MISSION STATEMENT

Committed to the liberal arts and to the College's mission to "serve the wider world," the Study Abroad Program facilitates and supports students' acquisition of knowledge and experience of cultures beyond their own as an integral part of their college education. Through a structured experience abroad, students will enhance their academic opportunities and gain rich occasion for personal and cultural growth.

PROGRAM GOALS

Holy Cross Study Abroad seeks to form:

- Independent, inquisitive learners.
- Intellectually and personally transformed individuals.
- Intercultural human beings.
- Global citizens.
- Increased fluency in languages other than English.
# Holy Cross Study Abroad Manual

## Class of 2017

### 2015-2016

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Office of Study Abroad  
PO Box SA  
College of the Holy Cross  
One College St.  
Worcester, MA 01610-2395  

Director: Professor Brittain Smith  
Assistant Director: Jimena Valdivia-Collingwood  
Assistant Director: TBA  
Budget & Billing Coordinator: Tammi Valeri  
Office Coordinator: Jacqui Schartner

Telephone: (508) 793-3082   Fax: (508) 793-3676   Email: studyabr@holycross.edu   Skype: holy.cross.study.abroad  

Website: [www.holycross.edu/academics/study-abroad](http://www.holycross.edu/academics/study-abroad)
HOLY CROSS EMERGENCY CONTACT INFORMATION

IN CASE OF EMERGENCY

REMEMBER:
Your first call should be to your program advisor as s/he is on-site and able to help immediately.

The Holy Cross Office of Study Abroad has put a 24-hour emergency telephone contact service in place for the academic year.

If a serious emergency occurs during normal business hours (8:30 am – 4:30 pm EST), we ask you to contact the Study Abroad Office Coordinator, Jacqui Schartner, at (508) 793-3082 or you may call one of the directors directly:

- Professor Brittain Smith, Study Abroad Director (508) 793-3057
- Jimena Valdivia-Collingwood, Study Abroad Asst. Director (508) 793-3090
- TBA Study Abroad Asst. Director (508) 793-3053

If you need to contact us after normal business hours, you may call the Holy Cross Public Safety Office at (508) 793-2224. This is a 24-hour emergency number at the College of the Holy Cross. Please give them your name, academic institution abroad, telephone number where you can be reached and describe the nature of the emergency and the student(s) involved. Public Safety will be able to contact Study Abroad staff (directors), who will return your call and assist you.

Also, you can call the Study Abroad Director at home, after hours or on weekends:
- Professor Brittain Smith
  - Home: (617) 983-1869
  - Mobile: (617) 610-3871
TRAVEL

**ISIC Cards:**
The Study Abroad Office will provide you with an International Student Identity Card (ISIC), which includes membership to STA-Travel, an agency that specializes in student travel flights, trains, buses, hostels, rail passes, etc. It also carries emergency evacuation and repatriation services and a number of other features. For full details, check the website: [http://www.myisic.com/MyISIC/](http://www.myisic.com/MyISIC/). The cost of the Basic plan card is included in your tuition fees. You will receive your ISIC card before you go abroad. STA’s worldwide offices are listed on their website: [www.statravel.com](http://www.statravel.com).

**Register with the U.S. Department of State/study the new student travel website:**
The U.S. Department of State has a travel site dedicated to student travelers (U.S. citizens only): [http://studentsabroad.state.gov/](http://studentsabroad.state.gov/). From this site, you can print out a fill-in-the-blanks emergency card, as well as enroll in the STEP (Smart Traveler Enrollment Program). The Office of Study Abroad requires you to register your stay abroad (as well as all of your overseas travel) so that the U.S. Embassy in your host country knows where to contact you in case of emergencies. Make a print-out each time you register a new travel plan to keep with your passport. Give a copy to your host family or to your local advisor. The site gives you smart traveling tips and what to do in various emergency situations abroad, as well as links to the U.S. Embassy in your country.

**Register travel with Holy Cross Study Abroad:**
Itineraries should also be sent to the Office of Study Abroad. Please email your flight itinerary(s) to the Office Coordinator, Jacqui Schartner, at jschartn@holycross.edu.

***Important immigration information for students studying in Ireland (Cork, Galway, Trinity & UC Dublin):***
All students studying in Ireland must register with the Garda National Immigration Bureau ([http://www.garda.ie/Controller.aspx?Page=31&Lang=1](http://www.garda.ie/Controller.aspx?Page=31&Lang=1)) after arrival at your host institution (usually done during the Orientation period). See the following links for Immigration information for your particular host institution in order to ensure you have the proper required documents ready BEFORE you go abroad.

- **National University of Ireland, Galway:** [http://www.nuigalway.ie/international-students/afteryouarrive.html](http://www.nuigalway.ie/international-students/afteryouarrive.html)
- **Trinity College Dublin:** [http://www.tcd.ie/study/non-eu/undergraduate/country-specific/usa/index.php](http://www.tcd.ie/study/non-eu/undergraduate/country-specific/usa/index.php)

For study abroad participants who may have Irish heritage, consider investigating if you qualify for an Irish passport. If so, you can avoid the €300 immigration fee. You can begin your research at: [http://www.citizensinformation.ie/en/moving_country/Irish_citizenship_through_birth_or_descent.html](http://www.citizensinformation.ie/en/moving_country/Irish_citizenship_through_birth_or_descent.html) or by contacting an Irish consulate.
The College of the Holy Cross has partnered with University Health Plans and Blue Cross Blue Shield to provide student health insurance for the 2015-2016 academic year. The insurance coverage is through Blue Cross Blue Shield with University Health Plans (UHP) providing administrative support for enrollment and customer service for general insurance questions.

Massachusetts State Law requires that all students enrolled at least ¾ time must participate in a student health insurance program or in a health benefit plan with comparable coverage. Minimum benefit levels and services that are required for student health insurance plans are set forth in the Qualifying Student Health Insurance Program (QSHIP) regulation.

Insurance coverage for the 2015–2016 academic year is from July 25, 2015 through July 24, 2016. The cost for this annual policy is $1,487.00. We also offer a second semester policy for those students who do not enter the College until January. The cost for this policy is $870.00 and runs from January 1, 2016 through July 24, 2016.

To ensure compliance with the QSHIP law, all Holy Cross students are automatically billed for the Student Health Insurance program. Students must choose to waive or enroll in the medical insurance plan offered through the College no later July 15, 2015. If coverage is not waived by July 15, 2015, students will remain enrolled in and billed for the Student Health Insurance Plan. Students who are currently enrolled in the 2014–2015 policy year should complete the online enrollment form for the 2015–2016 policy year as soon as possible to avoid a disruption in coverage.

If you are covered by your family’s insurance plan, we encourage you to compare the costs, coverage, and benefits of the student health insurance plan to those of your existing plan before making any decision about your health insurance. Students and their families need to be especially diligent in ensuring that they have sufficient coverage while abroad. Please consider the following in making your decision:

- Students with out of state HMO/PPO plans often incur higher charges when obtaining care out of the network.
- Some plans only cover emergency care when out of network.
- Many plans do not cover referrals made by the Health Center or only cover them after a high deductible or co-payment; the Student Health Insurance Plan can help cover those expenses.

In order for students to submit a Waiver of Health Insurance or to complete the Enrollment of Health Insurance, the student will need to log in with their Holy Cross ID and email address.
To complete the Waiver of Health Insurance, click on this link: https://www.universityhealthplans.com/secure/waiver.cgi?school_id=256. A series of questions will need to be answered by the student and the student will then need the following information available to them to complete the waiver form:

1. Name of Insurance Carrier
2. Policy Number
3. Address and Telephone Number of Insurance Carrier
4. Type of Insurance
5. Amount of Deductible
6. Name of Subscriber along with Subscriber ID number and Subscriber relation to student

After this form is completed, a nightly process will post a credit of $1,487.00 titled Waiver of Student Health Insurance to your tuition bill.

To enroll in the Student Health Insurance program, click on this link: https://www.universityhealthplans.com/secure/enrollment.cgi?school_id=256 to expedite the processing of your Student Health Insurance enrollment.

If coverage is not waived by July 15, 2015, students will automatically be enrolled in and billed for the Student Health Insurance Plan.

International students may not waive coverage unless they are covered by an insurance carrier based in the United States with coverage comparable to the College of the Holy Cross Insurance Plan.

A summary of the insurance benefits, directory of the provider network and FAQs can be found on https://www.universityhealthplans.com/letters/letter.cgi?school_id=256

UHP is available to manage the enrollment and answer general questions about the insurance plan. To speak with a representative, please call (800) 437-6448 or send an email to info@univhealthplans.com. If you have specific questions regarding the benefits, please feel free to contact Blue Cross Blue Shield of Massachusetts at (888) 753-6615. If you have questions about your tuition bill, please contact the Office of the Bursar, College of the Holy Cross, at (508) 793-2521.

**FOR HOLY CROSS STUDENTS STUDYING ABROAD**

If your current coverage doesn’t satisfy your needs, the Holy Cross plan may be an alternative, or there are several companies that specialize in insurance for American students abroad. Ask your insurance agent for further details or search the web for “Study Abroad Health Insurance.”
OTHER CONSIDERATIONS

Depending on your site, your International Student Identity Card (ISIC) provides **basic** sickness and accident coverage, including emergency medical evacuation insurance, repatriation and accidental death or loss/use of limb(s) coverage. The outline of the coverage can be found by visiting [http://www.myisic.com/insurance/](http://www.myisic.com/insurance/). Scroll down to CLAIM AND DETAILED COVERAGE INFORMATION and click on Basic Policy. You can also upgrade your card to the Premium Plan for a minimal cost; if you are interested, please contact the Office of Study Abroad at 508-793-3082. View Basic and Premium coverages and comparisons at: [http://www.myisic.com/insurance/](http://www.myisic.com/insurance/). Also, see [http://academics.holycross.edu/studyabroad/gettingstarted/finance_and_administration](http://academics.holycross.edu/studyabroad/gettingstarted/finance_and_administration) and click on the link under **Health/Travel Insurance** for reviews of health or travel insurance providers.

This information is provided as informational only. The College of the Holy Cross/Office of Study Abroad makes no recommendations for health or travel insurance providers.

PROCEDURES FOR MAKING CLAIMS

If you become ill overseas, under most insurance programs, you must pay out-of-pocket for medical services immediately before or after treatment. International hospitals or physicians will not bill your insurance company. Most hospitals, but not all, accept major credit cards. Contact your insurance company to process the claims. You must collect receipts. Bring a native speaker along to help.

In non-emergency cases, you should contact your insurance company **before** going to the doctor. Be sure you are clear on these procedures **before** going abroad. Bring a claim form with you, if the company still uses paper forms, to expedite your reimbursement. To this end, you also need to consider your credit card limit.

IMPORTANT FOR STUDENTS STUDYING ABROAD IN THE UK (ENGLAND, SCOTLAND)

Starting in 2015, the UK government has introduced an Immigration Health Surcharge to be paid by non-European Economic Area (EEA) nationals applying to the UK to study for a period of more than 6 months. This surcharge applies only to students applying for a Tier 4 general visa for a program of longer than 6 months. The surcharge is approximately £150. Starting June 2015, students will be required to make payment at the same time as they submit their Tier 4 online application. The charge is in addition to the Tier 4 application fee.

Those who have paid the surcharge or are exempt, will be able to access the National Health Service (NHS) in the same was as a permanent UK resident. Extra payment may be required for some services such as dental treatment and eye tests.

This change will NOT apply to students applying for a Tier 4 general visa for less than 6 months. For more information, please visit [http://www.gov.uk/apply-uk-visa](http://www.gov.uk/apply-uk-visa).
BILLING
If you are attending a study abroad program that is administered by the College of the Holy Cross, the Office of the Bursar will generate a tuition bill for Holy Cross tuition, Holy Cross housing (standard room charge), and, if applicable, Holy Cross board (full or partial depending on the program). The fall semester bill is due on August 1st and the spring semester bill is due on January 1st.

If you are attending a study abroad program that is NOT administered by the College of the Holy Cross, the Office of the Bursar will generate a tuition bill with a $500.00 Continuation Fee. All other program costs for study abroad programs NOT administered by the College will be billed by and payable directly to the respective program. Holy Cross Scholarships are not allowed to travel to non-Holy Cross programs.

Students are strongly encouraged to contact the Office of the Bursar during the semester before they leave for their program to determine if they need to complete any tuition-related paperwork before their departure. The Office of the Bursar is located in O’Kane 159 and is open Monday through Friday, 8:30 am – 4:30 pm.

HEALTH INSURANCE
If the Bursar’s Office does not receive a “Waiver of Participation”, you will be automatically enrolled in the insurance plan and will be responsible for payment of the premium to Holy Cross. (See Health Insurance section)

FEDERAL PERKINS LOANS
Any student who has been awarded a Perkins Loan for the first time for a semester during which he/she is studying abroad must sign all required paperwork BEFORE LEAVING for the study abroad program. Students should contact the Assistant Bursar at (508) 793-3493 to complete the required forms. No refund checks, if eligible, will be issued until all paperwork has been completed.

FEDERAL DIRECT STAFFORD LOANS
Any student who has been awarded a Federal Direct Stafford loan for the first time for a semester during which he/she is studying abroad must sign all required paperwork BEFORE LEAVING for the study abroad program. The student borrower must complete two steps before the loans(s) can be disbursed to the college:

1. Complete Entrance Counseling: Go to https://studentloans.gov and sign in using your Federal Student Aid PIN, then select Entrance Counseling and complete. Federal regulations require all first time Federal Stafford Loan borrowers to complete entrance counseling to review your rights and responsibilities as a loan borrower.

2. Sign a Master Promissory Note: Go to https://studentloans.gov and sign in using your Federal Student Aid PIN, then select Master Promissory Note (MPN) and complete.
FINANCES – Bursar  page 2 of 2

If you do not know your PIN, you can request a duplicate PIN at https://pin.ed.gov.

The funds are disbursed to your account at the College of the Holy Cross in two installments; one in the fall and one in the spring, less the applicable bank processing fees.

CONTACTS:

<table>
<thead>
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<th>For Student Loan information</th>
<th>For questions regarding your bill</th>
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<tbody>
<tr>
<td>Office of Financial Aid</td>
<td>Sheila Coakley</td>
</tr>
<tr>
<td>Hogan Campus Center, Room 314</td>
<td>Bursar</td>
</tr>
<tr>
<td>(508) 793-2265/2266</td>
<td>P.O. Box CONT</td>
</tr>
<tr>
<td><a href="mailto:financialaid@holycross.edu">financialaid@holycross.edu</a></td>
<td>(508) 793-2521</td>
</tr>
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POWER OF ATTORNEY

We recommend that parents have a power of attorney for their child. This will enable the parents to request documents, make banking, academic, and medical decisions on the students’ behalf. Your family attorney can advise you further on this.
APPROVAL CREDIT FOR COURSES TAKEN ABROAD

You must submit course descriptions for each course you are enrolled in while abroad, including mandatory language classes. Until you do, there is no record that you are in school for the semester and no record will appear on your transcript. You should submit these electronic forms as soon as possible after enrolling in classes. Before you go abroad, consider getting classes pre-approved via email. Please allow 4-6 weeks for your program to be approved. Consult with the Study Abroad director who runs your program.

Use the following navigation to submit courses for approval through STAR:
- Student Center
- My Academics
- Apply for Course Approval
- Check to make sure the host institution and term are correct

Enter the following information:
- Title
- Subject
- Host institution catalog number
- Host institution units/credits
- What requirement you are seeking to fulfill (e.g., major, minor, common area)
- If you have two majors, specify which major
- Course description (in English) or supply a link to the description
- Required readings
- Type of assessment (exams, papers, etc.)
- You can also add an attachment by clicking on the Add button
- When finished, click on Save
- Next click on Add to enter a new course description
- Once you have entered and saved all of your courses, click on the Submit button

Once you submit your course approval forms, the Registrar’s Office will forward the course descriptions to the appropriate office to seek approval for the specific requirement you have requested. The Registrar’s Office will notify you via e-mail if any course is not approved, or if they require more information. This process can take as long as one month.

NOTE: You will not receive Holy Cross credit for online courses (including blackboard), or courses in business, marketing, or law.

Finally, you must review your advising transcript before you go abroad with your advisor at Holy Cross to be certain you know what requirements are still incomplete in your record.
CREDITS FOR COURSES TAKEN ABROAD

A full course load abroad is equal to a full course load at Holy Cross, if you take a full course load at your host institution for the year, you will return with the appropriate number of credits for Holy Cross. See the list below to determine the minimum credits you need to fulfill for Holy Cross requirements. For more detailed information, consult the Study Abroad Equivalencies page on the Holy Cross Registrar’s Office webpage: http://offices.holycross.edu/registrar/sa.

ARGENTINA: Buenos Aires – 4 classes plus 1 Spanish class per semester (5 total/semester)
AUSTRALIA: Melbourne – 4 courses (or 50 points) of which one is a course with Australian cultural content in any discipline
ENGLAND: Leicester, Sussex, York and St. Andrews – 120 UK credits per year
ENGLAND: Oxford – Six tutorials (1 primary and 1 secondary each of the three terms)
FRANCE: Dijon – 48-55 ECTS which includes the mandatory language and culture classes (Note to English majors – one English course is the equivalent to 2 third-year courses or 3 second-year courses at Holy Cross. See http://offices.holycross.edu/registrar/sa for additional notes on course load.
FRANCE: Strasbourg – Academic year students take 48-55 ECTS which includes the mandatory language class at CIEL and French/Alsatian culture courses at the university. Semester students take 2 language courses, the French/Alsatian culture course and 2 other university classes. See http://offices.holycross.edu/registrar/sa for additional notes on course load for both semester and year options.
GERMANY: Bamberg – 45-48 ECTS credits
IRELAND: Cork, Galway and Trinity – 60 ECTS credits per year (might be more than 8 classes/year)
ITALY: Bologna & Florence – 180 hour credits, plus the mandatory language class
PERU: 4 classes total (1 required language and required “Peruvian Social Reality”)
SPAIN: Coruña, Leon and Palma – 6 classes plus 2 Spanish language courses per year (4 per semester). Coruña semester: 2 language, 2 other courses.

Note: If a counselor at your host institution advises you in any way that contradicts the above information, please contact both the director of your program at the Holy Cross Office of Study Abroad and Kathy Trice in the Holy Cross Registrar’s office (ktrice@holycross.edu) as soon as possible. Do not rely on advisors abroad for what counts towards your major requirements.

GPA

Your ICIP is an additional “course” and is graded as an overload. All courses, as well as the ICIP, appear as a letter grade on your Holy Cross transcript, but are not factored into your cumulative GPA. Bear in mind, however, that some graduate programs will re-calculate your GPA with all of your grades. For more information refer back to notes and materials from the Pre-Departure Meeting or contact Kathy Trice (ktrice@holycross.edu).
ACQUIRING YOUR OVERSEAS TRANSCRIPT
You are responsible for authorizing the release of your overseas transcript upon completion of your program and for having it sent directly to the Office of Study Abroad at Holy Cross. If the transcript is sent to you inadvertently, do NOT open the transcript but forward it (or bring it) directly to the Office of Study Abroad at Holy Cross. If you open the transcript, it is no longer official, and you will be responsible for acquiring a new one.

ENROLLMENT IN COURSES FOR THE SEMESTER YOU RETURN TO HOLY CROSS
You will enroll online through the STAR system while abroad. Information about enrollment will be sent to you via e-mail. You should be certain that you can access your STAR account before the enrollment period is scheduled to begin. The Schedule of Classes will be posted on the Registrar’s homepage. You can also search for open courses through STAR. In order to facilitate your enrollment, you will be given an enrollment appointment that extends from the beginning of the enrollment period through the end of the enrollment period. It is to your advantage to enroll as early as possible during the enrollment period.

If you have difficulty enrolling, please contact the Registrar’s Office via phone (508) 793-2511 during business hours, or send an e-mail to registrar@holycross.edu.

CONTACT:

Kathy Trice, Study Abroad Coordinator
Registrar’s Office
P.O. Box REG
E-mail: ktrice@holycross.edu
FAX (508)793-3790
May I study abroad after I’ve signed my Housing Contract?

Once the agreement is signed OR you move into the assigned residence hall, you are financially responsible for the full year of room charges. The signed student is obligated to pay the College for the full cost of the room for the academic year. The only exception will be when a student withdraws from the College. If you sign this contract but choose to study away, you must request that the contract be broken by June 1st, or you may be financially responsible for room charges. Should you return from study away, you will be obligated to reside on campus if you sign this contract.

Students Studying Abroad For the Full Academic Year
If you have been approved prior to Housing Selection Process (HSP), you should not participate nor select a room. If you have not been approved prior to HSP, the room you selected in the Housing Selection Process will be forfeited. (See new guidelines for this process on our website: http://www.holycross.edu/studentlife/housing/reslife/). Your roommate will be able to retain the room under certain circumstances, if he/she can identify a new roommate or have one assigned to them. It is the preference of the Office of Residential Life and Housing to allow the student remaining in the room to choose his/her own roommate. HE/SHE CANNOT KEEP THE ROOM AS A SINGLE.

Housing for your Senior Year
The Office of Residence Life and Housing will begin emailing students with information in regard to the Housing Selection Process in late February. Students that are abroad and have internet access should check their Holy Cross email regularly for updates on how to proceed through the Housing Selection Process. Roommate Selection, Signing the Housing Contract and Registration for the Housing Selection Process can be done with a standard internet connection. Students that do not have internet access while abroad should contact Residence Life and Housing at 508-793-2411 to make other arrangements. Arrangements will only be made for students who contact us in writing.

Housing Selection takes place at the end of April and the beginning of May. During this time, students should check the Residence Life and Housing webpage. If access is available, sign onto social media and check mail regularly! Students that are currently abroad may select a "proxy" to select their room for them. A proxy is a student that is on campus that the abroad student identifies as a friend. A proxy can be a future roommate, or any other on-campus student. Should all roommates for the fall be abroad, you should select a proxy that you trust to be responsible for taking your room preferences and standing in when necessary during HSP. Students that will be using a proxy should notify Residence Life and Housing either at HSP@holycross.edu or at 508-793-2411. If no student can be identified as a proxy, a CDC (Community Development Coordinator) can act as a proxy at the student’s request.
**SPECIAL NOTE** -- It is recommended that you make your own arrangements for a roommate for your return to Holy Cross. Many students who will be away in the Fall semester but will return for the Spring semester arrange for a roommate by identifying a space that will become vacant by someone going to Washington, DC, semester away, or participating in a Study Abroad Program in the Spring semester. Please start speaking to your roommate(s) and friends early in the process.

**CONTACT:**
Office of Residence Life and Housing
PO Box RL
(508) 793-2411
Email: HSP@holycross.edu

**Students Studying Abroad In the Fall**
Students selected to study away from Holy Cross for the fall semester and returning for the spring semester are not guaranteed a specific room or roommate. The room and roommate you selected in the Housing Selection Process will be forfeited. (See new guidelines for this process on our website.) Your roommate will be able to retain the room under certain circumstances, if he/she can identify a new roommate or have one assigned to them. It is the preference of the Office of Residence Life and Housing to allow the student remaining in the room to choose his/her own roommate. HE/SHE CANNOT KEEP THE ROOM AS A SINGLE UNTIL YOU RETURN FOR THE SPRING SEMESTER. On-campus housing will be available when you return to Holy Cross in the spring. The Office of Residence Life will send a letter and the Housing Preference Form via email. It is ideal for fall abroad students to find matches where a roommate exchange happens. In order to keep your intended roommate from dealing with a vacancy, you should find another student leaving in the spring (i.e., a student going abroad for the spring semester) to register with for HSP. This idea is a winning solution for making sure both feel secure. We have been able to honor all of these requests as part of the HSP (Housing Selection Process) registration process.

It must be returned to the Residence Life and Housing Office by November 1. You will be notified of your room assignment in December, via email correspondence.

**Students Studying Abroad in the Spring**
Students selected to study away from Holy Cross in the spring semester will keep the room and roommate they chose in the Housing Selection Process for the fall. The roommate who will remain on campus for the spring semester will be contacted by the Office of Residence Life and Housing in November and asked to identify a roommate preference for the spring semester. The Office of Residence Life will email a Housing Preference Form to your Holy Cross email account with a date that it should be filled out by November 1. You will be notified of your room assignment in December, via email. If less than 50% of the original fall residents are to remain in the room for the spring, the unit may be reassigned.
in some cases. Exceptions will be made for students who made a Fall/Spring roommate exchange plan.

**Housing for your Senior Year**
The Office of Residence Life and Housing will begin emailing students with information in regard to the Housing Selection Process in late February. Students that are abroad and have internet access should check their Holy Cross email regularly for updates on how to proceed through the Housing Selection Process. Roommate Selection, Signing the Housing Contract and Registration for the Housing Selection Process can be done with a standard internet connection. **Students that do not have internet access while abroad should contact Residence Life and Housing at 508-793-2411 to make other arrangements.** Housing Selection takes place at the end of April and the beginning of May. Students that are currently abroad can select a "proxy" to select their room for them. A proxy is a student that is on campus that the abroad student identifies as a friend. A proxy can be a future roommate, or any other on-campus student should all roommates for the fall be abroad. **Students that will be using a proxy should notify Residence Life and Housing either at HSP@holycross.edu or at 508-793-2411.** If no student can be identified as a proxy, a CDC (Community Development Coordinator) can act as a proxy at the student’s request.

**HELPFUL HINTS**
We recommend that you select whom you want to live with senior year early on in your junior year. The Office of Residence Life can provide some assistance, but it is always best if you start thinking about where you want to live and with whom early in the semester before your planned return.
Junior year is an important time for students interested in scholarships and grants for graduate school. The Office of Distinguished Fellowships and Graduate Studies will keep you informed about your opportunities and upcoming deadlines. Individuals who are studying abroad are encouraged to apply. Dr. Cashman is readily available by phone, e-mail and Skype.

Please consult the Fellowships and Graduate Studies homepage for a complete listing of fellowships: http://academics.holycross.edu/fellowships-graduate

Director: Anthony B. Cashman III, Ph.D.
Smith 333
Tel: (508) 793-2353
E-mail: acashman@holycross.edu
Skype: holy.cross.fellowships
Facebook: Holy Cross Distinguished Fellowships and Graduate Studies
Twitter: HCFellowships

Administrative Assistant: Karen Harney
Tel: (508)793-3890

**OPPORTUNITIES FOR JUNIORS (DEADLINES DURING SPRING SEMESTER):**

**Beinecke Scholarship**: 22 scholars selected for two years of graduate study in the arts, humanities, and social sciences at any university. Requirements: Strong academic record and financial need. http://www.BeineckeScholarship.org


**POST-GRADUATE FELLOWSHIPS THAT HAVE SPRING, JUNIOR-YEAR DEADLINES:**

**INTERNATIONAL:**

**Fulbright Scholarship (Research or Teaching)**
It is recommended that you begin the application process in late spring for submission in early fall. About 1,400 scholars selected for 1 year of teaching or research in more than 140 countries. Requirements: U.S. citizen, very strong academic achievement, proficiency in language of host country. Note that study abroad experience does not disqualify you from applying to the same country in which you spent your junior year. http://us.fulbrightonline.org/home.html
SCHOLARSHIPS and FELLOWSHIPS  page 2 of 3

UNITED KINGDOM
(RHODES, MARSHALL, MITCHELL -- IT’S RECOMMENDED THAT YOU BEGIN THE APPLICATION PROCESS IN SPRING OF JUNIOR YEAR FOR SUBMISSION IN EARLY FALL):

Rhodes Scholarship: 32 scholars selected regionally for two or three years of graduate study in any field at Oxford University. Requirements: U.S. citizen (or national from select countries), very strong academic achievement, some involvement in sports (but not necessarily intercollegiate participation). http://www.rhodesscholar.org.


George J. Mitchell Scholarship: 12 scholars selected for one year of post-graduate study in any field at colleges and universities in Ireland and Northern Ireland for the purpose of furthering ties between the U.S., Ireland, and Northern Ireland. Requirements: U.S. citizen, very strong academic achievement, leadership and public service. http://us-irelandalliance.org/

ADDITIONAL POST-GRADUATE FELLOWSHIPS FOR WHICH YOU SHOULD BEGIN PREPARING DURING YOUR JUNIOR YEAR:

Gates Cambridge Scholarship: 100 scholars selected for one to three years for any subject available at Cambridge University for diverse programs, including research leading to Ph.D., courses leading to Master’s Degree, including MBA programs, or a second bachelor’s degree. The Scholarship favors students planning to improve the lives of people around the world. Requirements: Very strong academic achievement, college degree completed or anticipated completion by award’s beginning, independent acceptance to Cambridge University (must apply separately for admission). http://gatesscholar.org

Schwarzman Scholars: One-year master’s program in Public Policy, Economics and Business, or International Studies at Tsinghua University in Beijing. All classes will be in English, and students live and study together at Schwarzman College. Dubbed the “Chinese Rhodes Scholarship”, the award emphasizes that the success of today’s leaders depends upon “an understanding of China’s role in global trends”. http://schwarzmanscholars.org

FRANCE

GERMANY
DAAD (German Academic Exchange Service): Offers a variety of undergraduate and graduate study opportunities in Germany, including language immersion courses and science and engineering research internships. German proficiency NOT required for some programs. http://www.daad.org/
SPAIN
Grants Program for North American Teaching Assistants in Spain: The Spanish Embassy Office of Education and Science awards more than 1,000 grants for juniors, seniors, or recent graduates to teach English in Spain. Requirements: U.S. or Canadian citizen, intermediate Spanish or better.

UNITED STATES
Hertz Foundation Graduate Fellowship in Applied Science: 180 scholars selected for five years of doctoral study in the applied physical sciences at any of 36 participating universities. Requirements: U.S. citizen or permanent resident, strong academic achievement. http://www.hertzfoundation.org/dx/fellowships/application.aspx

National Science Foundation: 1,100 scholars selected for up to three years of study towards an M.S. or Ph.D., in mathematics, technology, engineering, or any of the natural or social sciences at any university. Requirements: U.S. citizen or permanent resident, research-oriented work experience. http://www.nsf.gov

Contact the Office of Distinguished Fellowships and Graduate Studies for more information.
What is an ICIP?
The Independent Cultural Immersion Project is an out-of-the-classroom activity designed to get you engaged in your host community by doing something you like to do or by trying something new you think you will enjoy. The ICIP is meant to be fun and engaging, not a task or a “hoop to jump through.” Your ICIP consists of two parts – a) the activity or project itself and b) ongoing reflection upon how that activity affects your study abroad experience, your connection to your host community/ies and cultural immersion. For more information, see http://academics.holycross.edu/studyabroad/independentculturalimmersionproject

ICIP Categories
Choose your preferred activity from one of three categories:

- **Study Abroad Internship** in virtually any field which provides a productive and enriching experience (legal, business, etc.)
- **Community Based Learning Project** where you volunteer on a regular basis at a university, church-affiliated or secular agency devoted to community service and/or social justice.
- **Follow Your Passion** and develop an existing hobby, sport or pursuit that is of interest to you or discover a new passion (e.g., Australian football).

Supervision of the ICIP
Each host university has appointed a member of its faculty or other qualified person to act as the ICIP Advisor for Holy Cross students. The ICIP Advisor is not a personal tutor but a “resource person.” He or she can advise students regarding internship and community service opportunities and direct students to on- or off-campus resources. **Students are expected to work independently throughout the year**, and generally meet about four or five times with the ICIP Advisor for advice and guidance. It is, however, the STUDENT’S responsibility to keep the ICIP Advisor informed of his or her progress on the ICIP throughout the year.

Assessment and Academic Credit
The ICIP Advisor’s assessment of the project will be based primarily on the final presentation that demonstrates your critical reflection on your semester or year-long involvement in an aspect of the local culture. Usually the final project is in the form of a written essay (8-10 pages) or a reasonable equivalent (video, photo essay, performance). The project will not satisfy any course requirements at Holy Cross, but it will be given an “overload” ¼ unit academic credit and will appear with a grade on the student’s transcript. The grade will not affect your GPA. It is important to keep in mind than an excellent ICIP can be a way of developing a senior-year thesis and can also enhance your résumé. What’s more, the ICIP can also serve as the basis of an application for a number of competitive fellowships awarded to students upon graduation, such as the Fulbright. Other opportunities include publishing in the Fósforo magazine (Holy Cross’ Hispanic journal; see http://college.holycross.edu/fosforo/cfp.htm) or the Holy Cross Library’s CrossWorks publishing site http://crossworks.holycross.edu/celebrating_philosophy/.

Awards and Honors
Following your return to Holy Cross, you will be invited to apply to participate on the Study Abroad panel at the annual Academic Conference in April, which features student presentations of their ICIP
or some unique aspect of their Study Abroad experience. Every spring a graduating senior is selected for the Study Abroad Award for the best ICIP. The award winner receives a book prize.

**ICIP: Examples**

**Example of Internships**
A Holy Cross student interned at a bank in London. In Strasbourg, several students have had internships at the International Institute of the Rights of Man. One young woman with an interest in journalism arranged an internship at a local newspaper in York, England. She interviewed local politicians and community groups and had some of her articles published. A young man in Florence interned at a local, family-run film company and produced his own video. A woman in Florence interned in an auction house and parlayed that experience into a career working for Sotheby’s. Another young woman conducted guided tours of a medieval church after studying the art and architecture in considerable detail.

*Note:* If you plan on doing an internship as your ICIP, please send an email to Jacqui Schartner (jschartn@holycross.edu) to let her know what you will be doing because the Office of Study Abroad needs to track abroad internships.

**Example of a Community Based Learning Project**
A young man worked with handicapped children in an after-school sports program. Two students in Florence taught Italian to recent immigrants. In York, England, a young woman volunteered in a shelter for the homeless and, remarkably, helped to establish a retreat for battered women. Another student was instrumental in setting up a recycling program at her host university. Many students in Perú volunteer at a local children’s hospital.

**Example of How to Follow Your Passion**
Two students who enjoyed basketball (but never played at Holy Cross) were invited to coach an emerging women’s basketball team at St. Andrews University and wrote an account of their experiences at competitions throughout the UK. Holy Cross students have studied the traditional music of the host country (Spanish guitar; Irish accordion) or arranged to work with local artists. One student in León, Spain participated in a choir whose work was in the soundtrack of a short film. Students have been involved in chorus, radio stations, newspapers, sports clubs, archeological and restoration projects, travel agencies, theater and dance performance clubs, local outdoor markets, etc.
STUDENTS INTERESTED IN DOING ACADEMIC INTERNSHIPS WHILE STUDYING ABROAD
It is possible to do an academic internship as part of the Study Abroad Program and students have generally found these to be extremely rewarding. However, any internship undertaken overseas, for credit, must meet the same basic requirements and standards as the Academic Internship Program at Holy Cross, i.e., approximately 8 hours per week of substantive fieldwork at an internship site accompanied by a weekly academic component in the form of either a class or tutorial. There must be a designated course number and description at your institution, which means that this is an actual course being offered for credit. Participation in an academic internship, for credit, must be approved in advance by Professor DeAngelis, the Director of the Academic Internship Program at Holy Cross at gdeangel@holycross.edu.

SENIOR YEAR ACADEMIC INTERNSHIPS:
INFORMATION FOR RETURNING STUDY ABROAD STUDENTS
Guidelines for students who are interested in applying to the Academic Internship Program for the fall semester of their senior year:
● Your application may be submitted at any time before the February (of your junior year) deadline, but be sure to indicate that it is for the fall semester (of your senior year). You can check with CIS while you are away to get the official closing date for applications.
● When the applications have been reviewed, CIS will contact you (at your address abroad or email) of the decisions. If you were not accepted into the program for the fall semester, you can reapply for the spring semester when you return to campus in the fall of your senior year.
● For more information, please see: http://academics.holycross.edu/cis/living_learning/acip.

SENIOR YEAR WASHINGTON SEMESTER:
INFORMATION FOR RETURNING STUDY ABROAD STUDENTS
If you are interested in applying for the Washington Semester Program for the fall of your senior year:
● You should meet with Professor DeAngelis to discuss your interest in the program well before you leave campus. You should get the application materials and arrange for the required personal interview. In addition, two faculty letters of recommendation are required and you may want to request those before leaving campus.
● Your application may be submitted at any time before the February (junior year) deadline, but be sure to indicate which semester of your senior year you are interested in.
● Applications are also available online.
● When the applications have been reviewed, CIS will notify you (at your address abroad or email) of the decision.
● If you are accepted into the program, you will need to meet with Professor DeAngelis as soon as you return to the States in order to discuss your plans for Washington.
● Information and forms are available online: http://academics.holycross.edu/cis/living_learning/washington_semester_program
ACADEMIC INTERNSHIPS, WASHINGTON SEMESTER & SIP (SUMMER INTERNSHIP PROGRAM)

CONTACT:

Holy Cross SIP (SUMMER INTERNSHIP PROGRAM):

Through internships developed through the national network of Holy Cross alumni, parents and friends, the Summer Internship Program exists to provide Holy Cross undergraduates with an opportunity to gain meaningful career-related experience in an area related to their occupational goals. Sophomores and juniors who are interested in pursuing a summer internship must notify the Career Planning Center of their intent to secure an internship and have their resume approved by a staff member. The Summer Internship Program offers workshops and individual coaching and advising throughout the year to students seeking internships.

The Summer Internship Program is located in the Career Planning Center, Hogan 203 and is open 9 a.m. to 4 p.m. Monday – Friday during the academic year. You may contact us via phone at 508-793-3880 or by email at sip@holycross.edu.
This is a condensed version of the contract you signed in your online Study Abroad account. Some items or requirements may have been mentioned in other sections of this handbook. (Sample copy on page 23)

- You MUST arrive on the date specified by your program.

- Academic credit is earned only upon successful completion of the ENTIRE study abroad program. Full-year students who withdraw will not receive ANY credit and forfeit ALL tuition and fees for the ENTIRE academic year. The ENTIRE study abroad program includes taking final exams at the host institution at the regularly scheduled time. DO NOT request permission to write a paper instead of taking the exam. DO NOT request permission to 1) take the test earlier than the posted schedule and/or 2) have the exam proctored at Holy Cross at another time.

- All courses taken overseas must be approved. Detailed descriptions of all courses must be sent as soon as possible after your arrival and registration to the Registrar’s Office via the online course approval form available through STAR. Refer to the instructions on page 7 of this manual.

- Courses taken overseas may not be duplicates of courses already taken at Holy Cross. Note: Courses must be liberal arts courses; you will not receive Holy Cross credit for online courses (including blackboard), or courses in business, marketing, or law.

- You cannot make up a course deficiency while abroad.

- You are responsible for authorizing the release of your transcript upon completion of your program.

- All grades earned are entered on your Holy Cross transcript but are NOT included in your GPA. The Independent Cultural Immersion Project does not count toward graduation.

- Please be sure to inform each and every department of your study abroad plans to see if you should complete any tasks BEFORE your departure.

- Students are responsible for knowing how many courses taken abroad will count for credit in their major.

- With few exceptions (some second-language universities), students are required to take a full load of courses at their host university. Credits for pre-university courses will not be counted towards the full load.

- While abroad, students are expected to continue to live by the same code of conduct, both personal and academic, as that of resident students at Holy Cross and/or in the country of their program.
• Students who expect a Perkins or Stafford loan, or a Pell grant must contact the Office of the Bursar and the Financial Aid Office before leaving Holy Cross. If you fail to do this, you may forfeit all aid.

• If you are attending a Holy Cross program, tuition and non-refundable fees will be billed by Holy Cross and are to be paid to Holy Cross.

• Students are reimbursed for university club activities and/or gym fees - $175 for students away for one semester and $200 for students away for the full year. Send receipts to:

  Tammi Valeri  
  Budget & Billing Coordinator  
  College of the Holy Cross  
  PO Box SA  
  Office of Study Abroad  
  One College St.  
  Worcester, MA 01610-2395

You may also bring your receipt(s) to Tammi in Smith 217 when you return to campus.
ACADEMIC
• You may not study abroad if you have a deficiency at the time of enrollment and you must be in good standing at Holy Cross.
• Academic credit is earned only upon successful completion of the entire study abroad program period, which includes taking all final exams at the host institution according to their posted exam schedule. Students who withdraw from a program will not be awarded any credit and will forfeit all tuition and related fees for the entire length of the summer-, semester, year-long program or short-term study tour.
• All courses taken overseas must be approved by Holy Cross. It is your responsibility to submit detailed course descriptions for all courses taken abroad AS SOON AS you have confirmed that you are indeed enrolled in those courses. Send the detailed course descriptions using the online Course Approval Form accessible via the Holy Cross STAR system. All official course approvals are processed through the Registrar’s Office. For every course that appears on your transcript from overseas there must be an approval on file. Until you have obtained all approvals, your record will remain incomplete and you will be unable to graduate.
• Holy Cross grants college credit for liberal arts courses. Holy Cross does NOT grant college credit for courses in business, management, or marketing/advertising. Courses taken in journalism, law, media, or engineering may not be accepted if these are “applied” professional practice courses rather than courses in the humanities, social sciences, or natural sciences.
• You should consult with your academic advisor(s) and all relevant department chairs before leaving to determine (a) the likelihood that they will approve courses you intend to take abroad and (b) what courses you will need to take upon your return.
• Courses taken overseas may not be duplicates of courses taken at Holy Cross.
• You are responsible for authorizing the release of your overseas transcript upon completion of your program and for having it sent directly to the Office of Study Abroad at Holy Cross. If the transcript is sent to you inadvertently, do NOT open the transcript but forward it (or bring it) directly to the Office of Study Abroad at Holy Cross. If you open the transcript, it is no longer official, and you will be responsible for acquiring a new one.
• All grades earned overseas will be entered on your Holy Cross transcript but will not be included in the calculation of your GPA.
• For those programs that require an Independent Cultural Immersion Project (ICIP) the project will be graded and the grade recorded on your Holy Cross transcript. The ICIP may not be used to fulfill credits toward graduation and is not included in the calculation of your GPA. However, if the project is not completed, the grade will be recorded on your transcript as a fail (F).
• In addition to satisfying Holy Cross requirements, you are expected to complete the same requirements as resident students at the host institution. You must enroll in what the host institution deems a FULL COURSE LOAD for a full-time student. In the event you run into difficulties with a course, you must speak to your academic advisor(s) both abroad and at Holy Cross, as well as consulting your class dean, before you consider dropping the course.

FINANCIAL
• All students attending Holy Cross Programs pay Holy Cross tuition. A continuation fee will be charged to students enrolled in all programs not administered by the College of the Holy Cross.
• Students living in residence halls/apartments will be billed Holy Cross room and board charges. The student will not be billed the ‘board’ portion for attendance at programs that do not offer board plans.
• For Holy Cross programs with ‘Home-Stays’ (i.e., most foreign-language programs), students will be charged Holy Cross tuition, regular Holy Cross room, and adjusted Holy Cross board charges based on the number of meals received at “Home-Stays.”
• All refundable housing or placement deposits are the responsibility of the student.
• FINANCIAL AID: If you expect a Perkins Loan, Pell Grant, or Stafford Loan, consult your Star Account. If you have anything outstanding with the Bursar’s Office and the Financial Aid Office, it must be resolved before leaving Holy Cross.

GENERAL
• Before you leave, you will receive a Study Abroad Manual. You are responsible for knowing the information it contains and for adhering to the policies and procedures it outlines. Read—and reread—the Study Abroad Manual. You are also responsible for all other materials distributed by the Office of Study Abroad.
• Attendance at all pre-departure meetings for your program of study is mandatory. If you do not attend all pre-departure meetings, you may be withdrawn from the program.
• It is your responsibility to obtain passports, visas and immunizations, and to pay for all associated fees.
• You are responsible for submitting Health Clearance forms A,B & C to Study Abroad AFTER you have been accepted and before May 1st (for fall semester or academic year starts), or before October 1st (for spring semester starts).
• Failure to submit the forms may result in ineligibility to study abroad. Health Clearance includes insurance coverage that is valid abroad and proof of this must be carried with you. It is your responsibility to investigate your overseas coverage to determine how claims will be made abroad on your policy and if this procedure provides adequate coverage. If it does not and puts your health and/or finances at risk, it is your responsibility to find and purchase adequate coverage.
• In most cases, you will make your own travel arrangements. The transportation costs, including ground transportation, are your responsibility. You will however, receive a credit on your Holy Cross bill; the amount depends on the program to which you are going.
• You are responsible for contacting your academic advisor or other advisors overseas, and/or Study Abroad at Holy Cross if you require assistance.

COMMUNITY STANDARDS & DISCIPLINARY PROCEDURES
• The College of the Holy Cross assumes that all students will abide by the policies, rules, and regulations of the College and by those of the host institution as well as by the local, regional, and federal laws of the host country. Failure to do so may result in disciplinary action at Holy Cross and/or the host institution, with sanctions up to and including expulsion without reimbursement.

I have read the above and agree to abide by the terms contained herein.

Student’s Signature  Student (PLEASE PRINT NAME)  Date
ACKNOWLEDGMENT AND RELEASE

I, ________________________________, acknowledge that I have voluntarily applied to participate in the Holy Cross Study Abroad Program (the “Program”). I further acknowledge that Holy Cross has provided me with various information about the Program, both verbally and through written materials, and that I have read and understand such information.

I am aware that foreign travel can involve the risk of injury or illness to myself or damage to my property. I voluntarily accept all risk of personal injury, illness, death and property damage resulting from my participation in the Program. In consideration of being permitted to participate in the Program, I, on behalf of my family, heirs, and personal representative(s), agree to assume all the risks and responsibilities of my participation in the Program, including transportation incident thereto, and any activities incident thereto, and I release, waive, discharge, hold harmless and covenant not to sue Holy Cross, its trustees, officers, agents, employees, and any students acting as employees (“Releasees”), with respect to any and all liability for any loss, harm, injury, damage, costs or expenses of any nature whatsoever, including but not limited to suffering and death, which I or my property may sustain, whether caused by the negligence or carelessness of the “Releasees,” or otherwise, while participating in, or in transit to or from, the Program or any activity adjunct to the Program.

Any dispute, controversy or claim arising out of or relating to my participation in the Program or arising out of this Release, shall be settled by binding arbitration in the City of Worcester, Massachusetts in accordance with the rules then prevailing of the American Arbitration Association. Such arbitration shall be determined by a single arbitrator, and judgment upon the award rendered by the arbitrator may be entered in any court of competent jurisdiction.

This Release shall be interpreted under and governed by the laws of the Commonwealth of Massachusetts without regard to its choice of law rules.

I understand that this Release is for the benefit of Holy Cross and its agents, employees and related entities only. Third parties, such as common carriers, hotels, or travel agencies, are not released from liability for their acts.

I HAVE CAREFULLY READ THIS RELEASE AND FULLY UNDERSTAND ITS CONTENTS.

STUDENT/PARTICIPANT

______________________________________________  Date:____________________________________
(Signature)

______________________________________________
(Printed Name)

WITNESS

______________________________________________  Date:____________________________________
(Signature)

______________________________________________
(Printed Name)

Signature of Parent or Guardian if Student/Participant is a Dependent or under the Age of 18.

______________________________________________  Date:____________________________________
(Signature)

______________________________________________
(Printed Name)
free
unlimited access to 3,500+ videos
software, creative, and business skills
such as Excel, Web Design and Resume Writing!
learn at your own pace

INCREASE YOUR MARKETABILITY!

Check it out!
Go to holycross.edu/login,
Click on Lynda.com online training link,
Click on yellow login button