. For both undergraduate and graduate level students, 25% of the courses required for the University of Roehampton degree can be taken online. For undergraduates this is a maximum of 7 courses and for graduates a maximum of 3.

Readmission

Students considered to be in a "drop/dismissal/withdrawal" status must be formally re-admitted to the University. Re-admitted students will be subject to the requirements set forth in the current catalog at the time of readmission including enrollment into the current program version. All students must complete an updated Enrollment Agreement along with all required documentation.

A student who has been dismissed for failing to meet Satisfactory Academic Progress (SAP) may petition the Dean or Campus Director for re-admission to the University. Readmission after dismissal and with approval of the Dean or Campus Director is conditional on the student having an approved academic plan and completing said plan successfully by the end of the first semester of his/her new enrollment. The student may be denied readmission in the event they will be unable to achieve the programmatic GPA and/or meet the SAP completion requirements.

DEANS LIST

Students named on the Dean's list have displayed a high level of academic performance during the preceding semester. Students are eligible for the Dean's List if they have earned a grade point average of at least 3.5 for Undergraduate Degrees and at least 3.8 for Graduate Degrees and have successfully completed all courses for which they have registered.

GRADUATION

Students are responsible for satisfying the requirements for graduation in their specific program and for observing the academic policies of Schiller International University. Petitions for graduation have to be submitted at least one month before the proposed graduation date. The Registrar's Office will approve these petitions if all degree requirements have been completed before the proposed graduation date and if all required documents have been submitted.

Graduates must fulfill all financial obligations including outstanding tuition charges, fees, and other expenses, before the degree is granted. Degrees may be awarded in absentia only after the graduation ceremonies are held.

Undergraduate Graduation with Honors

Bachelor degree candidates may qualify for honors distinction on their diploma if they have completed three consecutive terms at SIU prior to receiving their degree and have successfully completed all courses for which they have registered with the following grade point averages:

- at least 3.50 **Cum Laude**
- at least 3.70 **Magna Cum Laude**
- at least 3.85 **Summa Cum Laude**

Graduate Graduation with Honors

Master degree candidates may qualify for honors distinction on their diploma if they have completed three consecutive terms at SIU prior to receiving their degree and have successfully completed all courses for which they have registered with the following grade point averages:

- at least 3.70 **Cum Laude**
- at least 3.85 **Magna Cum Laude**
- at least 4.0 **Summa Cum Laude**

Participation in Graduation Ceremonies

All students in good standing who meet all requirements for completion of their degrees are eligible to participate in the graduation ceremony. Students participating in the commencement event must indicate their intention by completing an order for academic apparel and submitting it to the Student Services by the announced deadline. Online students should contact the Student Service's Office by phone or email for additional information.

OFFICIAL TRANSCRIPTS

All SIU transcript requests must be submitted via the website at www.schiller.edu or requested to the Campus Registrar. A fee of €20.00 (European Campuses) and \$20 (for US campus) will be charged for each transcript requested. For Transcripts prior to January 1, 2009, there is a transcript fee of \$20 USD (€30.00) for each transcript request. Express courier service is available for an additional cost. (Academic transcripts will not be issued to any student who has an outstanding balance with the University. Academic transcripts may be ordered via the Schiller website-www.schiller.edu.)

GRIEVANCES

For complaints and other than a final grade appeal that a student wishes to address formally with the University, these steps are to be followed.

Steps	*Time Frame
1- The student contacts the Campus Director either in person or via email stating the concern as clearly, specifically, and briefly as possible.	Within 10 business days
2- The Campus Director will reply by email with a decision with respect to the appeal.	Within 3 business days

3- If the student wishes to appeal the Campus Director's decision, he/she may appeal to the Provost by email.	Within 3 business days
4- The Provost will reply to the student by email with a decision with respect to the appeal.	Within 3 business days
5- If the student wishes to appeal the Provost's decision, he/she may appeal to the CEO by email.	Within 3 business days
6 The CEO will reply by email with a final decision with respect to the appeal. The CEO's decision is final unless the appeal affects the UoR award. In this case, the students will have the right to go through the UoR appeal system.	Within 3 business days

***Time Frame:** depending on the complexity of the issue and staff availability to respond, the response times from University personnel may vary. All efforts will be made to resolve general grievances within 21 days of notification from the student.

Exception Processing for General Grievances

If the grievance involves the Campus Director or the Provost then the student shall appeal directly with the University CEO either in person or by email.

GRIEVANCE POLICY

It is the policy of Schiller International University to provide an appropriate grievance policy and procedures to every student. Every campus has an Academic Committee to deal with grievances and questions of misconduct in the academic area and a Rules Committee to deal with grievance questions of misconduct in the social area.

Both Committees provide the student with a procedural due process. This includes adequate notice of the charges against him/her; the right to present his/her case and any supporting evidence; and an impartial decision by the respective committee. In the event that the remedy imposed by the respective committee is exclusion from the University, the student has the right to present his/her case personally to the University Provost, who may confirm the decision of the committee or return the case to the committee for further consideration.

In all other grievance matters, the student may present his/her grievance to the Campus Director if it relates to a Campus issue, to the University Provost if it relates to an academic issue or to the University CEO if it relates to the Campus Director or the Provost. The Campus Director and/or University Provost will provide the student with an opportunity to present his/her case, present any evidence, and shall, at the student's request, provide a decision in writing.

Students may also contact the:

Accrediting Council for Independent Colleges and Schools
1350 Eye Street, NW, Suite 560
Washington, DC 20002-4241
Telephone: (202) 336-6780

Student attending the Tampa Bay, Florida Campus may contact the:

Commission for Independent Education
325 West Gaines Street, Suite 1414

Tallahassee, FL 32399-0400
Toll-free telephone (888) 224-6684.

Copyright Policy

SIU strictly prohibits the unauthorized downloading, duplication, or sharing of copyrighted materials. The Copyright Act of 1976 as well as the International Copyright Act of 1981 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties may include damages up to \$100,000; criminal penalties may include a fine up to \$250,000 and imprisonment as applicable by law.

Emergency and Suicide Concerns

Suicide and suicidal behaviors are a major concern for colleges and universities.

If you have concerns about your safety or the safety of a student who may be at risk for suicide, harm to others, substance use, depression, or other significant mental health concerns:

- Contact one of the following Administrative Personnel Members on your campus:
 - Campus Director
 - Dean
 - Director of Admissions
 - Student Services
- If there is/may be a weapon involved, or an immediate life threatening situation, contact **911** in the US or **112** in the European Campuses immediately.

ALCOHOL AND ILLEGAL DRUG USE POLICY

In accordance with legal mandates, as well as its philosophy of providing a safe, secure and optimum learning environment, Schiller International University will enforce the following policy:

- Any student found in possession of an illegal drug or alcohol on campus shall be subject to disciplinary action which may include suspension, expulsion and criminal prosecution.
- Any student found distributing an illegal drug or alcohol on campus shall be subject to disciplinary action which could include suspension, expulsion and criminal prosecution.
- Schiller International University will uphold and cooperate with all Federal, State or other laws related to illegal drugs and alcohol.
- Any student found in a state of intoxication shall be subject to disciplinary action including dismissal, discharge or suspension.

ACADEMIC INTEGRITY AND PROFESSIONAL CONDUCT POLICY

Honesty and integrity are essential to Schiller International University's academic standards to educate ethical, global students. Academic integrity is highly valued and expected. If a student uses the ideas or words of another without giving a proper citation, the student will be found responsible for committing plagiarism. Plagiarism is a serious example of academic dishonesty. A violation of the academic honesty policy undermines the fundamental values inherent in Schiller's mission. Violations include but are not limited to the following:

- Cheating: intentionally using unauthorized material. Infringing on the academic rights of others. Copying and pasting discussion posts or other work without proper citation. Using technology to disseminate exam questions and answers. Resubmitting work completed in another course. Having another student or non-student perform a project, take an exam, take an entire course or submit work as though he or she were the student.
 - Fabrication: Intentional or unintentional invention or falsification.
 - Plagiarism: Intentionally or unintentionally representing the words or ideas of another as one's own.
 - Facilitation: Knowingly helping another to commit an act of academic dishonesty
- The risk of plagiarism can be avoided by clearly indicating the source of any major or unique idea or wording that one did not arrive at on one's own. Sources must be given regardless of whether the material is directly quoted or paraphrased. Faculty should take full advantage of the software SafeAssign, available at every online shell in Blackboard, to verify the similarity index of every assignment submitted by students.
 - Students who breach the policy will be subject to penalties: **First offense:** the student will receive a “zero” for the assignment with **NO** opportunity for making it up. The Dean/Provost and the Campus Registrar will be notified that the student has cheated in the course. **Second offense:** will result in receiving an “F” for the course and the student may be put on probation, suspended or dismissed from the University. There will be absolutely **NO EXCEPTIONS** to this policy.

STANDARD OF CONDUCT

Students accepted at Schiller International University are considered mature enough to value the educational and cultural opportunities that studying in a multicultural environment affords. Schiller students are expected to behave responsibly, to exercise good judgment, to respect the rights and feelings of others, and to consider the customs and manners of the host country. Any kind of harassment including hazing will not be tolerated. Experience has demonstrated that such a basic attitude is essential to succeeding in, and enjoying life and study in a foreign country.

Students are expected to refrain from the following behaviors which adversely affect the student's suitability as a member of the University community:

- Disrupting any educational activity or process including but not limited to, any class, lab, administrative activity, or other University activity or event;
- Serious expression of inappropriate language or intent to cause physical or emotional harm to a person or damage to a person's property;
- Posting or distributing information of any kind on University property or at a University event or activity without prior Campus Director or Provost consent;
- Engaging in attempted misconduct which infringes upon the rights of other members of the University community;
- Conspires with others to engage in conduct unbecoming of a Schiller student.
- The use of Social Media to instigate mistreats, speak ill off, or intimidate campus staff or other students.

Such violations will constitute cause for immediate suspension and/or expulsion from the University and may also be subjected to whatever penalties may be imposed by appropriate University and/or civil authorities. Please refer to the General Grievance Policy if you feel you would like to appeal a decision made regarding your status with Schiller International University.

STATEMENT ON HARASSMENT

Rationale: State and federal laws, both in the US and in Europe, protect employees and students from discrimination and harassment based on certain characteristics, such as race, age, gender (sex), religion, disability and national origin. In its *Guidelines on Discrimination Because Of Sex*, the Equal Employment Opportunity Commission states that sexual harassment is an unlawful practice. The purpose of this policy is to unequivocally set forth Schiller's position regarding sexual and other forms of illegal harassment, and the procedures to be implemented in order to carry out this policy. Schiller prohibits any conduct on a student's part that subjects other students or employees to illegal harassment, including **sexual harassment**.

Definitions: Illegal harassment consists of comments or behaviors that are directed at a person's race, gender, age, disability, religion, national origin, or veteran status. Sexual harassment is defined as **unwelcome** sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- (i) A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or*
- (ii) Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or*
- (iii) Sexual assault (as defined in the Cleary Act), rape, dating violence, domestic violence, or stalking.*

Complaint Procedure

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic success;
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

Policy: Schiller's continuing policy is to provide an environment free from any form of illegal harassment. Sexual harassment in any manner or form is expressly prohibited.

Retaliation against anyone exercising a legal right, such as filing a complaint in good faith or providing information during an investigation, is also expressly prohibited, will not be tolerated and will result in disciplinary action, regardless of the disposition of the underlying complaint.

Procedures: A student who feels that he or she has been subjected to sexual or other illegal harassment by fellow students, employees, vendors, visitors, and/or guests should immediately report the incident in writing to the Campus Director.

Complaints will be promptly and thoroughly investigated by an appropriate person or persons. Investigations will be designed to protect the reasonable privacy interests of all parties concerned. Disciplinary and corrective action will be taken dependent upon the circumstances and as appropriate.

Schiller will not tolerate verbal or physical conduct by any employee or student that harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive or hostile work environment.

Harassment of any kind will not be tolerated, including harassment on the basis of race, color, creed, religion, sex, sexual orientation, national origin, ability or disability.

All violations of the Student Code of Conduct, which include complaints of harassment, should be brought to the attention of the Campus Director immediately.

Title IX Coordinator for Schiller International University:

Jane Parker, Director of Accreditation & Compliance
Address: 8560 Ulmerton Road, Largo, Florida 33771
Phone: 727 736-5082
Email: jane.parker@schiller.edu

Title IX Coordinators from Each Campus:

Madrid, Spain:

Isabel Campbell, Campus Director
Address: Calle Joaquin Costa 20, Madrid 28002
Phone: +34 91 448 2488 ext 3112,
Email: icampbell@schiller.edu

Heidelberg, Germany:

Tanja Ward, Campus Director
Address: , Zollhofgarten , 69115 Heidelberg, Germany
Phone: +49 (0) 6221 45 81 20
Email: Tanja.Ward@schiller.edu

Tampa, Florida:

Jeanette Espinal, Campus Director
Address: 8560 Ulmerton Road, Largo, Florida 33771
Phone: 727 736-3812
Email: Jeanette.espinal@schiller.edu

Paris, France:

James Brown, Campus Director
Address: 9, Rue Yvart, 75015 Paris
Phone: +33 (0)1 45 38 74 55
Email: JBrown@schiller.edu

CAMPUS INFORMATION

TAMPA BAY

Figure 1. View of Tampa Bay Metropolitan Area



Figure 2. Entrance to Business Complex in Largo, Florida where Schiller is Located



A NOTE FROM THE DIRECTOR

Dear student,

On behalf of Schiller International University, we welcome you to the Tampa Bay Campus. We are delighted you have made the decision to join our community and are looking forward to getting to know you better. We all know it can be very challenging and exciting at the same time when leaving home, friend, and family but the fun has just begun.

We are here to assist you with registration, help you understand our curriculum, and design an appropriate academic course of study given your goals and interests. We are pleased and appreciate that you have chosen a unique time to study and live in Florida, as events in the surrounding community and business environment will enhance your educational and cultural experience.

The Tampa Bay campus of Schiller International University consists of a modern and inviting building structure. Our modern facilities include a library, computer labs and wireless internet available throughout the campus. A large student lounge allows for studying, relaxing, and socializing on campus. Several housing options, shopping, supermarkets and numerous restaurants are located in close proximity to the campus.

Our Florida campus is near the beautifully landscaped recreational area known as the Tampa Bay area. Florida offers a plethora of cultural, recreational and educational opportunities, as well as beautiful beaches and plenty of water activities.

We are certain you will find the information in this booklet useful. Schiller International University proudly awaits your arrival.

Jeanette Espinal, M.Ed

Campus Director – Tampa Bay

THE CAMPUS

Schiller International University is located at 8560 Ulmerton Road, Largo, Florida. The facility is a two story campus with approximately 30,000 square feet. Technology has been installed in many of the spacious classrooms and computer labs, including Smart-board functionality. The campus houses a library, two student lounges, a student break area, a bookstore, and various spacious administrative and faculty offices. This campus is accessible to all major highways and public transportation. Two parking lots provide ample space for vehicles. Further neighboring facilities include public swimming pools, tennis courts, and shopping centers. Tampa International Airport is approximately 20 minutes east of the campus and a bus system links the area's population centers.

CAMPUS SECURITY: FLORIDA CAMPUS

To contact emergency services such as police, fire, or ambulance, call 911. The University is not responsible for lost, damaged or stolen items left unattended in the campus or outside.

Pursuant to the Student Right to Know and Campus Security Act (known as the Clery Act), SIU publishes an Annual Campus Security Report and a Fire Safety Report. This report can be accessed via <http://ope.ed.gov/security> and input information for the main Campus in Largo, Florida then select your school information.

Arrival Procedures

We need to know your arrival details:

- Airport destination name/code
- Flight arrival time in the U.S.
- Flight number
- Country and city you are flying from
- Hotel/Apartment where you will stay
- Phone Number where you can be reached

Schiller main phone: 727-736-5082

Address: 8560 Ulmerton Road, Largo, Florida 33771

Office Hours: Monday – Thursday 8:30 am- 5:30 pm EST, Friday 8:30 am- 3 pm EST

Library Hours: Monday – Thursday 8:30 am- 5:30 pm EST, Friday 8:30 am- 3 pm EST

Car Service/Transportation

The University can arrange airport pickup (Tampa International Airport-only); however, this needs to be arranged with Student Services at least 3 business days before you leave your country/state. Students arriving at night, during the weekends or on national holidays should be aware that SIU staff may not be available, and those students will need to return during regular business hours.

Transportation Services at Tampa International Airport

Taxi

- If you have not made arrangements with your admissions representative regarding transportation then you will need to take a taxi/car service from the Airport.
- Taxi service by Yellow Cab and United Cab is available at the curbside outside the Baggage Claim Level.
- Contact information for these taxi services are:
 - Yellow Cab (813) 253-0121
 - United Cab (813) 777-7777

Shared Passenger Van Service

Airport limos and shared passenger van services are available through advance reservation or walk-up booking. Enclosed and air conditioned lobbies are available at either end of the Baggage Claim at the Airport areas for passengers to wait until shared vans are ready for boarding. Please contact the following to make arrangements:

- SuperShuttle – (800) 282-6817 or (727) 572-1111

Uber

Arrange your ride right from your phone. Uber drivers are ready to pick you up at the airport. Just log into the www.uber.com app on your smart phone and follow 3 simple steps.

- Request when you're ready to walk outside. And choose a ride option that suits your group size and luggage storage needs.
- Exit on the arrivals level. Head outside from baggage claim. This is where all Uber driver-partners at TPA meet travelers for pickup.
- Confirm your location. Enter your terminal and choose the airline closest to you so your driver knows where to find you.

Estimated Cost of Living:

Average Cost of Rent:	\$1050.00
Average Cost of Groceries for 1 person per Month:	\$150.00
Average Cost of Internet with Cable Per Month:	\$110.00
Average Cost of Electric for 1 Person Per Month:	\$100.00
Average Cost of Transportation Per Month (Uber, Lyft, or other Public Transportation):	\$850.00
<u>Average Cost of Monthly Cellphone bill for 1 person:</u>	<u>\$70.00</u>
Total <u>MONTHLY ESTIMATED</u> cost of Living:	\$2330.00

The estimate listed above is just the Estimated total monthly cost. This does not include furnishing the apartment (bed, sofa, TV, etc.)

(Optional)

One-time Cost to Furnish Apartment: +\$1000.00

OR

Average cost to Lease-to-own Furniture to Furnish Apartment, PER MONTH: +
\$400.00

FIRST MONTH COST OF LIVING: \$3330.00

OR

If leasing or renting Furniture, Total MONTHLY ESTIMATED cost of Living: \$2730.00

Student Short-Term Housing**Florida Campus**

Schiller International University- Tampa Bay campus does not provide student housing facilities; however, students can choose from a variety of housing options in the Tampa Bay area.

Local Requirements for Leasing Housing:

In order to rent housing, a student will need a valid state ID or (passport with student VISA and I-20 for an international student), and a Schiller student ID for select locations. Depending on the facility selected, pre-payment in full or evidence of sufficient funds to cover the entire rental agreement might be required.

Please note that requirement varies by management and establishment and Schiller International University does not endorse and/or recommend any specific location over another.

Needed documentation may include but not limited to:

- Security deposit
- Social Security Card
- Proof of Income
- Co-signer
- Background Check and/or Bank statement showing financial competence

Housing Options

We recommend that you contact the hotel/all complexes of your choice directly before arriving at the Tampa Bay Campus. Florida is a major tourist destination; therefore, housing availability may be from May until September. Listed below are some options for students near the Tampa Bay campus.

***You may want to secure a temporary stay (up to a week) at a short term facility prior to or upon arriving in Florida while you visit the local complexes in person before engaging in a lease. Apartment offers vary in rates and amenities.

Short-Term Housing for Schiller Students

Please click below to view hotels in the area that have an agreement with Schiller for discounted rates for short-term/weekly stays. To receive the discount, be sure to mention that you are a Schiller student when making your reservation.

Please note rates do not include any state or city taxes and hotels are listed in the order of miles from the campus from nearest to farthest.

Local Hotels

Tampa Bay Extended Stay

2.0 miles

6500 Ulmerton Rd, Largo, FL 33771

www.tampabayesh.com

(727) 532-4800

Discount given for Schiller Students and their families.

Weekly and monthly rates available.

- No Lease no Utility Bills.
-

Holiday Inn Express

4.0 miles

210 Seminole Blvd, Largo, FL 33770

www.ihg.com

(727) 581-3900

Discount given for Schiller Students and their families

- No Lease no Utility Bills.
-

Woodspring Suites Signature Extended Stay Hotel

3.4 miles

15672 US Hwy 19 N, Clearwater, FL 33764

www.woodspring.com

(727) 900-7400

Weekly and monthly rates available.

- No Lease no Utility Bills.
-

Candlewood Suites Clearwater

3.7 Miles

13231 49th St N, Clearwater, FL 33762

www.ihg.com

(727) 573-334

*** Special Pricing Available for Schiller Students, grads, family and friends.

Link for special pricing: [Schiller University](#)

- No Lease no Utility Bills

Short term and long term housing available.

In Town Suites

3.9 Miles

2833 Roosevelt Blvd, Clearwater, FL 33760

www.intownsuites.com

(727) 538-8892

Monthly and daily rates available.

- No Lease no Utility Bills.
-

D & F Pathways Motel

4.9 Miles

164 Clearwater Largo Rd N, Largo, FL 33770

www.lazylargomotels.com

(727) 559-7977

Small, privately owned motel.

Nightly and Weekly stays available

- No Lease no Utility Bills.
-

Comfort Inn Suites

4.3 Miles

3910 Ulmerton Rd, Clearwater, FL 33762

www.comfortinnandsuitesclearwater.com

(727) 573-3334

- No Lease no Utility Bills
-

Hampton Inn and Suites, Largo

4.2 Miles

4050 Ulmerton Rd, Clearwater, FL 33762

www.hamptoninn3.hilton.com

(727) 572-7456

- No Lease no Utility Bills
-

Ramada Clearwater Airport

6.0 Miles

2061 Gulf-To-Bay Blvd, Clearwater, FL 33765

(727) 446-8007

www.wyndhamhotels.com

- No Lease no Utility Bills
-

Godfrey Hotel, Tampa

7700 Courtney Campbell Causeway

Tampa, FL 33607

813-281-8900

*** Special Pricing Available for Schiller Students, grads, family and friends.

For special pricing contact crystal.rivera@godfreyhoteltampa.com

www.godfreyhoteltampa.com

Student Long-Term Housing

Florida Campus

Schiller International University - Tampa Bay campus does not provide student housing facilities; however, students can choose from a variety of housing options in the Tampa Bay area.

Local Requirements for Renting Housing:

In order to rent housing, a student will need a valid state ID or (passport with student VISA and I-20 for an international student), and a Schiller student ID for select locations. Depending on the facility selected, pre-payment in full or evidence of sufficient funds to cover the entire rental agreement might be required.

Requirements vary by management and establishment.

Needed documentation may include but not limited to:

- Security deposit
- Social Security Card
- Proof of Income
- Co-signer
- Background Check or Bank statement showing financial competence

Housing Options

We recommend that you contact the hotel/all complexes of your choice directly before arriving at the Tampa Bay Campus. Florida is a major tourist destination; therefore, housing availability may be from May until September. Listed below are some options for students near the Tampa Bay campus.

***You may want to secure a temporary stay (up to a week) at a short-term option prior to or upon arriving in Florida while you visit the local complexes in person before engaging a contract. Complexes offer various rates and amenities.

****Please note, that all apartments are usually unfurnished and locations below are listed by distance from the Campus.**

Monterey Lakes Apartments

7501 Ulmerton Road

Largo, FL 33771

Tel: 727-536-4891,

Website: www.montereylakes.com

Office hours: Monday – Friday 9am – 6pm, Saturday 10am – 3pm

(1.5 miles from the Campus)

5-8 min by car

10 min by bus #59 (every 30 min)

• Local requirements and needed documentation to rent apartment

- Valid passport with F-1 Visa
- I-20

- Bank statement showing financial competence that is 3 times (3x) what the base monthly rent amount

-

- **Lease contract**

12 months

- **Price for rent. Subject to change.**

Bedroom/Bathroom	Price
Studio	-
1/1	\$950-\$995
2/2	\$1170-\$1200
3/3	\$1430

- **Rent includes**

- Full size washer and dryer
- Basic cable included (about 70 channels)

- **Additional payments**

- Water
- Electric
- Cable
-

- **Fees**

- Administration fee \$150 per person
- Application fee \$50
- Security deposit 1 month of rent (refundable)

Description

Monterey Lakes Apartments is in beautiful Largo, Florida and offers 1, 2 and 3 bedroom apartments for rent. Each cable ready apartment home includes wall to wall carpeting, tiled entries, full appliance package, energy efficient heating and air, 70 channels of basic cable, and available high speed internet access. Enjoy countless features such as available linen closets, pantries, sunrooms, ceiling fans, and available full size washer and dryer. Enjoy lake views or our lushly landscaped 27 acres. Centrally located in the heart of Tampa Bay just minutes from Florida's finest beaches, Monterey Lakes affords an easy commute to major employers, schools, shopping and dining. Located in the prestigious Pinellas County School system and within minutes to I-275, convenience, comfort, and all the features and amenities you desire are at your doorstep. Other amenities include full basketball court, two waterfront Jacuzzis, three lakeside pools, tennis court, and barbeque and picnic area. Residents also enjoy expert customer service including 24 hour maintenance, on-site fax and copier service, and car care center.

Mystic Bay Largo

600 Starkey Road

Largo, FL 33771

Tel: 727-513-0945

Website: www.livemysticbaylargo.com/

Office hours: Monday – Friday 9am – 6pm, Saturday 10am – 5pm

(2.0 miles from the Campus)

8-10 min by car

8 min walking + 8 min bus #73 (every 1 hour)

• Local requirements and needed documentation to rent apartment

- Valid passport with F-1 Visa
- I-20
- Bank statement showing financial competence that is 2,5 times (2,5x) what the base monthly rent amount

• Lease contract

7-12 months

• Price for rent. Subject to change.

Bedroom/Bathroom	Price
Studio	-
1/1	\$950-\$1005
2/2	\$1100-\$1330
3/3	\$1400 +

- Water
- Electric
- Cable

• Additional payments

• Fees

- Administration fee \$200 per apartment.
- Application fee \$75 Per person
- Security deposit 1 month of rent (refundable)

Description

Discover a new style of living at Clairmont on the Green in Largo, Florida located just minutes from Indian Rocks Beach, St Petersburg Airport and Tampa Bay. Clairmont on the Green offers well-appointed one, two and three bedrooms featuring newly redesigned interiors with designer finishes, fully equipped kitchens, oversized closets and spacious patios or balconies. Residents enjoy two refreshing swimming pools with lounging areas, picnic areas and playground!

Sandy Lane Apartments

555 S. Belcher Road

Largo, FL 33770

Tel: 727-531-5710

Website: <http://www.forrent.com/apartment-community-profile/1019292.php>

Office hours: Monday –Friday 9am – 6pm, Saturday 10am – 4pm

(2.0 miles from the Campus)

5 min by car

10 min by bus #59 (every 30 min) +Walking 10+8 min bus #62 (every 1 hour)

• Local requirements and needed documentation to rent apartment

- Valid passport with F-1 Visa
- I-20
- Bank statement showing financial competence if they have
-

• Lease contract

7/12 months

• Price for rent. Subject to change.

Bedroom/Bathroom	Price
1/1	\$839-\$869

• Additional payments

- Electric
- Cable

• Fees

- Administration Fee \$100
- Application fee \$55
- Security deposit One Full month's rent.
- Water/Sewer/Trash is based per person \$50 for one person and \$60 for 2 People.
-

Description

From the moment you enter this 16-acre haven of 235 apartments, you feel a complete sense of comfort and relaxation. Sandy Lane offers the best in single apartment living at very attractive rates for our one bedroom rentals. Our fully equipped Health Club will help keep your body fit and trim. Indoors you'll find

bright windows complete with vertical blinds adding to the convenience of cross ventilation, reducing that electric bill. Get the most for your money at Sandy Lane...a well maintained, peaceful environment with friendly, full time on-site management. Sorry no dogs

Winding Lane Apartments

301 Belcher Road

Largo, FL 33771

Tel: 727-536-2746

Website: <http://www.apartmentguide.com/apartments/Florida/Largo/Winding-Lane/15838/>

Office hours: Monday – Friday 9am – 5:30pm, Saturday 10am- 4pm

(2.43 miles from the Campus)

10 min by car

10 min by bus #59 (every 30 min) + Walking 10 + 15 min bus #62 (every 1 hour)

• Local requirements and needed documentation to rent apartment

- Valid passport with F-1 Visa
- I-20
- Bank statement showing financial competence if they have
-

• Lease contract

7 – 14 Months

• Price for rent. Subject to change.

Bedroom/Bathroom	Price
Studio	-
1/1	\$869-\$909
2/2	\$1125

• Additional payments

- Electric
- Cable

• Fees

- Administration fee \$100
- Application fee \$55 per person
- Security deposit the price of rent for 1 month
- Sewer, Water, and trash range from \$50-\$185

Description

Winding Lane is your prime location! Convenient to everything, yet hidden from the busy scene. You will find a friendly, dedicated team to assist you. The location is convenient to Belcher Elementary, Oak Groves Middle, Largo High School, SPC and USF, shopping at Largo Mall, Clearwater Mall, Westfield Indoor Mall and so much more. We are just a few miles from Bellair Beach, Indian Rocks Beach and minutes from Clearwater Beach. Located right off of Belcher and East Bay, just seconds from US 19, you'd never know we were there. For your convenience, a monthly fee of \$55 for one bedrooms and \$65 for two bedrooms covers water, sewer, pest control and Valet Waste service and is paid directly to management office.

Madison at Largo

601 Rosary Road NE

Largo, FL 33770

Tel: 727-431-7843

Website: www.madisonatlargo.com

Email: madison@aspensquare.com

Office hours: Monday – Friday 8am – 6pm, Saturday 10am – 4pm

(4.0 miles from the Campus)

15 min by car

40 min by bus #59, #18

• Local requirements and needed documentation to rent apartment

- Valid passport with F-1 Visa
- I-20
- Bank statement *we require 1 months' worth of income verification for all residents, unfortunately we cannot change this for International students. We will accept income verification in the form of a bank statement showing 1 years' worth of rent currently in the student's bank account.

• Lease contract

- 12 months
- 7 and 3 month leases are available but they do require upcharges as follows:

7 month- Short term upcharge of \$50 per month

3 month- Short term upcharge of \$300 per month, we also offer a flat rate for water/sewer/trash for 3 month leases only

1x1 w/s/t per month= \$57, 2x2 w/s/t per month= \$67, 3x2 w/s/t per month

Price for rent. Subject to change

Bedroom/Bathroom	Price
Studio	-
1 Bedroom	\$1020-\$1445
2 Bedrooms	\$1235-\$1565

• Additional payments

- Electric
- Cable
- **Fees**
 - Application Fee: \$75 per Applicant
 - Administration Fee: \$200.00
 - Water, Sewer, Trash and Pest Control \$56-\$71 Fixed

Schiller is considered a preferred employer so all students will receive a waived amenity fee (normally \$200) as well as \$100 off of rent FIRST MONTH.

Waterchase Apartments

401 Rosary Road NE

Largo, FL 33770

Tel: 727-518-0005

Email: www.waterchase-apartments.com

Office hours: Monday – Friday 8am – 6pm, Saturday 10am – 4pm

(4.4 miles from the Campus)

15 min by car

40 min by bus #59, #61 or 36 min by bus #73

• Local requirements and needed documentation to rent apartment

- Valid passport with F-1 Visa
- I-20
- Bank statement showing financial competence 3 times (3x) what the base monthly rent amount
-
- **Lease contract**
 - 6-15 months
- **Price for rent. Subject to change.**

Bedroom/Bathroom	Price
Studio	-
1 Bedroom	\$950-\$1100
2 Bedrooms	\$1235-\$1565

- **Additional payments**
 - Water
 - Electric
 - Cable
- **Fees**
 - Administration fee \$200 per person
 - Application fee \$50
 - Security deposit from \$200 (refundable)

Description

Waterchase Apartments is a great place to call home. Located conveniently in Pinellas County, we have recreational opportunities abound. Waterchase is just over a mile from the Pinellas Trail bike path running the length of the county from Saint Petersburg all the way to Tarpon Springs. The property is just minutes from some of Florida's most beautiful beaches including Clearwater Beach, Indian Rocks Beach, Madeira Beach and Treasure Island. The beauty does not end with the surroundings. Waterchase offers 11 spacious and unique floor plans. Most have easy to maintain vinyl flooring in the living areas and carpet in the bedrooms. Many floor plans offer a screened-in lanai allowing you to enjoy the beautiful Florida weather. Amenities include a cardio and strength training fitness center with a stretching area, free weights and circuit training equipment, 3 sparkling swimming pools, business center, community room, 8 laundry rooms conveniently spread throughout the community and a pet playground for our furry friends.

Harbour Cay

12001 Belcher Rd. S
Largo, FL 33771
Tel: 727-530-5471

Email: HarbourCay@FranklinStreetRS.com

Website: www.harbourcayapts.com

Office hours: Monday – Friday 9am – 6pm, Saturday 10am – 4pm

(2.0 miles from the Campus)

5 min by car

20 min walking + 20 min bus #63 (every 1 hour)

• Local requirements and needed documentation to rent apartment

- Valid passport with F-1 Visa
- I-20a
- Bank statement showing financial competence if they have

• Lease contract

7-14 months

Anything under 12 months is an addition \$50 added to the Rent.

• Price for rent. Subject to change.

• Bedroom/Bathroom	Price
Studio	-
1 Bedroom	\$935-\$1135
2 Bedrooms	\$995-\$1260

• Additional payments

- Water
- Electric
- Cable

• **Fees**

- Administration fee \$100.
- Application fee \$55 Per Person.
- Security deposit is First Month's Rent.
- Sewer, Water, Trash and Pest Control is a flat rate based on number of Occupants. Ranges from \$75-\$105

Description

Each apartment comes fully equipped with refrigerator, electric oven, dishwasher, and garbage disposal. All apartments have air-conditioners as well as stackable washer and dryer connections, and feature dining room and spacious living and bedroom areas. Harbour Cay offers excellent 24 hour maintenance at no cost to you. Outside, we have a pool area as well as two different courtyards for all of our residents to enjoy. Every apartment also comes with a large screened patio, big enough for you and your guests to enjoy the Florida weather, without the Florida critters! The community itself is situated minutes from Indian Rocks Beach, and centrally located between downtown St. Petersburg, Tampa, and so much more. Residents have their choice of multiple restaurants and stores, as well as easy access to the town's public library, post office, banks, and two different airports. Harbour Cay is ideally suited for commuters, as we are located less than a mile from interstate I-275 and US-19. Rents for all of our apartments include monthly pest control and 24-hour emergency maintenance. The residents are responsible for the water, sewer, and trash. The apartments are already wired for cable and high speed internet. Internet setup is very quick and easy.

Oasis at Bayside

305 Glades Circle
Largo, FL 33771
Tel: 727-536-0486

Email: contact@BHManagement.com

Website: <http://bhmanagement.com/communities/fl/largo/oasis-at-bayside-apartments-1426/>

Office hours: Monday – Friday 9am – 6pm, Saturday 10am – 5pm

(1.7 miles from the Campus)

4 min by car

10 min bus #59 (every 20 min)

• **Local requirements and needed documentation to rent apartment**

- Valid passport with F-1 Visa
- I-20
- Bank statement showing financial competence that is 3 times (3x) what the base monthly rent amount

• **Lease contract**

7-12 months

• **Price for rent. Subject to change.**

Bedroom/Bathroom	Price
1 Bedroom	\$850-\$1000
2 Bedrooms	\$965-\$1200
3 Bedrooms	\$1365-\$1380

Additional payments

- Water
 - Electric
 - Cable
- **Fees**
 - Administration fee \$175.
 - Application fee \$50 Per Person
 - Security deposit ranges from \$500 to one month's rent.
 - Sewer, Water, Trash and Pest Control price varies per number of occupants.

Description

Oasis at Bayside Apartments, in Largo, Florida, is a quiet, comfortable and affordable community where residents are treated to excellent service and professional onsite management. Oasis at Bayside is at the center of where you want to be - centrally located minutes from Clearwater Beaches, Indian Rocks Beach, Redington Shores, entertainment, shopping, fine dining and business parks. The rest of the world is always nearby, outside our own private neighborhood where friendly people make caring neighbors. Come home to Oasis at Bayside today!

Somerset Apartments

12800 Vonn Rd

Largo, FL 33774

Tel: 727-595-9456

Email: info@somersetlargo.com

Website: <http://www.somersetlargo.com/>

Office hours: Monday – Friday 9am – 6pm, Saturday 10am – 5pm

(5.5 miles from the Campus)

12 min by car

23 min bus #59 (every 20 min)

• Local requirements and needed documentation to rent apartment

- Valid passport with F-1 Visa
- I-20
- Bank statement showing financial competence that is 3 times (3x) what the base monthly rent amount

• Lease contract

7-12 months

• Price for rent. Subject to change.

Bedroom/Bathroom	Price
------------------	-------

1 Bedrooms	\$833-\$1182
2 Bedrooms	\$1056-\$1338

• **Additional payments**

- Water
- Electric
- Cable

• **Fees**

- Administration fee \$150.
- Application fee \$50 Per Person
- Security deposit ranges from \$200 to Two month's rent.
- Sewer, Water, Trash and Pest Control price varies \$30-\$50.

Description:

Somerset Apartments is an upscale community with everything you need to feel right at home. When you browse through our selection of apartments in Largo, FL, you'll find spacious interiors, sophisticated breakfast bars and massive walk-in closets. As a resident, you'll have access to an exclusive amenities package that rivals the most luxurious apartment communities. We have a resort-style swimming pool with an adjacent sundeck, an onsite tennis court, and a leash free dog bark. We also offer a complete line of resident services including 24-hour maintenance, an online portal with a rent payment system, and a 24-hour laundry care center. Discover a range of must-have features at Somerset Apartments. The Largo Recreational Center and Golf Course is also right next door. It's filled with gorgeous putting greens, expansive views, and the Golf View Café. In addition, we are just minutes away from some of the best beaches in town including Belleair Beach and Indian Shores. Discover the life you've always wanted and experience our apartments in Largo, FL today!

Utilities/ Phone/Furniture

In the United States, most unfurnished rental units come standard with basic appliances:

- a refrigerator
- oven or range
- dishwashers
- some **MAY** come with clothes washer/dryer

Furniture

Rent	Buy
Aaron 's https://www.aarons.com 7050 ULMERTON RD, Largo, FL 33771 (727) 532-8200	Walmart www.walmart.com/cp/furniture/103150
Buddy's Home Furnishings	Target

http://www.buddyrents.com 1159 N Missouri Ave, Largo, FL 33770 Phone: (727) 222-4364	www.target.com/c/furniture/-/N-5xtnr
Rent-A-Center Largo http://www6.rentacenter.com 11897 Seminole Blvd, Largo, FL 33778 (727) 391-9966	IKEA www.ikea.com/us/en/
Rent King www.myrentking.com/ 11902 Seminole Blvd, Largo, FL 33778 (727) 559-0559	Kane's www.kanesfurniture.com/
	Mattress Firm (bed set + bed frame) www.mattressfirm.com/
	Rooms to go www.roomstogo.com/

Thrift shops, Consignment shop and Salvation Army stores

Name	Address
The Buzz Thrift Store	9025 Ulmerton Rd, Largo, FL 33771
RCS Thrift Store www.rcspinellas.org	2960 E Bay Dr, Largo, FL (727) 531-6266
Plato's Closet www.platosclosetbayareaflorida.com	Largo Mall, 10500 Ulmerton RD, Largo, FL (727) 581-1001
The Salvation Army Family Store	1446 S Missouri Ave, Clearwater, FL 33756



Cable/Phone/Internet

Spectrum www.spectrum.com

Service

- TV
- Internet
- Phone

Phone 1-844-343-2015

Contact for best pricing



Cable/Phone/Internet

Wow! www.wowway.com

Service

- TV
- Internet
- Phone

Phone: 1-877-490-8235

Contact for best pricing



Electric Company- (to connect electricity)

Duke Energy

<https://www.progress-energy.com/>

Phone Numbers

- In Pinellas: (727) 443-2641
- In Orlando: (407) 629-1010
- All other Florida locations and nationwide: (800) 700-8744
- Power Outages: (800) 228-8485

The average bill per person for 1 bed/1bath apart. \$100 per month.

Owning a Car

For many students owning a car brings many advantages. There is no question that having a car would be extremely convenient and would permit you to take trips that otherwise would be impossible. Having a car will facilitate traveling to the campus and recreational activities. There are also significant responsibilities and obligations. As an international student you need to be sure you learn about the US Federal laws and the state laws that pertain to owning a car and driving in Florida.

These are some of the things to consider:

New car

- Although a new car will most likely give you fewer problems than a used one, it will also prove to be far more expensive. If you buy a new car and sell it 12 months later, you can expect to face a rather substantial loss.

Used car

- While there is always some risk in buying a used car, its value decreases far less than that of a new car over the same period. However, if you are fortunate to find a good one, you will have dependable transportation. Begin to look for a car in the price range you can afford.

You have two options:

- To buy directly from an individual owner you can look via the Internet for specific car websites. (<https://tampa.craigslist.org>)*
-
- To buy from an established automobile dealer. Examples of website include (www.cars.com/, www.autotrader.com/, www.carsforsale.com/, www.usedcars.com/)* our zip-code 33771.
-

***Please note that Schiller International University does not endorse and/or recommend any specific website and/or business.**

Although you may save money buying directly from an owner, we would suggest that you consider purchasing your car from a reputable dealer who will give you a full guarantee on the car. Thus, if anything goes wrong, the dealer will repair it potentially at a minimal cost to you.

- **Car Insurance with International Driver's License or Origin Driver's License**

International students who want to drive an automobile while attending a college or University in the United States will have to purchase an International Auto Insurance policy. Most major insurance agencies, such as Geico (<https://www.geico.com/>)* or State Farm (<https://www.statefarm.com/>)*, offer auto insurance for

international students who have obtained an international driver's license from their country of origin and show it the insurance agent handling their policy. The amount of a short-term policy for someone who is not an American citizen could be costly since the insurer does not know anything about the applicant's prior driving record. This expensive type of policy is how they protect themselves from the risk of insuring someone from another country, which may have different driving laws and regulations.

***Please note that Schiller International University does not endorse and/or recommend any specific website and/or business.**

Car Insurance with Local Driver's License

State of Florida law requires all automobile owners to have car insurance with a minimum of at least Personal Injury Protection (PIP) and property damage. Florida has a "no-fault" insurance law; it is your responsibility to get informed regarding the insurance laws and regulation, property damage insurance, liability insurance, collision insurance, and comprehensive insurance.

Many private companies offer automobile insurance at different rates. Insurance rates vary with the company; these depend on the value of the car, the age of the driver, and past driving records of the driver. There are a number of different insurance policy options available to help you get the complete auto insurance coverage you need.

- Geico.
- Allstate.
- State Farm
- Esurance
- Amica
- USAA Auto Insurance
- American Family Auto Insurance
- Liberty Mutual
- Progressive
- AAA

Failure to have the minimum insurance requirement is against the law, and leads to fines, possible imprisonment, and having your driver's license revoked or suspended.

Registration

- Visit a Florida DMV (Department of Motor Vehicles) office.
- Bring your title, proof of ID, and car insurance card.
- Have the VIN (Vehicle Identification Number) and odometer reading handy

- Pay your initial vehicle registration fee, title fees, plate fees, and taxes.

The DMV Test (For individuals that have their country's Driver's License)

Drivers who hold only international driver's licenses, or who move to Florida and will drive a car or moped, must obtain a Florida State driver's license within 30 days of arriving in Florida issued by the Florida Department of Highway Safety Motor Vehicles (DMV). Drivers who receive a driver license for the first time must take a written test, a road test, and a vision test.

Florida Non-immigrants renewing or applying for a new driver license or identification card will be required to submit:

1. Primary identification document –valid passport
2. F-1 and M-1 classification must also be accompanied by an I-20.
3. Two proofs of residential address (i.e. lease, utility bills, etc.)
4. Original Driver's License (for their country)
5. Form I-94 which can be downloaded online

• **The DMV Test (For individuals that don't have their country's Driver's License)**

All drivers getting their first driver's license in Florida are required to complete certain steps by Florida Law. The DMV Test (also known as the Permit Test) is now being offered online.

Step 1 - Drug and Alcohol Awareness Course

The first step to get your driver's license is to complete a Traffic Law and Substance Abuse Education course. This course must be taken by anyone - regardless of age - getting their first driver's license in Florida. This course is also known as DATA (drugs, alcohol, and traffic awareness)

Step 2 - DMV Test Preparation and Practice Test

Once you have completed your DATA course the next step is to take the DMV test. This is a written test that covers Florida road signs and road rules. The DMV test is administered by the DMV.

Preparing for the DMV Test

Before you take your DMV test we recommend you take a DMV Test Preparation Course. These courses make it easier for you to take the test and teach you what you need to know to be a safe driver.

Step 3 - Take your DMV Test at a Local DMV Office

- ✓ If you over 18 your must take your DMV test at a DMV office
- ✓ Make sure you have an appointment
- ✓ Bring the necessary ID and documents

- ✓ The DMV test consists of 50 questions. There are 45 questions on road rules and 5 questions on road signs. You must have 40 correct to pass.

Applicable Websites

- Florida Driver's Handbook
<http://www.flhsmv.gov/ddl/dlclass.html>
- Pinellas County Tax Collector (Renew registration for your vehicle)
<http://www.taxcollect.com/>

Address: 13025 Starkey Road, Largo FL (727) 464-7777

Health Insurance

Students are encouraged to maintain personal health and accident insurance through an employer or independent provider. The University does not provide any type of insurance coverage for students.

Schiller International University is not responsible for student's lost or stolen personal property. Students are encouraged to take out personal insurance to cover the loss of belongings.

- Sample websites with different plans that may be available online.

<https://www.compassstudenthealthinsurance.com> *

<http://www.internationalstudentinsurance.com> *

***Please note that Schiller International University does not endorse and/or recommend any specific website and/or business.**

PARIS CAMPUS



Figure 3. View of Paris



Figure 4. Entrance to Schiller Location in Paris

WELCOME LETTER FROM THE DIRECTOR

Dear Student,

Schiller Paris is a fully accredited institution of higher education based in the center of Paris near Montparnasse. Our mission is to provide students an excellent academic grounding in fields that prepare them for international careers. We thus offer the following degrees: Bachelor of Arts in International Relations and Diplomacy, Master of Arts in International Relations and Diplomacy, Associates Degree in International Business, Bachelor of Science in International Business, MBA and MBA - International Business. Our unique monthly system facilitates the construction of one's future career during the course of study. The community of students and scholars that is Schiller Paris helps students grow intellectually without neglecting to provide an unparalleled learning experience that allows them to grow as persons prepared to assume tomorrow's leadership roles.

Now is the time for you to make the most of this once in a lifetime opportunity. Welcome aboard and see you soon!

James Brown, PhD
Campus Director - Paris

THE CAMPUS

The Paris campus of SIU is located in the 15th arrondissement close to Montparnasse, near international organizations such as UNESCO and within the vicinity of the student district known as the “Latin Quarter”. Campus resources include a computer laboratory, a student study area, a student café lounge and other facilities. Students may have access to the American Library of Paris and other library resources of university research caliber that are available to students in Paris such as the Mazarine Library and the National Library of France. As an independent, international and American university in Paris, SIU offers students a multicultural environment with faculty that encourages diversity, leadership and global understanding. Studying in Paris is a great opportunity for SIU students to be immersed in one of the most important political, diplomatic, economic and cultural capitals in the world.

CAMPUS SECURITY: PARIS CAMPUS

In the event of an emergency, Students, Staff and Faculty are advised to contact emergency services such as police by calling 17, fire by calling 18, or ambulance by calling 15. Students are encouraged to take precautions to safeguard their persons and their valuables. The University is not responsible for lost, damaged or stolen items left unattended.

Pursuant to the Student Right to Know and Campus Security Act (known as the Clery Act), SIU publishes an Annual Campus Security Report and a Fire Safety Report. This report can be accessed via <http://ope.ed.gov/security> and input information in for the main Campus in Largo, Florida then select your school information.

CULTURAL AFFAIRS

The University has a Cultural Affairs Program. Throughout the semester there will be several trips to museums, plays, ballet, and concerts. Overnight trips and special dinners are sometimes planned. The students can always approach the Dean of Students or the Cultural Affairs Coordinator with any ideas and preferences and are encouraged to participate in cultural affairs activities, to enrich their life at the Campus.

BEFORE ARRIVAL IN PARIS:

In order to enter France as a student, non EU-candidates must go to the French consulate of their country and present all required documents included admission letter from Schiller International University to apply for the student visa. For information on the necessary documents that students have to present upon request of a student visa for France, as well as the exact address of the nearest French Consulate from the student’s country. Students can also contact their own embassy in France.

<https://www.diplomatie.gouv.fr/en/coming-to-france/>
<https://latitudefrance.diplomatie.gouv.fr/AnnuaireCarto.html>

Please note that students who come to France on a short-stay (tourist) visa, cannot change this to a long-stay visa while in France. Get your student visa before arriving in France (for non-EU citizens)!

IN PARIS:

Upon arrival in Paris students are required to obtain a carte de séjour.

<https://www.immigration.interieur.gouv.fr/fr/Archives/Les-archives-du-site/Archives->

[Immigration/Archives-Immigration-professionnelle/La-carte-de-sejour-competences-et-talents](#)

In order to get a “Carte de Séjour“, you must present a set of documents to prove that you are a student at SIU Paris:

- Valid passport or valid identity card except for EU nationals plus photocopies,
- Long-stay (more than 3 months) student visa (unless Swiss and EU citizens),
- A paper justifying your regular entry into the French territory (visa).
- Official Birth Certificate, translated into French by a translator approved by French Tribunals (original plus photocopies)
- Official proof of address in Paris (such as telephone or electricity bill, insurance policy, rent contract or housing insurance policy or the so-called “attestation d’hébergement - housing certificate- issued by the student’s landlord, the student’s host or the director of the student residence where the student lives. The Paris campus can provide you with the housing certificate forms.
- Proof of enrolment (“certificat de scolarité”) issued by the Paris registrar once you have paid your tuition fees and the relevant request has been approved by the bursar.
- 3 Identity photos: black and white, 3.5 X 4.5 cm, recent and bareheaded, and
- Financial guarantee from person/s providing funds, with notarized signature in French or with French translation (original plus copy).

STUDENT IDENTITY (“I.D.”) CARD

All students are advised to request a student “I.D. “Card at the time of registration. The student should have this card available for presentation upon request by members of the Schiller International University Administration. In addition, a student “I.D.” Card permits reduced entry into museums and other Cultural Centers.

INSURANCE

In order to obtain your residence permit (“Carte de Séjour „), you must produce proof that you are either covered by the French Social Security system or that you have arranged for individual medical coverage. This is called “couverture sociale”. The documentation required is a certificate from the insurance company which sets forth: – the company’s name and the fact it is an insurance company (“raison sociale”) – your name and civil status (“état civil”) – the duration of the insurance policy – the risks covered (your insurance policy must cover at least doctor and hospital bills)

CAMPUS LIBRARY AND OTHER LIBRARIES

CAMPUS LIBRARY

The following general information is intended to describe the library and its services to you. Since we want to know you, please do not hesitate to introduce yourself when you come to the library, and by all means ask us for additional explanations. To use the Library and to borrow books and other library materials for home use, you must show us your current Schiller student identity card. You can use the CATALOG first, to see if the library has the book(s) and what the CALL NUMBER(S) is before proceeding to the shelves. If you have difficulty locating what you want, please ask us to help you. THAT’S WHAT WE ARE HERE FOR.

Staff

Fabrizio Veneziano, Librarian, and assistants WELCOME YOU.

Hours of Operations

Monday – Thursday from 9:00 to 18:00 hours, Friday from 9:00 to 17:00 hours.

OTHER LIBRARIES & BOOKSHOPS**ENGLISH LANGUAGE LIBRARIES**

General Reading and Reference

THE AMERICAN LIBRARY IN PARIS

10 rue du General Camou (M° ECOLE MILITAIRE or ALMA MARCEAU)
75007 Paris Telephone: 01 53 59 12 60

Founded in 1920, The American Library in Paris is an endowed, subscription library operated on a non-profit basis.

Collections: General adult fiction and non-fiction; children's books; periodicals; reference books; phono discs and cassettes. Services Reference, Circulation, Photoduplication.

Hours: Tuesday through Saturday, 10:00 a.m. – 7:00 p.m.

Closed Sundays, Mondays, French legal holidays, July 4th, Thanksgiving. August: reduced hours (see posted schedule).

The Paris Study Center will pay for your membership to the American Library in Paris provided that we have approved your enrollment beforehand. To this end, you are invited to submit an Application for Use of the American Library to the Paris Study Center librarian. (No application will be accepted prior to the second week of the semester or within 2 weeks of the end of the semester). The American Library in Paris will not enroll you as a member without our authorization.

THE ENGLISH BOOKSHOP

The biggest English bookshop in Paris
248 rue de Rivoli, PARIS 1er, M° CONCORDE
Tel 01 44 77 88 99

WHSmith is open from Monday to Saturday from 9:00 a.m. to 7:00 p.m. Sundays and bank holidays from 12:30 p.m. to 7:00 p.m. open 362 days a year, closing on Christmas, New Year's Day and 1st

www.whsmith.fr

FRENCH LIBRARIES

The most important are listed in the directory, Bibliothèques spécialisées de Paris et de la région parisienne on file in the Library for your use. In this publication, the libraries are also enumerated by subject(s), along with days and hours open and conditions of access. We list the most useful to you:

BIBLIOTHEQUE MAZARINE

BIBLIOTHEQUE PUBLIQUE D'INFORMATION

Centre Georges Pompidou

2nd floor

Plateau Beaubourg

75004 Paris

M° Rambuteau, Hotel de Ville, Châtelet les Halles.

Open: Monday, Wednesday, Friday 12:00 – 22:00 Hours Saturday, Sunday 10:00 – 22:00 Hours

Closed Tuesday

Its open-stack collections, up-to-date books and periodicals, many in English, in all fields, along with generous hours of service, a large public service stall, inexpensive photocopying, make it a useful library. In addition to books, periodicals, slides and microfiches, there is a language laboratory (médiathèque) on the lower level of the library, and a room of new publications (sane d'actualité) on the ground floor of the Centre Pompidou. Please note that books and other publications cannot be checked out.

For information over the telephone call: 01 42 7816 48

BIBLIOTHEQUE NATIONALE DE FRANCE

Quai François-Mauriac

75706 Paris Cedex 13

M° Quai de la gare

Following the transfer of the printed and audiovisual collections from the Rue de Richelieu site, this reserved-access research library is now opened with 2000 reading units. The collections in these rooms, totaling 180,000 volumes, including 2,500 different periodicals have been built up through acquisitions and can be freely consulted. They are complemented by microform reproductions, digitized documents, audiovisuals, and multi-media recordings.

Two types of passes are available: a 20 F one-day pass is valid for the entire day, even if the holder temporarily leaves the library. Annual passes are valid from the date of issue and cost 100 F for students (students must show their Schiller identity card).

It is opened from Thursday to Saturday from 10 a.m. to 7 p.m. and on Sundays from noon to 6p.m. Books and publications cannot be checked out.

FONDATION NATIONALE DES SCIENCES POLITIQUES (SCIENCES PO)

30 rue Saint Guillaume

75007 Paris

M° Bac

Bus: 63, 68, 83, 84, 87, 94,

Telephone: 01 45 49 50 50

Opening Hours: Monday to Friday 08:30 – 20:00 Hours. Saturday 09:00 -19:30 Hours.

Note: Annual closing in second half of July. Use requires an introduction from the Schiller International University Paris Study Center.

VILLE DE PARIS BIBLIOTHEQUES (Complete list on file in Library)

These are free neighborhood public libraries run by the city of Paris with at least one in each of the twenty arrondissements. Many of these local libraries are housed in attractive new or remodeled quarters with open-shelf collections of fiction and non-fiction including reference works and periodicals. Many also have a records collection. Only registered users may borrow books for home use. A card can usually be obtained by giving satisfactory proof of identity and residence.

POSTAL SERVICE

The main function of the French Post Office (La Poste) is to convey letters (though La Poste also provides banking services, and you can open an account there). Letters for destinations within France usually arrive the next day, for EU countries 2-4 days and for USA up to 7 days. In many post offices, you will find automatic stamp machines, telephone booths and photocopiers.

POSTAL CHARGES

The cost of sending a letter depends on its weight and destination. For EU destinations, it costs about 0, 80 € to send a letter weighing up to 20 grams. For countries outside the EU, there are different prices for each geographical region. A letter weighing more than 20 grams must be marked Lettre (all post offices have weighing scales and label dispensers).

POSTCODES

An essential part of all addresses in France is the five-digit postcode that identifies the commune. The postcode immediately precedes the name of the town or village, on the last line of the address for all mail within France. The first 2 digits of the postcode indicate the number of the department; and the last 3 digits identify the commune (for example, 56470 is the postcode for the town of La Trinité-sur-Mer in department number 56, i.e. Le Morbihan). For large cities with arrondissements -districts- like Paris, the last 2 digits of the postcode indicate the arrondissement; for example: 75006 PARIS means “Paris, 6ème arrondissement“. Post offices are usually open from 8 am to 7pm Monday to Friday and from 8am to 12pm on Saturday. Exact hours may vary from office to office. In Paris, the post office on Rue du Louvre (2ème arrondissement) is open 7/24.

BANKING

Opening a bank account

Students staying in France for more than 3 months are advised to open a bank account. Students staying for less than 3 months may open an account at a savings bank (Caisse d'Épargne) or at the Post Office (La Poste). The savings banks have a large network of branches and most post offices have a banking service. Savings bank and post office accounts are managed in exactly the same way as accounts at commercial banks.

To open a bank account, students need to show the 3 following documents:

- Valid passport
- Carte de Séjour
- Proof of address: telephone or electricity bill, rent receipt, “certificat d’hébergement” (official document stating that you are staying with a private resident, obtained by your French host from the local townhall “mairie”), etc.
- Approximately 10 days after opening the account, students receive a checkbook and/or a credit card. Checkbooks are usually free of charge. Credit cards, which are valid for two years, cost between € 15, 24 to 30, 50 per year, depending on the bank and the type of card.

While opening an account, students may be offered an overdraft facility. Overdrafts can be expensive: when your account balance is negative, the bank charges you interest. If you exceed your authorized overdraft limit, you risk withdrawal of check and credit card facilities („interdiction bancaire“). This means that students have to pay their expenses in cash, including bills, rent and all purchases. If your checkbook is lost or stolen, contact your bank branch during working hours to make a stop-payment order („opposition“). Outside working hours, you will need to call the lost and stolen check service at the Banque de France (08 36 68 32 08) and give them your bank account number to register a stop-payment order. Opening a bank account is generally free of charge, though some services (like a stop-payment order if your checkbook or credit card is lost or stolen) carry fees. Some banks also charge for closing an account.

CREDIT CARDS

With any valid credit card, you can withdraw cash from any automated teller machine (ATM) at any bank, savings bank or post office (not necessarily the bank where you have your account). ATMs are open 24 hours a day and take several types of credit card (Visa, Eurocard, etc.). Most shops accept payment by credit card for purchases above a minimum amount (usually € 15). There is usually a minimum purchase amount for checks as well, but this may be lower, at € 8). Each shop has its own policy on this – there are no fixed rules.

If you have an international credit card, you can use it in most European countries, including France. You can also use your credit card to make phone calls from selected public telephone booths: the cost of the call is debited automatically from your bank account. If your credit card is lost or stolen, call the 24-hour telephone number (given to you when you receive your card and indicated on all ATMs) to make a stop-payment order. This will normally prevent anyone from using your card. However, you should confirm the stop payment order in writing at your bank.

OPENING HOURS

Banks are normally open Monday to Friday from 9am until 4pm (5pm at some branches). Some banks are open on Saturday mornings or all day Saturday, in which case they are closed on Monday.

MISCELLANEOUS

Chase Manhattan, First National City and other American Banks are in Paris. Check to see if your bank has a French branch. Students can exchange money at the Paris airports, train stations, most of the banks and offices of American Express, Barclays, Thomas Cook; as well as currency exchange offices all over Paris

LOST AND STOLEN PROPERTY

WHAT TO DO FIRST – MAKE A POLICE REPORT

All thefts and major losses should be reported to the police as soon as possible. Each of Paris twenty districts (arrondissements) has three or four police stations (commissariats); train stations also have one. You should go to the one which has jurisdiction over the area where the theft or loss occurred unless you were robbed in the subway. In that case, you can go to any police station including the one located near the American Embassy at 31, rue d'Anjou 75008 Paris (phone no.: 01 42 65 23 13). The police will give you a "cépissé de déclaration de perte ou de vol" (receipt for declaration of loss or theft). If you have lost your passport, identification documents and other papers as well as personal effects, you will receive separate receipts, one for your papers (pièces d'identité) and one for your valuables. The report must be made in person. The police will not accept a report by telephone or from someone else on your behalf. Most police stations have English-speaking personnel; if you have difficulty making yourself understood in English, call the Embassy's Office of American Services (phone no.: 01 43 12 45 18) to obtain a translator to help you. While it is unlikely that the thieves will be arrested as a result, it is important that you report this to the police. The police receipt is helpful and sometimes necessary in applying for the replacement of airlines tickets, EURAIL passes, passports, traveler's checks, etc. It is also useful for supporting insurance claims.

HOW TO REPLACE CERTAIN LOST OR STOLEN ITEMS

AIRLINE TICKETS

Report the loss or theft immediately to the Paris office of the airline company. It is left to the discretion of each airline company whether or not to replace a ticket. In any case, replacement tickets are issued only after verification of the initial purchase of the tickets has been obtained by telex from the airline's home office. Credit Cards Notify the Paris office of the issuing firm immediately.

EMERGENCY AND HEALTH CARE

Students are required to carry their own health and accident insurance („couverture sociale“) or be covered by the French Social Security system. Coverage is required from the date of their departure from their country of residence until their return.

All EU citizens staying in France must obtain the form E111 before leaving their country. They are entitled to use the French Social Security system, which refunds up to 70% of medical expenses (but sometimes less, for instance dental treatment). Nationals of non-EU countries should take out health insurance before leaving home. Consultations and prescriptions have to be paid for in full, and are reimbursed, in part, on receipt of a completed form.

If students undergo treatment while in France, the doctor will give them a prescription and a feuille de soins (statement of treatment). The doctor's consultation fee is about 30 Euros for a general practitioner („médecin généraliste“) and as of 80 Euros for a specialist. The medication will carry vignettes (little stickers) which you must stick onto your feuille de soins. Send this, the prescription and form E111, to the local Caisse Primaire d'Assurance Maladie (CPAM, in the phone book

under Sécurité Sociale). Refunds can take over a month to come through.

ENGLISH SPEAKING HOSPITALS AND DOCTORS IN PARIS GENERAL PRACTITIONERS

- Dr. Julia Bache, Centre Hospitalier Franco-Britannique, 3, rue Barbès, 92200 Levallois Perret, Metro: Anatole France, phone no.: 01-4639-2234 or 2222
- Dr. Gunita Jolly, Centre Hospitalier Franco-Britannique, 3, rue Barbès, 92300 Levallois Perret, phone no.: 01.46.39.22.22
- Dr. Marie-Thérèse Hubsch, 3 rue Tronchet, 75008 Paris, 01-47-42-28-24
- Dr. Nancy Salzman, 1 Ave. De Lowendal, 75007(36 rue du Colisée, 75008) Paris, Metro: Ecole Militaire (St-Philippe du Roule), phone no.: 01-45-63-18-43
- Dr. Francis Slattery, 10 Av. d'Elyau, 75016 Paris, Metro: Trocadero, phone no.: 01-47-42-02-34
- Dr. Jurgen Tredup, 27 rue Saint Ambroise, 75011 Paris, Metro: St-Ambroise, phone no.: 01-43-55-03-21

HOSPITALS

- American Hospital, 63 Boulevard Victor Hugo, 92200 Neuilly sur Seine, phone no.: 0 1 46 41 25 25, Metro Pont de Neuilly.
- Centre Hospitalier Franco-Britannique, 3, rue Barbès, 92300 Levallois-Perret, phone no.: 01 46 39 22 22

EMERGENCIES

In extreme cases which require immediate hospitalization or are life threatening, Ambulances de l'Assistance publique (01 43 78 26 26) will ensure the rapid transport of any sick person to the nearest French hospital. You can also call the SAMU at 01 45 67 50 50

For transportation to the American Hospital, call the hospital at 01 46 41 25 25.

IMPORTANT PHONE NUMBERS

Medical help – SAMU	15
Police/Police Nationale	17
Fire & accident – Sapeurs Pompiers	18
SOS – all services (Europe-wide)	112
SOS – all service (hearing assisted)	114
European SOS	112

The number 112 can be dialed to reach emergency services – medical, fire and police – from anywhere in Europe. This Pan-European emergency number 112 can be called from any telephone (landline, pay phone or mobile cellular phone). Calls are free. It can be used for any life-threatening situation

24 HOUR PHARMACY/CHEMIST/DRUGSTORES IN PARIS

Find a duty pharmacy (in French)

Enter or validate your area postcode when prompted; then chosen the time a pharmacy is required when prompted. The details of available pharmacies is given phone no.: 32 37

Pharmacie Européenne

At: 6 Place Clichy (Arr 9) Metro: Clichy

Open: 24 hours a day, every day (24/7)

phone no.: 01 48 74 65 18
01 42 82 91 04

Les Champs

At: 84 ave des Champs-Élysées (Arr 8)

Open: 24 hours a day, every day (24/7)

phone no.: 01 45 62 02 41

Pharmacie Première

At: 24 bd de Sébastopol (Arr 4). Metro: Châtelet Open: 10:00-02:00

Pharmacie Daumesnil

At: 6 Place Félix Eboué (Arr 12) Metro: Daumesnil

Open: 24 hours a day, every day (24/7)

01 43 43 11 54

phone no.: 01 43 43 19 03

Pharmacie des Arts

At: 106 bd du Montparnasse (Arr 14) Metro: Montparnasse

Open: Monday to Saturday 10:00-24:00, Sunday 20:00-24:00

phone no.: 01 43 35 44 88

HOUSING PROCEDURES

The Paris Study Center does not have a student residence.

The only possibility of accommodation is private housing handled at the Paris Campus in the following way:

- One week prior registration date of the relevant session we will help you find appropriate housing arrangements by contacting the private landlords or housing agencies.
- The interested student must personally inspect the housing offered and make the arrangements with the landlord. The Paris campus acts only as an intermediary between the two interested parties.

You should plan at least a two-week stay before you obtain appropriate housing. The housing market in Paris is traditionally very tight, especially in the field of student lodging.

- Furnished room (shared bath & kitchen) € 600-650 per month
- Independent room (difficult to find) as of € 700 per month
- Studio (1 room plus bath and kitchen) as of € 800-900 per month
- Apartment (2 rooms) as of € 1100 per month

Please, bear in mind that these prices may vary.

You can also try to find a room in a student residence ("foyer").

We recommend that your budget transitional hotel cost of at least € 60 per night.

Below here is a short list of hostels and hotels in the vicinity of the Paris campus.

HOSTELS

ALOHA HOSTEL

Address: 1 rue Boromee

75015 Paris

Phone number: +33 (0) 1 42 73 03 03

Metro: Volontaires

Price: € 30 -35

Description: There are no singles. Rooms for 3-4 -6-10 people. Breakfast is included.

Reservation by Internet: www.aloha.fr

THE THREE DUCKS HOSTEL

Address: 6 Place Etienne Pemet

75015 Paris

Phone Number: +33(0)1 48 42 04 05/ (0)1 48 42 77 77

+33(0)1 48 42 99 99 (fax)

Metro: Felix Faure/Commerce

Price: as of € 18 to € 27(rooms for 6, 8, 10, 12)

www.3ducks.fr

ARTY PARIS

Address: 62 rue de Morillons

75015 Paris

Phone number: +33 (0)1 40 34 40 34

+33(0)1 47 83 24 29-fax-

Metro: Porte de Vanves

Price: Room for 1, 2, 4, 8 people (consult Internet for prices)

Maximum stay is 8 days

www.artyparis.fr

AUBERGE INTERNATIONALE DES JEUNES

Address: 10 rue Trousseau

75011 Paris

Phone number: 0 1 47 00 62 00

Metro: Bastille/Ledrou Rollin

Price: from € 19

Description: Rooms are for 3-4 people. Breakfast is included.

Six nights maximum to stay.

www.aijparis.com

AUBERGE JEUNESS D'ARTAGNAN

Address: 80 rue Vitruve

75020 Paris

Phone number: +33(0) 1 40 32 34 52

Metro : Porte de Bagnolet

Price: € 30.60 (room for 3)

Description: Breakfast is included
www.hihostels.com

HOTELS

EDEN HOTEL

Address: 110 rue Blomet
75015 Paris
Phone number: +33(0)1 48 28 13 95
Fax: +33(0)1.48.28.15.85
Metro: Vaugirard
Price: as of € 94
www.hoteledenparis.com

CACTUS HOTEL

Address: 47 rue Volontaires
75015 Paris
Phone Number: +33(0)1.47.34.76.55
Fax: +33(0)1.45.67.25.18
Metro: Volontaires
Price: as of € 75
www.hotel-cactus.fr

SPLENDID HOTEL

Address: 54 rue Fondary
75015 Paris
Phone number: +33(0)1.45.75.17.73
Fax: +33(0)1.45.79.76.11
Metro: Emile Zola
Price: as of € 85
www.splendid-hotel-paris.com

HOTEL KORNER MONTPARNASSE

Address: 54 rue Falguiere
75015 Paris
Phone: +33 (0)1 43 20 70 70
Fax: +33 (0) 1 43 20 15 11
Metro: Falguière
Price: as of € 85
www.hotelkorner.com

HOTEL DELOS VAUGIRARD

Address: 7 Rue Général Beuret
75015 Paris
Phone: +33(0) 1 56 56 63 90
Fax: +33 (0) 1 48 28 88 46

Metro: Vaugirard
Price: as of € 80
www.deloshotel.com

HOTEL AJIEL
237 rue de Convention
75015 Paris
Phone: +33 (0) 1 55 76 31 31
Metro: Convention
Price: as of € 92
www.ajiel-hotel-paris.com

STUDIO HOTEL
25 rue Alain Chartier
75015 Paris
Phone: + 33 (0) 1 48 28 66 48
Fax: +33 (0) 1 45 32 05 41
Metro: Convention
Price: as of € 90
www.hotel-studio.com

HOTEL GRENELLE
140 Bd de Grenelle
75015 Paris
Phone: +33 (0) 145 75 26 54
Fax: +33 (0) 1 45 77 73 94
Metro: La Motte-Picquet Grenelle
Price: as of € 90 (depending on the period)

SPECIALISED WEBSITES

CITE INTERNATIONALE UNIVERSITAIRE <http://www.ciup.fr/en/>

CAMPUS France : <http://www.campusfrance.org/en>

FUSAC, <https://www.fusac.fr/>, is a site for jobs, real estate, housing, services, learning, etc. for France and the Anglophone world.

De Particulier à Particulier, www.pap.fr, is a great way to find housing directly through owners.

MA PIAULE, www.mapiaule.com: Classifieds and practical advice

HOUSING:
Seloger, www.seloger.com;
www.parisis.com/homystudiosinparis/beaubourg/
www.lodgis.com;

www.book-a-flat.com
www.paristay.com
www.nyhabitat.com
www.parisattitude.com

For those who are looking for a Flat-share:

<http://www.appartager.com>
<http://www.e-colocation.fr>
www.colocation.fr

Residences with services for students “les Estudines”: www.estudines.com

ADELE

The Association pour le développement du logement étudiant (association for the development of student accommodation) website. It contains all sorts of practical advice for finding accommodation, the list of halls of residence in Paris and is a mine of information:

www.adele.org

TRANSPORTATION

METRO-BUS-RER

The usual mean of transportation within Paris is the Metro. Its network covers the whole of Paris and it usually has very good and reliable service. Students can buy their tickets at every metro station. However, the best option is to buy the “Carte orange” which is a weekly or a monthly pass that allows you unlimited travel by metro, bus or RER (local trains), within the selected zone. You can also buy a carnet: 10 metro tickets with a discount price. Weekly metro passes can also be purchased. The tickets are valid from Monday to the following Monday. The metro system is divided in 6 Zones, the zone 1 comprises Paris, and the other 5 zones are in the Region of Paris called “Ile de France” („Banlieue“ – the suburbs of Paris-). Students under 25 years can apply for the “Carte Imagine R”, which is a discounted ticket for youths. The price is around € 29 every month and is debited automatically from the student’s bank account.

These cards are good for one year and applications can usually be obtained from any metro station. This card can also provide students with discounts in certain restaurants and museums. Students will usually take the metro within the zone 1 and maybe between the zone 1 and 2, from the place where they live to the campus (see instructions “how to get to the campus”). When travelling within the zone 1, students can also take the bus with their “Carte Orange”.

The bus system is also very efficient, although the journey might take longer depending on the traffic conditions. Buses run from 6.30 am to 12.30am from Monday to Saturday with a more limited service on selected lines on Sundays and public holidays. After the metro and normal buses stop, the only public transport is the night bus (Noctambus lines) from Place de Châtelet to different areas in Paris and suburbs. Furthermore, students can choose to take the RER, which is a train that goes from Paris to the suburbs and it passes through the 6 Zones in the Paris area. While travelling in Paris, you can use this train. It is usually faster because it has less stops, and the price is covered with your “Carte Orange”. However, if you wish to go to a different zone than that stated on your “Carte Orange”, you will have to pay an additional fee. You can easily get to the Paris airports (Roissy-Charles de Gaulle and Orly) by taking the RER.

TRAIN

Several attractions in the suburbs, such as the Versailles Castle or Disneyland Paris, are served by the RER local train network. However, most locations farther away from Paris are served by the SNCF (the state railway). The TGV (Train à grande vitesse) is a high-speed train which has revolutionized journey times and is gradually being extended all over France. Travellers have to pay a supplement and book in advance though. SNCF national reservation and information service: 08 36 35 35 35 or at www.sncf.fr Students under 26 benefit a 25% reduction on all the trains in blue periods (except from TGV's). Students planning to stay for at least one year should buy a year reduction card (Carte 12/15) to benefit a 50% reduction on all the trains (25% for TGV's) in blue periods (specific dates and hours) or a 25% reduction (for the rest of the time). Important discounts for international journeys are also made.

PARIS TRAIN STATIONS

- Gare d'Austerlitz: to South and Central France, to Madrid and Barcelona (Talgo trains).
- Gare de Lyon: to Southeastern France, the Alps, the French Riviera, Italy, Switzerland,
- Gare de l'Est: to Eastern France and Germany
- Gare du Nord: to Northern France, Channel Ports, Belgium, the Netherlands, Northwestern Germany and London (the Eurostar train takes 3 hours to the London Waterloo station, SIU London is just across the street).
- Gare St.Lazare: to Normandy
- Gare Montparnasse: to West France, Brittany, the Southwest and Spain.

TAXI

Taxi ranks are found on numerous major roads and at stations. Taxi charges are based on area, time, and pieces of luggage. Most journeys in central Paris average € 10-20, whereas taxi rides from/to the Paris airports average € 40-50.

To request cab service, call Taxi G7: 01 47 39 47 39, or
Taxis Alpha: 01 45 85 85 85 or Taxis Bleus: 01 49 36 10 10

RENT-A-CAR

To hire a car, you must be 25 or over and have held a license for at least one year. However, some agencies accept drivers aged 21-24. You should have your driving license and passport with you. You can find most international rent-a-car companies, such as Avis, Europcar, Hertz or Ada in Paris and its airports.

PLANE

ROISSY-CHARLES DE GAULLE

Most of the international flights arrive at the Roissy airport, 30 km north-east of Paris. Its two terminals are some way apart, so students should check which the right one for their flight is. 24 hr. information service in English: 01 48 62 22 80 Transportation to Paris: RER B (the quickest and most reliable way to get to Paris which costs € 7.62), taxis, the Air France buses, the Roissy buses and some other airport shuttles to different points in Paris. There is also a SNCF train station at Terminal 2.

ORLY AIRPORT

French domestic and several international flights use Orly airport, 18 km south of the city. It also boasts two terminals: Orly-Sud (international flights) and Orly-Ouest (domestic flights). Information service in English: 01 49 75 15 15 Transportation to Paris: Orlyval and RER B (which also connects to Roissy airport), taxis, Orlybuses and Air France buses.

BEAUVAIS TILLÉ AIRPORT

70 km from Paris, with a bus link to Porte Maillot. For flights from/to Ireland and Scotland.

VÉLIBE BIKE RENTALS

You may find more information on <http://www.transilien.com/web/site>

CULTURAL LIFE

Paris regards its vibrant cultural life and its many artistic activities as proof of its legendary quality of life. Paris is truly a city of culture and unrivalled arena for any kind of artistic expression: 3 opera houses, 141 theatres, 134 museums, 17 music conservatories, 343 cinemas, and many art galleries and concert halls entice visitors with events, performances and exhibitions. Paris is a city of both the old and the new, and in its cultural activities the voices of traditionalists and experimentalists find expression – and eager audiences. From one historic and artistic extreme to the other, and at all the points in between, there is an exciting variety from which to choose. To know what is going on in Paris in terms of cultural events, you may find information on <http://www.paris.fr/english> or buy the weekly Pariscope, Figaroscope (a supplement of Le Figaro newspaper) or L'Officiel des Spectacles at a kiosk or in a book store. There are also some monthly publications, such as Paris Nuit, the Paris Free Voice and the booklet "Saisons de Paris" published by the Paris Tourist Office. You can also get an insight into the cultural life in Paris with the magazines Fusac, Time Out or Paris voice for English-speaking Parisians. You can find them on campus.

MUSEUMS

- **PALAIS DE CHAILLOT**
- Métro Trocadéro.
- Musée des Monuments Français Reproduction of the best known churches' facades. Sculpture. phone no.: 01 47 27 35 74 <http://www.citechaillot.fr/>
- Musée de l'Homme- Natural History. Open: 9:45-17:45, phone no.: 01 45 53 70 60
- Musée de la Marine Collections of all Marine-Oceanography. Open: 10.00 a.m. – 6.00 p.m. phone no.: 01 45 53 31 70 <http://www.musee-marine.fr>
- Musée du Cinéma / Cinémathèque Cinema museum and cheap, old, new, good or bad films every day. Check their schedule at the museum or in Pariscope.

MUSEE GUIMET

6 place d'Iéna (16ème) phone no.: 01 47 23 61 65 Métro: Iéna Asian Art and Civilisation Open: 9.45 a.m. – 1.00 p.m./1.30 p.m. – 5.15 p.m. <http://www.guimet.fr/>

MUSEE RODIN

77, rue de Varenne (7ème) Métro: Varenne phone no.: 01 47 05 01 34

Rodin's creations in the garden of the Hotel Biron Open: 10.00 a.m. – 5.45 p.m.

<http://www.musee-rodin.fr/>

ORANGERIE- TUILERIES GARDENS

9:45 a.m. – 5:15 p.m., phone no.: 0 1 42 65 99 48 Interesting temporary exhibitions.

<http://www.musee-orangerie.fr/>

MUSEE D'ART MODERNE DE LA VILLE DE PARIS

Museum of Modern Art, I 1, Avenue de President-Wilson Métro Iéna – from 10.00 a.m. – 5:30 p.m. Closed Monday. Permanent collections from 1905 to present and temporary exhibitions.

<http://www.mam.paris.fr/>

GRAND PALAIS ET PETIT PALAIS

Place Clemenceau, 8th, Métro. Champs- Elysées-Clemenceau. Both museums were built for the 1900 World's Fair. The Grand Palais holds important temporary exhibitions and also houses the Palais de la Découverte (Science Museum). The Petit Palais houses the Museum of fine arts of the City of Paris (open 10 a.m-5.30 p.m.). Closed Monday and holidays. <https://www.grandpalais.fr/en>

MUSEE GREVIN

The Paris equivalent of Madames Tussaud's: life size wax mannequins of celebrities over the centuries. 10, bd Montmartre – 9ème, from 1:00 to 7:00 p.m.

New Museum in The Halles-Forum, from 10.30 a.m. to 6.45 p.m./ Sunday and Days off 1.00 p.m. – 7:15 p.m. Son et Lumière of Paris in the 1900's. <http://www.grevin.com/>

CITE DES SCIENCES ET DE L'INDUSTRIE – LA VILLETTE

30, Avenue Corentin-Cariou, Porte de la Villette 10.00 a.m. to 18.00 p.m., closed Monday. The exhibition World of Sciences and Industry. All features of Humankind in the City of the XX1th Century. <http://www.cite-sciences.fr/>

LOUVRE

Place du Carroussel, 1st. 9:45 a.m. – 5 p.m. Closed Tuesday, holidays. Distinguished representation of many schools of painting and sculpture, including many world- famous works: Winged Victory of Samothrace, Mona Lisa, Venus de Milo. Outstanding collections of Greek, Roman, Egyptian, Oriental antiquities; French, Italian and Flemish painters. www.louvre.fr

POMPIDOU CENTER- BEAUBOURG

120, rue Saint-martin, 4th phone no.: 01 42 77 12 33. 10 a.m. – 10 p.m. (open 12 a.m. Sunday) The National Museum of Modern Art, from post-impressionism to the present day.

<http://www.centrepompidou.fr/>

EXPERIMENTAL ART (MUSEE D'ART ET D'ESSAI) 13, Avenue du President-Wilson, 16th 9.45 a.m. – 5.15 p.m. Braque, Rouault, Seurat, Signac, Art Nouveau objects and sculptures.

<http://www.cinematheque.fr>

PICASSO MUSEUM

5, rue Thorigny – 75003 Paris phone no.: 01 42 71 25 21 Open from 9:45 a.m. to 5:00 p.m.
On Wednesday open from 9:45 a.m. to 10 p.m. <http://www.musee-picasso.fr/>

MUSEE D'ORSAY

62, rue de Lille – 75007 Paris – phone no.: 01 45 49 48 14 – Closed Mondays. 19th Century impressionist paintings. Architecture, sculpture, photography & decorative art.
<http://www.musee-orsay.fr/>

DECORATIVE ARTS MUSEUM

107-109, rue de Rivoli, Métro: Palais Royal, from 1.30 to 6.30 p.m. Closed Monday/Tuesday; from 11.00 a.m. to 5.00 p.m. on Sunday. Permanent collections and temporary exhibitions.
<http://www.lesartsdecoratifs.fr/>

HOTEL DES INVALIDES

- Musée de l'Armée Costumes, pictures, tin soldiers etc. Open: 10.00 a.m. – 5.00 p.m. phone no.: 01 45 51 92 84
- Musée des Plans-Reliefs Plans of fortified places, collection begun by Louis XVI. Open: 10.00 a.m. – 5.45 p.m., closed Sunday a.m. phone no.: 01 47 05 11 07
- Chapelle Royale and Emperor's Tomb Napoleon Open: 10.00 a.m. – 6.00 p.m.
<http://www.invalides.org/>

MUSEE DU QUAI BRANLY

Indigenous art, cultures and civilizations from Africa, Asia, Oceania, and the Americas 37, quai Branly 75007 – Paris phone no.: 01 56 61 70 00 Tuesday, Wednesday and Sunday: 11 a.m. – 7 p.m. Thursday, Friday, Saturday: 11 a.m. – 9 p.m. <http://www.quaibranly.fr/>

MUSEE CARNAVALET the historical legacy of Paris.

Tuesday to Sunday 10am to 6pm, except public holidays, Easter Sunday and Whit Sunday. Ticket office closes at 5.15pm. Some galleries are open in alternation. A schedule is available daily at the museum reception desk. Address: 23, rue de Sévigné 75003 Paris; phone no: (33) 1 44 59 58 58 ;
<http://www.carnavalet.paris.fr/>

MUSEE CERNUSCHI Art from Asia of the city of PARIS

7, avenue Vélasquez (accès par le 111-113, bd Malesherbes) – Paris 8e
<http://www.cernuschi.paris.fr/>

MAISON DE VICOT-HUGO

Rue de Sévigné PARIS 4e and Et Hauteville House à Guernesey
<http://www.maisonsvictorhugo.paris.fr/en/node>

MEMORIAL DU MARECHAL LECLERC DE HAUTECLOCQUE ET DE LA LIBERATION DE PARIS – MUSEE JEAN MOULIN

23, allée de la 2e D.B. – Jardin Atlantique (Beside Montparnasse Main Station)
Paris 15e <http://www.museesleclercmoulin.paris.fr/>

MUSEE DE LA VIE ROMANTIQUE

Hôtel Scheffer-Renan – 16, rue Chaptal – Paris 9e

<http://www.vie-romantique.paris.fr/fr>

GALLIERA, FASHION MUSEUM of the CITY OF PARIS

Galliera, musée de la Mode de la Ville de Paris,

10, avenue Pierre-Ier-de-Serbie – Paris 16e.

MUSEE COGNACQ-JAY, MUSEE DU XVIIIIE SIECLE

8, rue Elzévir – Paris 3e

<http://www.museecognacjay.paris.fr/>

LES CATACOMBES DE PARIS the Paris Catacombs

1, avenue du Colonel Henri Rol-Tanguy – Paris 14e.

<http://www.catacombes.paris.fr/>

MAISON DE BALZAC

47, rue Raynouard – Paris 16e

<http://www.maisondebaltac.paris.fr/en>

MUSEE BOURDELLE

16, rue Antoine-Bourdelle – Paris 15e

<http://www.bourdelle.paris.fr/>

MUSEE ZADKINE

100 bis, rue d'Assas - Paris 6e

<http://www.parismusees.paris.fr/en/zadkine-museum>

CRYPTE ARCHEOLOGIQUE DU PARVIS DE NOTRE-DAME the Archaeological Crypt of Notre-Dame and Place Jean-Paul II – Parvis de Notre-Dame – Paris 1er

PARKS

BAGATELLE

In the NW corner of the Bois de Boulogne, (16ème) – M° Porte Maillot, Bus 185. Well known for its beautiful flowers. Tulips, azaleas (mid-March to April), iris (May), water lilies and roses (June).

BOIS DE BOULOGNE

Vast park of nearly 900 hectares – 2,224 acres – stretching from Neuilly in the north to Auteuil in the south, 7 lakes on which you can boat; cafes, famous restaurants (Pre Catalan, Grande Cascade), Longchamp racetrack, children's amusement park (Jardin d'Acclimatation).

LUXEMBOURG GARDENS

Metro Luxembourg. The largest garden space on the Left Bank, with tennis courts, large basin for toy sailboats, extensive floral displays and the 17th Century Medicis' Fountains.

PALAIS ROYAL GARDENS

Metro Palais Royal. Peaceful garden bounded by 18th Century facades and charming boutiques.

MONCEAU PARK

Metro Monceau. By the boulevard de Courcelles in an elegant quarter, beautiful golden gates open into a lovely tree-shaded park with pagodas and an oriental art museum.

TOURIST INFORMATION

Central Tourist Office (Convention & Visitors Bureau)

L'Office de Tourisme et des Congrès de Paris

127 avenue des Champs-Élysées, 8th District

phone no.: (01) 08 36 68 31 12.

Fax: (01) 49 52 53 00.

Website: www.paris-touristoffice.com

E-mail: info@paris-touristoffice.com

Opening hours: Summer daily 09am-20pm (in winter Sun 11am-6pm).

Tourist offices are also located at the Gare de Lyon (Mon-Sat 8am-6pm) and Eiffel Tower (May to Sep daily 11am-6pm).

Entertainment information in English: 01 47 20 88 98

The major monuments of Paris are illuminated in the evening from dusk to midnight. Schiller Paris sells movies tickets with discount prices. Go to www.uec.fr for other options.

CHURCHES

Churches in Paris are predominantly Catholic. For other faiths:

American Church, 65 quai d'Orsay – 75007 Paris – phone no.: 01 47 05 07 99

American Cathedral in Paris, 23 avenue George V – 75008 Paris – phone no.: 01 47 20 17 92

Christian Science, 36 bd. St Jacques – 75014 Paris – phone no.: 01 47 07 26 60

St George's (Anglican), 7 rue Auguste Vacquerie – 75016 Paris – phone no.: 0147202251

St Joseph's (Catholic, English speaking) 50 av Hoche – 75008 Paris – phone no.: 01 45 63 20 61

Liberal Synagogue, 24 rue Copernic – 75016 Paris – phone no.: 01 47 04 37 27

Great Synagogue, 44 rue de la Victoire – 75009 Paris – phone no.: 01 42 85 71 09

Grande Mosquée de Paris, 39 rue Geoffroy St Hilaire – 75005 Paris

SPORTS

The sports venue for everything from ballroom dancing to judo is the Palais Omnisports de Paris-Bercy (POPB), 8 boulevard Bercy, 12th district (phone no.: 0 1 4002 6060). The major horse-racing events take place in October in the Bois de Boulogne – the Prix de la République and the Grand Prix de l'Arc de Triomphe. L'Officiel des Spectacles details sports events and Le Guide du Sport à Paris, available at tourist offices, book stops and town halls, lists sports facilities. Allo Sports (phone no.: 01 4276 5454), Direction Jeunesse et Sports, 25 boulevard Bourdon, 4th (phone no.: 01 4276 2260), offers information on municipal facilities.

Golf: Golf Disneyland Paris (phone no.: 01 6045 6890), 77 Marne-la-Vallée, 32km (20 miles) east of Paris, has a 27 hole course open year round from 0830 in summer and 0900 in winter.

Gyms/health clubs: A number of companies (such as Moving, Gymnasium and Gymnasium Club) dominate the gym scene in Paris but these tend to be open to members only. Gyms open for one-time visits are listed in the Squash section. Club Med Gymnase Club: 1 year EUR 460,00 (www.clubmedgym.com). This special rate is offered ONLY for students enrolled at Schiller Paris with a Schiller student I.D. card.

Squash: Squash Montmartre, 14 rue Achille Martinet, 18th district (phone no.: 01 42 55 38 30), has four courts, saunas, fitness equipment and restaurant. The charges are € 13 per person per hour. Club Quartier Latin, 19 rue de Pontoise, 5th district (phone no.: 01 5542 7788), charges € 14 for a day-pass.

Swimming: The underground Piscine Suzanne-Berlioux, Les Halles, 10 place de la Rotonde, 1st (phone no.: 01 42 36 98 44), is extremely central and open daily. Aquaboulevard, 4 rue Louis-Armand, 15th (phone no.: 01 40 60 15 15), has a selection of indoor and outdoor swimming pools open daily. Admission costs € 12 (concessions available).

Tennis: To play on municipal courts, application for a Carte Paris-Tennis should be made at the Mairie; alternatively simply turn up and hope for the best. Either way, the price is € 6 per hour. There are also private clubs which often charge high membership fees. Forest Hill Tennis at Aquaboulevard (see above) charges € 23-30 per visit and is open daily.

MADRID CAMPUS



Figure 5. View of Madrid



Figure 6. Entrance to Schiller Madrid Location

A NOTE FROM THE DIRECTOR

On behalf of the faculty and administration I would like to welcome you to Madrid and to the Madrid Campus of Schiller International University. Please feel free to contact us at any time if we can be of assistance to you. We have compiled this handbook in order to give you important and useful information on the Madrid Campus. Please read it carefully.

If Madrid is new to you, the second half of the book will guide you in getting around Madrid, in suggestions on things to do, in traveling and in practical matters such as banking, the post office, etc. We are looking forward to working with you to help you achieve the goals you have set for yourself both academically and culturally. Your own interest and initiative will determine the benefits you receive from Schiller's international experience.

Isabel Campbell, M.A., MEd.

Campus Director – Madrid

THE CAMPUS

Schiller's Madrid campus building, a beautiful neoclassical building that was formerly the residence of a member of the Spanish royal family, is situated on Serrano Street - considered one of the most elegant areas of Madrid - on the Plaza de la República Argentina. The campus is surrounded by restaurants, embassies, international schools and cultural centers. In the neighborhood, you'll also find everything from boutiques to the Santiago Bernabeu Stadium (home of the Real Madrid soccer team). The campus offers a full range of facilities, including computer labs, study and lounge areas, a library, and a career services office. SIU provides administration and staff who can assist students in finding their way in the city and locating accommodations.

CAMPUS SECURITY: MADRID CAMPUS

To access the university during office hours, students should obtain the front door code. After hours, the university is closed and protected by an alarm and a security response service. There are security cameras recording according to Spanish legislation. To contact emergency services such as police, fire, or ambulance, call 112.

The presence of campus security does not eliminate the need for students to take precautions to safeguard their persons and their valuables. The University is not responsible for lost, damaged or stolen items left unattended.

Pursuant to the Student Right to Know and Campus Security Act (known as the Clery Act), SIU publishes an Annual Campus Security Report and a Fire Safety Report. This report can be accessed via <http://ope.ed.gov/security> and input information for the main Campus in Largo, Florida then select your school information.

CAMPUS LIBRARY

The Schiller library and our online subscriptions provide excellent resources in the fields of business, economics and international relations. You can contact our librarian on Bovejero@schiller.edu.

LIBRARY HOURS:

8.30 – 17.00 Monday through Friday

Any changes in these hours will be posted on the door.

FINDING BOOKS AND MAGAZINES:

1. Go directly to the shelves or,
2. Use the library computer program.
3. You can also access on-line resources and the search for books in the catalog through our local website: http://schillermadrid.edu/library-catalog/opac_css/
4. The substantial online resources can be accessed from your Blackboard page. Please feel free to ask the librarian for assistance.

If you can't find what you are looking for, please ask for help.

LEARNING RESOURCES

Dawsonera e-book platform: <http://www.dawsonera.com/depp/reader/protected/Home.html>

Working with the world's leading publishers, Dawson has ensured that rich and diverse content populates dawsonera for the benefit of library users. Over 300,000 front list titles from more than 450 leading international publishers are now available to purchase or rent in real-time on the platform.

ACTIVITIES AND STUDENT LIFE

SOCIAL REGULATIONS

The policy at SIU-Madrid is to treat all students as mature members of an academic community. As active members of this community, students are required at all times, both on campus and in their private lives, to conduct themselves in a manner that brings credit to themselves, their country and to Schiller International University. It is each student's responsibility to see that these standards of conduct are maintained. Infractions of the rules will be handled by the campus director in coordination with the Rules Committee. Disciplinary actions may range from a formal warning to dismissal.

ILLEGAL DRUGS

The use or possession of any illegal drug at any time is a very serious offense in Spain and can lead to immediate expulsion or years of imprisonment. Drug use will not be tolerated within the University.

SMOKING

All educational centers are smoke-free. Smoking is permitted outside the building only.

CLEANLINESS

Anyone responsible for unnecessary messes in the center, classroom, study rooms, library, bathrooms, etc. will be responsible for cleaning it up.

In the case where exceptional health measures are in place, students will be expected to comply fully with these.

NOISE

Shouting, loud talking, and loud music are not acceptable as you may bother classes that are taking place, other students who are studying and campus administrators in their offices.

CENTER HOURS

The University hours are from 9:00 to 18:00 Monday through Thursday and 9:00 to 17:00 on Friday. The campus is closed on Saturdays, Sundays and Spanish holidays as posted on the bulletin board.

STUDENT LOCKERS

Students may rent lockers on a semester basis. Please see the Student Services office for more information. paloma_mesonero@schiller.edu.

ACTIVITIES

Throughout the semester SIU-Madrid offers a variety of academic, cultural and social activities. These entail visits to places of interest in Madrid and other cities in Spain, field trips to multinational companies, lectures on business and political issues by outside speakers, sports activities and our traditional end of semester graduation ceremony.

You will find all details about these events in the Reception area. The cost of these activities is covered partially by the University and partially by the students. For every event, students signing up must pay a deposit to reserve a place which will be refunded once the student attends and the activity has taken place. Deposits will not be refunded for students who do not show up.

STUDENT COUNCIL

The student body will be called to elect representatives for a Student Council. The Council will make the proposals to the Administration concerning extra-curricular activities and the organization of student life at the Madrid campus. The Council will meet periodically with representatives of the Administration, but will be fully responsible for its own organization.

YEARBOOK

In the past, a yearbook has been published by the Student Council and other interested students. Any student interested in working on a yearbook committee should consult with the Council members at the beginning of the semester.

GUIDE TO MADRID

MAIL

Students are welcome to have their mail addressed to the Center to avoid any later inconvenience should they change their place of residence. Mail should be addressed as follows:

Student's name
Schiller International University
c/ Joaquín Costa 20
28002 Madrid,
SPAIN

Mail may be picked up at the Reception Desk.

TRANSPORTATION IN THE CITY

Madrid has a very efficient system of both subway and bus lines and you can find full information at <http://www.emtmadrid.es/>

Buses and subway cost 1.50€ (one ride). Both are less expensive if you buy a 10-ride ticket. These can be found in the Metro or at the newspaper kiosks. Special discount monthly passes are available for those under 26 (Abono Joven). Over 26 is an Abono Normal. See the Student Services office for details or visit your local “estanco” for an application. If you use public transportation more than 4 times a day, it is worth your while to invest in the monthly unlimited-use transportation pass.

There are trains, called “Cercanías” that circulate in Madrid and go to suburban towns outside, and interesting places such as El Escorial, Segovia, Toledo and Ávila, with schedules throughout the day. The main stations are Atocha, Sol, Nuevos Ministerios, Chamartín and Príncipe Pío.

Although gasoline prices have gone up considerably in the past few years, taxis continue to be reasonable.

RESIDENCE IN SPAIN

All students must be legally residing in Spain. Remember that the Spanish police can and do ask you to identify yourself and to demonstrate your right to be in Spain. You should carry identification on you at all times – you can be legally detained if you cannot identify yourself. Please see the Admissions office for more detailed information regarding student visas and student residency cards.

Note:

It is a good idea to scan your documentation and email it to yourself – that way you will always be able to access a copy in case of loss or theft.

BANKING

Spain’s monetary unit is the “Euro” – € symbol.

Coins are in denominations of 1 – 2 – 5 – 10 – 20 – 50 cents and 1€ and 2€.

Bills exist in denominations of 5 – 10 – 20 – 50 – 100 – 200 – 500€.

Here are several methods used if money is being sent to you:

- Bank checks or cashier’s checks. These have become obsolete in Spain and students should adopt electronic methods for transferring funds.
- Open a bank account type “No Residente”. This can be opened with non euro currency. The funds are immediately converted into euros. Only euros can be withdrawn but any currency can be deposited. The balance in a “No Residente” account cannot exceed 12,000.00€ at any time.

Bank hours vary but generally are Monday-Friday 8:30-14:00 and some open on Saturday 9:00-13:30 and some on Thursday afternoons.

MEDICAL CARE

The Emergency number in Spain is 112. Members of the Schiller International University administration are always on call to give assistance. All students should insure that they are covered for health care while in Spain. Please ask the admissions office for advice mad_admissions@schiller.edu.

In the case of a serious illness, medical treatment is readily available at:

1. British-American Medical Unit (Unidad Médica Anglo-Americana)
Calle Conde de Aranda, 1
phone no.: 91-435-1823
2. Ruber International Hospital
Calle Juan Bravo, 49 phone no.: 91-402-6100 / 402-7100
Calle La Masó s/n Mirasierra phone no.: 91-739-1100

There are a number of English-speaking doctors and nurses who can assist you at these locations.

Accidents happening on the premises must be reported immediately to the campus administration.

INSURANCE

All students are required to carry their own health care insurance and accident insurance. Coverage is required from the date of departure from their country of residence until their return there. The coverage must meet the requirements established by the Spanish government and Spanish consulate.

E.U. nationals may use the Spanish Seguridad Social through agreements with their social security services at home. The Admissions office will be pleased to help you choose the best type of insurance for your needs. The University cannot assume responsibility for students who fail to take out adequate medical insurance.

PSYCHOLOGICAL CARE

Any student requiring confidential psychological counseling should request contact information from the Campus Director or the Registrar

PHARMACIES

Pharmacies operate on a rotating system remaining open at night and during holidays. Some are open 24-hours. You will find a list posted on the door of every pharmacy showing the nearest pharmacy open. Their address is indicated under the district of the city where they are located.

TRAVELING ON YOUR OWN

In addition to the excursions you will be taking with the University as a group, all students are encouraged to travel on their own, taking advantage of all that Spain has to offer. Faculty and administration will be happy to give you a number of possibilities, just ask!

If you plan to be out of Madrid for more than a few days, we would ask you to let us know where

you will be, so if need arises we could get in touch with you. Parents seem to call at the most unexpected times!

ELECTRICAL CURRENT

Keep in mind that voltage and cycles differ with countries. U.S. specifications for electrical appliances are 110 volts-60 cycles, while in Spain, 220 volts-50 cycles is more common. Therefore, in order use your appliances, you will need a transformer (transformador). Usage of your appliance without a transformer is not only dangerous, but will either ruin it completely or cause costly repairs. Be sure to check on this important point with great care. If in doubt, take the appliance to a competent appliance store.

THINGS TO DO IN MADRID

www.guiadelocio.com provides useful information concerning current events throughout Madrid on a variety of subjects such as movies, theaters, sports clubs, concerts, flamenco, conferences, restaurants, live-music-bars, etc.

PARKS

If you are up for something different some Saturday or Sunday, try one of the parks listed below:

Casa de Campo

Trails, zoo, Parque de Atracciones (which is a large amusement park). Great for a picnic, horse rental, boat rentals, etc. Entrance below Plaza de España or take the Metro to Batán. You can also take a cable car (teleférico) which leaves from Paseo de Rosales (at the end of Marqués de Urquijo).

Retiro Park

Gardens, expositions, boat, and bicycle rentals, outside cafes and even mimes and other free performances on Sunday mornings. Entrance by the Plaza de la Independencia (Puerta de Alcalá), or the following streets: Alcalá, O'Donnell, Alfonso XII. You can take the Metro to Retiro and there is a direct exit to the park.

Parque de Oeste

Beautiful gardens including an Egyptian Temple, extending behind the Plaza de España to Moncloa.

Campo del Moro

Beautiful park behind the Royal Palace.

Botanical Gardens

Beautiful gardens right next to the Prado Museum.

El Capricho

18th century park in Alameda de Osuna. One of Madrid's best kept secrets – take the metro to Capricho.

MUSEUMS

The Prado Museum

This is one of the most outstanding art galleries in the world. The collection, which includes canvases by important Spanish painters of the period from the 12th to the 18th century, such as El Greco, Velázquez, Ribera, Murillo and Goya, of Italian painters such as Fra Angelico, Rafael and others of the Venetian School, as well as Flemish painters like Bosch, Rubens and Van Dyck. Paintings from the German, Dutch and English Schools are also housed in this splendid 18th century building. There are also examples of classical sculptures and collections of coins, enamel works, silver and gold articles of great value. The museum also has its own restaurant. It is situated on the lovely avenue called Paseo del Prado. Hours: (Tel. 91 468 09 50).

Fundación Thyssen-Bornemisza

Spain's most outstanding recent museum, consisting of a historically broad range of art purchased by the late Barón von Thyssen, whose wife is Spanish. Right across from the Prado, Paseo del Prado, 8. Hours: Tuesday through Sunday, 10:00 to 19:00 (Tel. 91 420 39 44).

Centro de Arte Reina Sofía

This newly established museum is the place to see 20th century art. Special shows are constantly rotated. This is the new home of Picasso's "Guernica". Calle Santa Isabel, 52. (Atocha) Hours: Monday through Saturday, 10:00 to 21:00 (closed Tuesdays); Sundays, 10:00 to 14:30 (Tel. 91 467 50 62).

El Palacio Real

Though the King no longer lives here, the Palace is one of the finest to be seen in Europe. It contains a magnificent display of porcelain, carpets, furniture, weapons and paintings. The Madrid Middle East Peace Conference was held here in 1992. Situated in the Plaza de Oriente (ópera) (Tel. 91 548 74 04).

El Museo Español de Arte Contemporáneo

Paintings and sculptures created in present day Spain and abroad, Avenida de Juan de Herrera, 2 (Ciudad Universitaria) Tel. 91 449 71 50.

THE MOST IMPORTANT LIBRARIES

The three most important libraries in Madrid are:

- **The National Library**, Paseo de Recoletos, 20. It is open daily from 8:00 to 20:00 and it is situated on the first floor of the Library and Museum Building. It is considered to be the best library in Spain and it contains about 2 million volumes; 21,000 of which are manuscripts, 2,500 incunabuli, and 46,000 especially rare books (including Leonardo Da Vinci's "Madrid Codex"). Special permission is required to use this library.
- **The Ateneo on the Calle del Prado**, 21 also has a good library. It is open from 9:00 to 1:00 (in the morning) except on Sundays when it closes at 20:00.

- **The Biblioteca Real**, located on the ground floor of the Royal Palace, is open from 10:00 to 13:00 on weekdays. This library has a rich display of magnificent bindings of all styles and periods.

A more complete list of libraries, more useful for research purposes, may be obtained from the Schiller librarian.

EATING OUT IN MADRID

Eating out in Madrid is a real advantage and adventure that you will come to appreciate during your stay in Madrid. Meal time is very important time of the day for a Spaniard. Restaurants in Spain are classified according to the fork system. Five forks, a privilege held by only a handful of Spanish restaurants, denotes exceptional quality and corresponding high prices. Normal Spanish meal hours don't even **begin until 13:30 for lunch** and 21:00 for dinner, so you should attempt to gear your stomach accordingly.

The “**Menú del Día**” is a fixed price which includes 3 courses, beverage and bread. Inexpensive restaurants are found on streets parallel and perpendicular to the general university and downtown areas. Suggested restaurants and cafeterias are included in the “**Guía del Ocio**”.

Madrid is an international dining city and you should try the variety of German, Italian, Chinese, Indian and South American Restaurants located within the city. See www.guiadelocio.com for listings of restaurants according to cuisine.

USEFUL NUMBERS

Emergency and other Numbers.....112

MEDICAL ATTENTION

ENGLISH SPEAKING DOCTORS & DENTISTS:

- Unidad Médica Angloamericana - Bilingual medical attention
- Conde de Aranda, 1 (Metro-Retiro)
- 24 hours emergency services91 435 18 23
- Cruz Roja Española (Reina Victoria, 28)91 533 23 17
- Sanitas-Emergency Number90 210 36 00
- Alfonso Sáinz MD-American-trained gynecologist91 620 83 82
- Ruber International Hospital – Mirasierra
- Dr. Ian Daniel BDS – English dentist91 446 32 21 Magallanes 18, 1º

PUBLIC HOSPITALS

- Clínica Médica Magallanes
Magallanes, 2391 593 00 44
- Clínica Urbesa
Fuencarral, 65 (Emergencies)91 522 12 32
- Hospital Doce de Octubre
Avda. de Córdoba, s/n (Emergencies)91 390 80 00
- Hospital General Gregorio Marañón

Doctor Esquerdo, 4591 586 80 00

RELIGIOUS SERVICES

- **Immanuel Baptist Church**
Hernández de Tejada, 4
Sunday School all ages 9:45,
Worship 11:00 & 23:00....91 407 43 47
- **Madrid Presbyterian Ministries**
Service 17:0091 639 49 83
- **British Embassy Church of St. George's (Anglican Episcopalian)**
c/Núñez de Balboa, 43
Services 8:30, 10:00, 11:1591 576 51 09
- **The Community Church of Madrid**
Sunday School 10:00, Worship 11:00
Metro Metropolitano, Juan XXIII exit91 730 03 49
- **Catholic Masses**
Alfonso XIII, 16591 533 59 35 (mornings),
91 544 28 62 (afternoon/evening)
- **Jewish Conservative**
c/Boix y Morer 5, 1º Of. 4
Friday 21:00.....91 662 32 41
- **Synagogue**
c/Balmes, 3
Service 19:3091 445 98 35
- **Madrid Mosque and Islamic Center** <http://www.ccislamico.com/home2.html>

HEILDELBURG CAMPUS

Figure 7. Office Building in Heidelberg that houses Schiller Location



WELCOME FROM THE DIRECTOR

On behalf of the faculty and the administration I would like to welcome you to the Heidelberg Campus of Schiller International University. We are proud to offer you a truly international experience and a personalized service that assists you in adapting to your new environment.

We have compiled this handbook for you as a reference on academic regulations, policies and procedures. If Heidelberg is new to you, the second half of the book will guide you in getting around Heidelberg, in suggestions on things to do, in traveling and in practical matters such as banking, the post office etc.

The educational journey you are about to begin will shape your future and my staff and I are committed to preparing you for that future both culturally and academically. Your own interest and initiative will determine the benefits you take from this experience. We look forward to working with you and revealing your potential.

Tanja Ward, MBA
Campus Director – Heidelberg

THE CAMPUS

The Heidelberg Campus is located in the Skylabs building, which is the landmark structure of Heidelberg's newest urban development- the Bahnstadt. The Bahnstadt represents Heidelberg's bid to establish itself as a European city of science. In a state of the art facility, that carries the distinction of being one of the world's largest zero-emission communities, the Heidelberg campus houses six classrooms, a Schiller bistro & store, a library with computer lab, a student lounge, faculty and administrative offices. Walking distance from the campus are Europe's modern dormitory facilities,

consisting of micro-apartments, each with their own bathroom and kitchenette. Wi-Fi access is available throughout the campus and internet connections are standard for each dormitory room.

CAMPUS SECURITY: HEIDELBERG CAMPUS

In the event of an emergency, Students, Staff and Faculty are advised to contact emergency services by dialing 112 for Police and/or Fire Department.

Students are encouraged to take precautions to safeguard their persons and their valuables. The University is not responsible for lost, damaged or stolen items left unattended.

Pursuant to the Student Right to Know and Campus Security Act (known as the Clery Act), SIU publishes an Annual Campus Security Report and a Fire Safety Report. This report can be accessed via <http://ope.ed.gov/security> and input information in for the main Campus in Largo, Florida then select your school information.

Accommodation in Heidelberg and surroundings:

Students looking for accommodation in Heidelberg or somewhere else should contact the Student Services Office for assistance with the room hunt. Appointments with landlords can be scheduled and the rental contracts can be checked. In case of problems with the landlord/landlady you should also contact the Student Services Office for support.

Dormitory:



Our student dorm rooms feature: 21–25m² modern studios with built-in kitchen and en-suite bathroom, free WiFi, gym and laundry facilities available.

For more detailed information and explanation, see our Catalog. www.schiller.edu.

HEIDELBERG CAMPUS LIBRARY

Our Collection

The Heidelberg Campus Library contains a collection of 9000 print materials (books, magazines, journals and newspapers) and includes an extensive fiction collection.

Students have access to the library of the DAI (German-American Institute) and all German University Libraries for free as well as access to the Heidelberg City Library as a member of the public.

We have an Inter Library Loan agreement with SWB (The South Germany Library Network) which includes 115 libraries and Subito (the document delivery service of academic libraries in Germany, Austria and Switzerland).

Online resources available for students are:

- LIRN online library resource databases (accessed via Blackboard)
- OECD iLibrary
- Statista
- A Heidelberg-specific Library Blackboard site that houses the materials and further support for the Academic Skills program and campus specific resources
- Academic Journals specific for Heidelberg Campus

Opening Hours

- Mon – Thu: 8:30 – 18:00
- Fri: 9:00 – 16:00

Any changes in these hours will be posted on the library door, via student email and social media.

Workshops

The library offers eight academic skills workshops over two weeks of every month. These are:

- DISSERTATION 1: An introduction to dissertation structure
- DISSERTATION 2: Exploring the concepts of a research question and thesis topic
- DISSERTATION 3: Literature Review
- SEARCHING FOR INFORMATION
- THE CRITICAL TOOLBOX
- REFERENCING
- WRITING FOR UNIVERSITY
- READING AND NOTETAKING

Alongside this, there is a monthly Orientation Workshop for new students that covers:

- The Library
- Blackboard (incl. VitalSource eBooks)
- Student Portal
- Student Email

The Library will also be offering IT training sessions to support the academic journey of our students in the very near future.

IT

There are two multifunction printers/photocopiers within the library and a computer room with 10 computers for student access. We also loan out projectors for presentations and/or dissertation defense.

Contact

If you have any question please contact our Librarian at hei_library@schiller.edu or on +49 (0) 6221 42 64 74 13.

STUDENT LIFE

CAMPUS HOURS

The Campus hours are from 8:30 to 17:00, Monday through Friday. The Campus is closed on Saturdays, Sundays and German holidays.

We recommend to make an appointment (online) when needing to speak to an administrator.

BULLETIN BOARDS

There are several bulletin boards located around the school. All activities can also be found on the student life & career board.

ACTIVITIES

Throughout the semester, our Campus offers a variety of academic, cultural and social activities. These entail visits to places of interest in Heidelberg and other cities in Germany and Europe, field trips to multinational companies, lectures on business and political issues by outside speakers, sports activities and our traditional graduation ceremony every year in May and our yearly Winter Ball. The cost is covered either totally or partially by the Activities Fee. For every activity, students signing up must pay a deposit to reserve a place which will be refunded once the event has taken place. Deposits will not be refunded for students not showing up.

STUDENT COUNCIL

The student body will be called to elect representatives for a Student Council (SC). The Council will make the proposals to the Administration concerning extra-curricular activities and the organization of student life at the Heidelberg Campus. The Council will meet periodically with representatives of the Administration, but will be fully responsible for its own organization.

Elections are usually held in fall. Core positions as CEO and Treasurer are open for competition. Vice CEO position will be filled up by the first runner for CEO position. Secretary, Marketing and Activities Coordinator are appointed by the newly elected Student Council.

Activities Coordinator:

The activities coordinator will be responsible to organize and oversee all activities sponsored by the SC.

SOCIAL REGULATIONS

The policy at SIU-Heidelberg is to treat all students as mature members of an academic community. As active members of this community, students are required at all times, both on campus and in their private lives, to conduct themselves in a manner that brings credit to themselves, their country and to Schiller International University. It is each student's responsibility to see that these standards of conduct are maintained. Infractions of the rules will be handled by the campus director in coordination with the Rules Committee. Disciplinary actions may range from a formal warning to dismissal.

ILLEGAL DRUGS

The use or possession of any illegal drug at any time is a serious offense in Germany and can lead to immediate expulsion. Drug use will not be tolerated within the University.

SMOKING

All educational centers are smoke-free. Smoking is permitted outside the building only.

CLEANLINESS

Anyone responsible for unnecessary messes in the center, classroom, study rooms, library, restrooms, etc. will be responsible for cleaning it up.

NOISE

Shouting, loud talking, and loud music are not acceptable as you may bother classes that are taking place, other students who are studying.

GUIDE TO HEIDELBERG

www.heidelberg.de

BANKING

Germany's monetary unit is the "EURO".

Coins are in denominations of 2-, 1- €, and 50, 20, 10, 5, 2, 1 Cents.

Since the world money market is subject to fluctuations, it is not possible to indicate a rate of exchange for currencies.

The safest and most convenient way to carry money is in the form of traveler's checks. They are cashed without delay at all banks in Germany or outside Germany.

Here are several methods for handling money:

- Bank checks or cashier's checks: These are only useful if drawn on one of the big New York banks or the Bank of America (the reason is that the signatures from local banks in the U.S. are not on file here for verification).
- Open a bank account called "No residence". This can be opened with cashier's checks, traveler's checks or American dollars. This is immediately converted into Euros. Only

Euros can be withdrawn, but any currency can be deposited. Bank accounts for students are free of charge.

Bank openings hours may vary, but normally they are open Monday to Friday from 9:00 - 16:00, Thursdays from 9:00 – 18:00.

MEDICAL CARE

Members of the Schiller International University Administration are on call during opening hours to give assistance. In the case of medical emergencies and in case of serious illness, medical treatment is readily available at the Hospital for “Innere Medizin”, Im Neuenheimer Feld (INF) 400, phone no. 06221-560 or at the St. Josefskrankenhaus, Landfriedstr. 25 (Weststadt), phone no. of the “Notfallambulanz” 06221-526888. There are a number of doctors and nurses who can assist you in English.

During the **weekends** you can also contact the *Ärztlicher Bereitschaftsdienst* from Friday 19:00 till Monday 7:30, on Wednesdays from 13:00 till Thursday mornings 7:30, and on German holidays till the next morning at 7:30 (Im Neuenheimer Feld 410; basement – Phone no. 116 117). Accidents that occur on the premises must be reported immediately to the staff.

INSURANCE

Health Insurance is obligatory for all students. Schiller International University offers insurance policies which can be purchased during registration. Please ask in the Student Services Office for further information.

PHARMACIES

The pharmacies are open from Monday until Friday from 9:00 till 18:30, on Saturdays from 9:00 until 13:00. In the evenings and during holidays they operate on a rotating system, with one pharmacy open in each area. Each pharmacy posts information on its door showing the nearest pharmacy open.

SHOPPING HOURS

Most shops and department stores open at 9:00 or 9:30 and remain open until 20:00 from Monday to Saturday. Smaller shops may close at 18:30 and on Saturdays at 13:00. Some Supermarkets are open from 8:00 to 12:00 from Monday through Saturday.

TRAVELING ON YOUR OWN

In addition to the excursions you will be taking with the university as a group, all students are encouraged to travel on their own, taking advantage of all the beautiful places located around Heidelberg. Faculty and administration are happy to provide suggestions. Students planning to be out of Heidelberg for more than a few days are asked to provide some itinerary information in the event of an emergency. Parents seem to call at the most unexpected times!

Train Information: phone no. 11861 or 0800 150 70 90; for InterRail- and Euro-Railtickets and the Bahn Card please see www.bahn.de

TRAVELING BY BUS

There is a bus stop of the Europabus (Eurolines) close to McDonald's at the main train station. Tickets for the “Europabus” are available at travel agencies like Deutsches Reisebüro, Rohrbacher

Str. 8 in Heidelberg. Advanced booking is necessary. Please see www.eurolines.de. See also: www.ab9euro.de or www.flixbus.de

TAXIS

Transportation with taxis is very expensive (phone: 06221 - 30 20 30), but there is a special night taxi service for women.

FLIGHTS

The nearest airports are located in Frankfurt and Stuttgart. Some airlines offer discounts for students. The savings are as much as 50% and all you need is the International Student Card available via internet www.isic.de

You can get to the airport by train and by Lufthansa busses from the Crowne Plaza Hotel, Kurfürstenanlage ½ or with the flixbus. A bus leaves also to Frankfurt Hahn airport from the main train station. There is also a private airport service TLS, that offers a ride from your residence to the Frankfurt airport for 40 € (phone: 06221 - 77 00 77). Individual transportation to Frankfurt, Frankfurt-Hahn, Stuttgart or Baden-Baden airport is offered by hls airport shuttle (phone: 06221-38 93 999; www.hls-airportshuttle.de).

ELECTRICAL CURRENT

Voltage and cycles differ with countries. U.S. specifications for electrical appliances are 110 volts - 60 cycles, while in Germany 230 volts- 50 cycles is the standard. Therefore in order to use appliances (iron, razor, radio, CD-player, etc.) a transformer is necessary. Usage of appliances without a transformer is dangerous and may ruin them completely. If there is any doubt, the student should take the appliance to a competent appliance store.

BOOKSTORES

Books in English may be found in specialized stores through-out Heidelberg, e.g.:

Wetzlar, Plöck 79-81

phone no.: 2 41 65

MAIL

Student mailboxes are located in the Reception area. Students are asked to **check their mailbox regularly**, including students who do not use the Campus's address since they will receive important campus mail.

Students are welcome to have their mail addressed to the Campus to avoid any later inconveniences should they change their place of residence. Mail should be addressed as follows:

Herrn (Mr) or Frau (Ms) (Name)
Schiller International University
Zollhofgarten 1
69115 HEIDELBERG
Germany

Letter costs:	20 grams	international	1,10 €
		national	0,80 €
	50 grams	international	1,70 €

	national	0,95 €
1000 grams	international	7,00 €

Details see www.deutschepost.de

Stamps may be purchased at the post offices located throughout Heidelberg. (Main post office opposite of the Main train station and in Sophienstr. 8, near Bismarckplatz)

Packages take from 3-4 months to arrive in another continent by surface mail. Those sent by air mail take approximately 2 weeks.

FAX

Faxes may be sent from the Baier Copierservice, Mönchhofstr. 3
(Mon – Fri 8:30 - 19:30; Sat. 9:30 - 16:00)

TELEPHONE CALLS

Long distance calls can be made from every public phone either by using coins or telephone cards. Telephone cards are available at the post office for either 5 €, 10 € or 20 €. Information within Germany is 11833, for all other countries 11834. The minimum costs for a local phone call are 20 Cents. Most of the public phones use phone cards only. You might want to buy a mobile phone. Recommendable is a prepaid card for the mobile phone without any contract.

The staff at the reception can help students who wish to apply for a private phone at the German telecom in Hauptstr. 55 – other providers: Vodafone, O2.

TRANSPORTATION IN THE CITY

Heidelberg has a very efficient system of both streetcars and bus lines. The price for a single ticket is 2.70 € or 1.70 € for a short distance. It is less expensive to buy 5 tickets at once (13, 30 €); or a weekly ticket (Student price 19, 10 €) or one-month pass (Student price 57, 60 €). Please note that tickets can't be purchased in trams or busses. Semester tickets for 190 €, valid for six months within Heidelberg and its surroundings, can be purchased in the Bursar's Office. It is only valid together with your student ID.

RESIDENCE IN GERMANY

All students should have legally entered Germany. The German Police can ask for identification and for demonstrated proof of one's right to be in Germany. Students should carry identification at all times - failure to properly identify oneself could result in legal detention. The Residence Director has detailed information and should be visited as soon as possible.

STUDENT JOBS / WORK PERMITS

To apply for student jobs you can contact the **Agentur für Arbeit Heidelberg** (Labor Office); German language skills might be necessary!

Studenten-Service: Kaiserstrasse 69-71, phone no: 06221 - 524-443

The Career Services Office at SIU will also assist you in finding a student job.

THINGS TO DO IN HEIDELBERG

The monthly publication “Heidelberg aktuell” is available at the Tourist information in front of the main train station and at the information desk of department stores and in some shops for 1 €. It includes useful information concerning current events throughout Heidelberg in a variety such as theaters, concerts, exhibitions and restaurants etc. Please see also www.heidelberg.de. Additional information may be also found in the daily newspapers, such as the “Rhein-Neckar-Zeitung”. Newspapers from many parts of the world are available at the bookstore in the main train station.

MOVIES

There are movies in English playing in Heidelberg. The local newspaper displays titles and times for the program of several movie theatres.

THEATERS

Students, who feel comfortable with German or would like to practice listening to it should go to the theater. There is a wide variety of plays, during the regular semesters.

Theater und Orchester Heidelberg
Emil-Maier-Strasse 16
69115 Heidelberg
<http://www.theaterheidelberg.de/>

PARKS AND MUSEUMS

- Kurpfälzisches Museum (Palatinate Museum), Hauptstr. 97
<http://www.museum-heidelberg.de>
- Schloss Heidelberg (Heidelberg Castle), Schlosshof 1 <http://www.schloss-heidelberg.de>
- Deutsches Apothekenmuseum (German Pharmacy Museum),
Schlosshof <http://www.deutsches-apotheken-museum.de>
- Deutsches Verpackungsmuseum (German Museum of Packaging), Hauptstr.
22 <http://www.verpackungsmuseum.de>
- Carl- Bosch- Museum (technical historical museum), Schloss-Wolfsbrunnenweg 46
<http://www.carl-bosch-museum.de>
- Völkerkundemuseum (Ethnological museum), Hauptstraße 235
<http://www.voelkerkundemuseum-vpst.de>
- Friedrich- Ebert- Gedenkstätte (Ebert, born in Heidelberg, was the first German president,
1919- 1925), Pfaffengasse 18 <http://www.ebert-gedenkstaette.de>
- Schloss Mannheim (Mannheim Castle), Bismarckstr. 10, Mannheim www.schloss-mannheim.de
- Technoseum Mannheim, Museumsstraße 1, Mannheim www.technoseum.de
- Reiss-Engelhorn-Museen (alternating exhibitions) Mannheim, C4 9, Mannheim
<http://www.rem-mannheim.de>

There are several public parks in Heidelberg, where you can rest or enjoy a Saturday afternoon. Most popular under students is the Neckarwiese, the Banks of the Neckar river. Other highlights are the world-famous Philosopher’s Way and the Gardens of the castle.

LIBRARIES

- Universitätsbibliothek / Library of the State University
Ploeck 107-109 (end of street), 69117 Heidelberg

www.ub.uni-heidelberg.de

- Deutsch-Amerikanisches Institut – DAI
Sofienstr.12, 69115 Heidelberg
<http://www.DAI-heidelberg.de>
- Stadtbücherei Heidelberg / Heidelberg Public Library
Poststr.15, 69115 Heidelberg
<http://www.stadtbuecherei-heidelberg.bib-bw.de/>

FITNESS

Fitness Park Heidelberg Pfitzenmeier, Poststr. 1- 3, 69115 Heidelberg, www.pfitzenmeier.de
Villa Sportiva, Helmholtzstr. 8, 69120 Heidelberg, www.villasportiva.de

Students may also take part in the University Sports program (Hochschulsport) of Heidelberg University (<http://www.hochschulsport.uni-hd.de/>). For more information please contact the SIU administration.

The Schiller Killers, our campus soccer team, meets regularly for practice. For details ask the student relations officer. New strikers are always welcome!

EATING OUT IN HEIDELBERG

Heidelberg has more than 250 restaurants with many of them in the old part of town. There are all types of restaurants in the city: German, Spanish, Italian, Chinese, Indian, Thai, Turkish, Greek and Mexican.

Also the department stores, “Galeria Kaufhof” at Bismarckplatz and the “Kaufhof” in the Hauptstrasse have restaurants and offer fast food.

CAR RENTAL

Europcar, Bergheimer Str. 159
Hertz, Czernyring 26
Sixt, Eppelheimer Str. 10
AVIS, Karlsruher Str. 43

HOTELS AND PENSIONS

(Prefix for Heidelberg 06221)

Crowne Plaza Hotel, Kurfürsten-Anlage 1	91 70
Star Inn Hotel, Speyerer Str. 9	36000
B&B Hotel, Rudolf-Diesel-Str. 7	13720
Hotel Goldene Rose, St. Anna- Gasse 7	905490
Ibis Hotel, Willy-Brandt-Platz 3	91 30

RELIGIOUS SERVICES

- Evangelische Studierendengemeinde (Protestant Student Community), Plöck 66
- Evangelische Gemeinden (Protestant Church): <http://www.ekihd.de>
- Katholische Hochschulegemeinde (Catholic Student Community), Neckarstaden 32
- Katholisches Dekanat Heidelberg (Catholic Church): www.kath-dekanat-hw.de
- Neuapostolische Kirche (New Apostolic Church), Werderstr. 7

- Christliche Baptisten- Gemeinde (Baptist Church), Hatschkestr. 24
- Jüdische Kultusgemeinde Heidelberg (Jewish Community), Häusserstr. 10-12
- Islamischer Kulturverein (Islamic Community), Hatschekstrasse 20

EMERGENCY AND OTHER NUMBERS

- Police (**EMERGENCY NUMBER**) 110
- Fire Emergency 112
- Ambulance (German Red Cross) 19 22 2
- Emergency (Medical Service), Im Neuenheimer Feld 410 116 117
From 7 pm – 11 pm and Wedn. from 1 pm – 11 pm,
weekends and holidays from 8 am – 11 pm
- Red Cross 90 10 0
- Emergency (Eye Problems), Theodor-Kutzer-Ufer 1-3, house 2 in Mannheim 116 117
- Directory Assistance (phone no. national) 11 8 33
- Directory Assistance (phone no. international) 11 8 34
- Taxi 30 20 30
- Tourist Information 1 94 33
www.dastelefonbuch.de -> e-phonebook

Useful Numbers

Automobile roadway repair service 0180 22 22 22 2
German Railway train assistance 0800 1 507090
0180 5 221100

Laundry Service

Waschtrommel, Rohrbacher Str. 10 (not far away from Bismarckplatz)

ENGLISH SPEAKING DOCTORS AND DENTISTS

General Practice

Dr. Arends, Brückenstr. 43 47 28 87
Dres. Jung, Landfriedstr. 14 18 30 21
Dres. Hestermann, Schwetzinger Terrasse 1 393231
Dr. Monika Meissner, Steubenstr. 52/54 41 34 43
Dr. Michael Trummer, Handschuhsheimer Landstr. 55 48 09 19

Internal Medicine

Dr. Castor, Bunsenstr.22 26 59 8

Dermatology

Dr. Martin Jansen, Bismarckstr. 5 (ATOS) 22412
Dr. Wacker, Rohrbacher Str. 9 41 85980

Dentists

Dr. Bräter, Handschuhsheimer Landstr. 42 40 85 40
Dr. Matthias Slawik, Steubenstr. 54/1 47 49 96

Dr. Timo Berger, Eppelheimer Str. 87 707037

Ear, Nose, Throat

Dr. Marquardt, Rohrbacher Str. 57 2 00 69

Dr. Thomitzek, Poststr. 18 2 86 00

Dr. Karl-heinz Kärcher, Franz-Knauff-Str. 2-4 8733426

Gynecology

Dr. Jutta Ertelt-Kircher, Römerstr. 7 65 6060

Dr. Anne Schenck, Hauptstr. 113 2 80 58

Ophthalmology

Dr. Jork Jorzik, Poststr. 6 2 12 29

Dr. H.R. Berghofen, Brückenstr. 31 48 49 97

Orthopedic Medicine

Dr. Martin Hohmann 2 15 76

Urology

Dr. Udo Heemann, Franz-Knauff-Str. 2-4 25 645

Dr. Heike Helff, Poststr. 6-8 655 240

Doctor's Services **after regular hours** and on **weekends** only – see above.

HOSPITALS

Universitätsklinikum, Im Neuenheimer Feld 110 56- 0

St. Josefskrankenhaus (Weststadt), Landfriedstr. 25 52 68 88

For more doctors, please see Doctor's list on:

<http://arztsuche.faz.net/verzeichnis/alle/BW/Heidelberg> or www.jameda.de

CONSULATES & EMBASSIES

The staff in Reception has complete lists of addresses and telephone numbers.