WELCOME TO THE GLORIES OF FRANCE!
PARTICIPANT HANDBOOK

Place de la Comédie in Montpellier
Optional Weekend trip and Paris weekend (below)
Dear Glories of France Participants:

As Program Director for The Glories of France, I look forward to getting to know each and every one of you this summer in Montpellier. I welcome the chance to show you one of the most beautiful countries in the world and to help each student learn more about the culture and the "Glories of France".

When you arrive in France, you will meet our UNO staff and faculty. Our faculty is dedicated to bring you their expertise and talent to create a learning environment that will provide a truly European experience. Our student leaders will be coordinating group activities, leading excursions, and working as a liaison for all participants. Our staff will be the support system needed to make this summer a comfortable experience for all. Together, we will try to make your trip most enjoyable!

The following helpful tips will help your stay in France be more comfortable. Please read this handbook carefully and bring it with you! You will certainly refer to it while on site. We know that The Glories of France will be one of the most wonderful and enjoyable experiences you will ever have. We look forward to having you on our program this year!

Sincerely,

Marie

Marie Kaposchyn
Program Director
The Glories of France
THIS HANDBOOK GIVES OUR PARTICIPANTS AN OVERALL PREPARATION FOR THEIR SUMMER ABROAD EXPERIENCE. APPROXIMATELY ONE MONTH BEFORE DEPARTURE, A LIST OF TELEPHONE NUMBERS, ADDRESSES, AND CONTACTS IN FRANCE WILL BE SENT TO YOU. THESE ARE NUMBERS TO LEAVE WITH A RESPONSIBLE PARTY AT HOME SO YOU CAN BE REACHED AT ANY TIME IN CASE OF AN EMERGENCY.

ANNOUNCEMENTS:
All announcements will be posted on the main bulletin board next to the office. This is also where any messages, extra field trips, and information about social activities are posted, so check it daily!

ANXIETY:
It is very normal to feel anxious about your trip. Everyone is excited and nervous about the whole experience, so don't feel like you are the only one. Calm down, rest, and just be open to the wonderful experiences you will have in France.

BEACHES:
We know that everyone is going to Montpellier to study. However, the beautiful Mediterranean beaches are so close and are a perfect way to unwind after class. On Tuesdays we will have a private direct shuttle leaving from the apartments. Included in this handbook are instructions on using the bus system to get around town. Although only 7 miles away, the public transportation ride to the beach is about an hour, including stops and transfers, and is definitely worth the time!! Grab your towel and sunscreen as sun, sand and idyllic blue water await you in Palavas, Carnon or La Grande Motte.
BIKES:
You can rent bikes in Montpellier. The rental office is located near the Place de la Comédie, on the main square. With a deposit (cash or credit card) and identification card, you can rent a bike for an hour or for the entire day.

BOOKS:
Books for your classes can be ordered online. Please refer to your course description for the books needed. You must have your books before departure!! They cannot be purchased in France.

CLOTHES:
I cannot say this enough: Pack light! This, of course, does not have the same meaning for everyone. You will be tempted to acquire a new wardrobe for this exciting trip. Please don't. In the south of France you dress according to the weather, which is usually very warm. Class attire is very casual. You may wear slacks or shorts and t-shirts. Please refrain from wearing t-shirts with offensive language or messages; it is disrespectful of others around you. In the afternoons, students usually head for the beach, go shopping or sightseeing. One or two dressy outfits will be enough for restaurants or special parties. If you can't carry your suitcase on your own, you have over packed. Try to limit yourself to one suitcase and one carry-on total. It is important to have some empty space in your bags for souvenirs and purchases made while on your trip. A small backpack is a good idea for those who go on weekend trips. You will also find it helpful for grocery shopping, carrying your water bottles (très chic!), and for laundry day.

Note: Because of new regulations, airlines may be charging for checked luggage and will charge for overweight luggage. Please check with the airline you are using for luggage regulations.

"He who would travel happily must travel light." -Antoine de Saint Exupéry, pilot
CULTURE SHOCK:

Even for those who have traveled abroad, it is something of a shock to find oneself in a totally new environment. The first few days can translate into the dreaded disease called HOMESICKNESS!!! Keep in mind that in a few days, you learn to adjust to your new surroundings and things get back to normal. Five weeks in Montpellier goes by too quickly! Enjoy every minute of it.

ELECTRIC APPLIANCES:

Do not expect your American appliances to work in France without proper conversion equipment, since French voltage differs from American. In order to use hair dryers, razors, etc. you MUST purchase both a converter (for the voltage) and an adapter (for the plug to fit the wall socket). Some of the newer appliances have built-in converter (simply a switch for 220v), but these still require the wall-socket adapter. Please purchase the proper equipment before you arrive. Most electrical stores (such as Radio Shack) will carry such equipment. Most laptops now have built-in converters so all you need is an adapter.

E-MAIL:

There is a computer lab where you can check your e-mail, as well as several “Internet Cafes” around town. There are also areas around the university grounds (but not in the studios) where you can get wireless. We encourage you to use the Internet to keep in touch with those at home, but remember not to spend all of your time at the computer. Make some live friends instead! Access at night and weekends to the lab is limited. Instructions on how to log on are included at the back of this handbook.

EMERGENCIES AND/OR EVACUATION PLANS:

We do not anticipate any problems or emergencies, but as a safety measure you need to know where to go, whom to call and how to report. When you arrive in Montpellier, you will be given a walking tour of the university and shown the different places that are assigned as official emergency meeting places. In case of an emergency, you will be able to use this plan in order to have a quick and safe group assembly. You’ll also be given local emergency phone numbers, the local American Embassy numbers, as well as a plan to leave the
country if necessary. It is important that you take these measures seriously and adhere to the instructions given by the group leader. All the possible emergency scenarios will be discussed and handouts distributed. Our office number in New Orleans is (504) 280-7455 and will be the official number for your family to call and get any pertinent information.

**FLEXIBILITY**

You will hear this word many times during your stay. You are in France to learn about another country, its customs, or its language. Forget how you are "used to doing things". The food, people and the sights all are different. If you are not open to new ideas your stay will not be as pleasant. Forget macaroni and cheese and fast food. Try Nutella (chocolate hazelnut spread) on your baguette and drink menthe à l'eau (water with mint syrup). France has a tremendous variety of fresh fruits and vegetables, great seafood and foods distinct to the region. You’d be surprised how happy a simple meal of bread, cheese and fruit can make you!!

**FRENCH MONEY**. The Euro is the currency used in over 22 European countries including France, Spain, Italy and the Netherlands. The exchange rate varies, but currently 1 euro is equal to $1.35 US (approximate). It is very helpful to have some dollars changed into Euros before your trip. Any major bank in your home city can do this. About 50 Euros should be helpful for the first few days.

The easiest, most convenient way to get money once in France is from an ATM. They take MasterCard or Visa debit cards and use the same pin number as you would at home. The biggest advantage is you get the best exchange rate possible. If you bring travelers checks, remember it is better to convert a larger sum, since you pay commission (as much as 4 euros) on each transaction. Only one bank in Montpellier exchanges travelers checks! Remember that when you make a purchase in France, tax is included in the price. Whatever price is marked is what you pay. We will go over money during the orientation held on the first day of the program.

**FRENCH LANGUAGE**

It’s amazing how different your experience can be if you try to blend in and communicate in the language in which you are immersed. The French are especially appreciative of any attempt to speak their language. You need not be fluent, only try. ALWAYS remember to say “bonjour” when you enter a shop, restaurant, anywhere. This will open many doors for you.
HOLIDAYS:
During your stay in France you are fortunate enough to celebrate July 14th, Bastille Day! All stores, banks, and most places of business (except restaurants) are closed.

Everyone enjoys live music, dancing and celebration. Join the fun and watch the fireworks as the sun goes down!!!

If you plan to go downtown to be part of the celebrations, please note that it will be very crowded (no time to carry lots of cash) and that taxis will be scarce. The buses do not run after a certain time of the evening. Stay in groups and be prepared to walk.

HOURS OF OPERATION FOR BUSINESSES:
Basic hours of business are 8 or 9 am until 12 or 1pm. Most businesses are closed for 2 hours for lunch, reopening at 2 or 3pm. Closing time is usually 6:30 or 7pm. Many restaurants, shops, etc are closed on Sunday and/or Mondays, so consider this when making plans to shop for food etc, or to eat out.

HOUSING
Our participants are lucky to have private studios across from the university. The room is basic but comfortable. It will have a bed, desk, kitchenette, small refrigerator, and bathroom with shower. It is up to you to make this feel like home for the next five weeks. A great idea is to bring pictures, posters and personal items from home and actually decorate their room. It makes a big difference and you won’t feel so far away from your loved ones. The studios are not air conditioned, so be prepared to deal with some dry heat. You might want to bring extra money to purchase a portable fan (they run about $30). Students are responsible for any damage done to their rooms. Upon arrival be sure to note any problem so that you will not be held accountable for it at the end of the program.
**HYDRATION**

Remember that the weather is very dry. You will tend to dehydrate easily, so it is imperative that you remember to drink lots of water!

**INDIVIDUAL TRAVEL:**

We encourage you to travel and to make the most of your European trip. Please inform us of your plans and when to expect you back at the apartments. Students are allowed to travel only on days when no classes are scheduled. (Friday, Saturday and Sunday)

**INSURANCE:**

All students will be covered by a comprehensive study abroad medical insurance plan that is included in the cost of the program. This policy provides for accident, medical expenses, emergency medical and evacuation, repatriation of remains, and family assistance coverage. **Extended coverage at additional cost is also available.** A brochure fully detailing the insurance plan will be provided to each student well in advance of departure. This policy does not cover trip cancellation or baggage insurance. **Students will be covered for the duration of the program only.**

**JET LAG:**

If you have not traveled overseas, jet lag might be a problem. It is best to be well rested and avoid alcohol, caffeine, and rich foods during the flight to France. Do not nap too long upon arrival, no matter how tired you are. This throws your body clock off and could prolong your adjustment for several days. Instead, get out into the sunlight and take a walk. This gets your circulation going and helps your body adjust to the new time.

**LINENS AND LAUNDRY:**

Bed linens are provided and changed every two weeks during your stay. You will be instructed by the housekeeper on the procedure for obtaining your clean sheets. **You must bring your own towels and face cloths.** There is a facility in the dorm for doing laundry; however, it can get expensive at 2-3 Euros per wash. The dryer is
.50 euro. An alternative is hand wash in your sink, using Genie, a French detergent. Clothes can then be hung to dry in your room or in the designated drying room. Dry cleaning is also available in Montpellier, but it is very expensive. **Hangers are not provided so you might want to bring some wire hangers.**

**MAIL:**

Your pre-departure letter (to be sent later) will include your address in Montpellier. Please make sure you leave a copy of this with your parents and/or spouses.

Post offices are marked "La Poste" and are open 8:00 a.m. to 7:00 p.m. and 8:00 a.m. to noon on Saturday. Check may vary. Stamps can also be purchased at tabacs (tobacco shops) and newsstands.

**MEALS:**

Meals will be provided at the **Restaurant Universitaire** on campus (lunch is included on class days only). You will receive a packet with your meal tickets. These are like cash so put those in a safe place, if lost you have to purchase them again. Be sure to bring your meal tickets to class because you will go to lunch straight from there.

For some of you, French dining habits may take some adjustment at the beginning. After all, we are learning about a different country and culture, and food is one of the most important, if not different, aspects of the experiencing France. Lunch is copious and delicious, with many choices. You can expect to have a choice of two main courses, salad, cheese and dessert (Be sure to save room for dessert!! They are delicious!!) Pizza and steak are also available on a regular basis. Beverages include bottled water or wine. You will have a refrigerator in your room so stock up on easy food items such as juice, fruit and yogurt.

For those of you who have special diets (such as vegetarian), the cafeteria has a wide choice of vegetables, pasta, grains, etc. Remember to be flexible, France is not known for gourmet vegetarian meals. There is also an open-air market within walking distance of the apartments to buy fresh fruit and vegetables every day.
You are responsible for your own dinner plans. Students may cook in the apartments or choose to go out to any of the nearby restaurants. You might want to try one of the many inexpensive and delicious pizzas. Don’t forget to be adventurous and try a French restaurant so you can taste the true French flavor. Count on a few euros for a pizza and at least 10 euros for a restaurant meal.

**IT IS EASIER FOR YOU TO BRING WITH YOU THE NECESSARY UTENSILS FOR YOUR MEALS SUCH AS A LIGHT COOKING POT, FORK, KNIFE, SPOON, CUP AND A COUPLE OF DISHES.** Pack this in your suitcase and you won’t have to scramble to find these on the first few days of the program. A good set of sturdy plastic or camping dishes are best. Our office does keep a LIMITED stock of pots and pans that you may “check out” as in a library.

**MEDICAL EMERGENCIES:**

Our apartments are surrounded by some of the most prestigious hospitals and medical centers in France. However, if for any reason you don’t feel well, you must contact your UNO representative first. Unless it’s a life-threatening situation, do not go to an emergency room. We will have the name of a doctor on duty to treat you. If you have a minor ailment, the French pharmacists can give you medicines over the counter.

It is a good idea to bring a few items that can make your trip more comfortable such as aspirin or Tylenol, Imodium AD tablets, Dramamine, band-aids, and any prescription you are taking. **Take all PRESCRIPTION medicine in your carry-on, not packed in your suitcase.** Bring a copy of the prescription, since refilling it in France may be difficult without the actual pharmaceutical name. Make sure that all medicine is properly labeled and bring enough to last you for the entire trip. If you use contacts or eyeglasses, it is a good idea to take an extra pair with you. Losing such items can be bothersome and hard to replace.

**MEDICAL RESPONSIBILITY:**

As a student you should be aware that there are certain risks inherent in international travel and that the University of New Orleans, as a State of Louisiana educational institution, cannot assume responsibility for all or certain aspects of your activities while traveling. You should also be aware of your personal medical needs and consult with a medical doctor before your departure regarding any personal needs while abroad. **Also, be sure that you have returned the “Report of Medical History” form to the UNO Glories of France office.**

**MEETINGS:**
There will be a weekly group meeting so we can discuss classes, problems, questions, planned group events, etc. Normally, we meet in between classes every Monday.

**MONEY:**

Students often ask, "How much money should I bring?" This is a highly individualized question. The program includes some meals. You are responsible for daily dinner and all meals on the weekends, laundry, personal expenditures such as telephone calls, souvenir purchases, snacks, etc. It is our suggestion to budget at least $150 per week for your spending money. Some students might be able to do fine with $500 spending money total and others, with the same amount, are already broke at the end of the first week. It is useful to bring a credit card, but try to budget yourself wisely. A cup of coffee in a cute sidewalk café can cost as much as 4.00 Euro!

It's not wise to bring a lot of cash for your spending money. The best way to use your money is to use an ATM machine. If you bring a credit card, VISA is generally accepted throughout France, where it is known as CARTE BLEUE, and often in preference to AMERICAN EXPRESS. If you plan to use your credit card for cash advances, be sure to know your PIN number before you leave the states and check with your local bank to see that it is an international PIN number accepted overseas. Also, let your bank know that you will be travelling overseas so they don’t think your card has been stolen.

**MUSEUMS**

In general national museums are closed on Tuesday and municipal ones are closed on Monday. Some museums are open late Wednesday. Always check with each particular museum, most have a "free" day for visits or student discounts.

**NEWSPAPER**

The Midi Libre is the daily newspaper in Montpellier. It contains listing of what’s going on around town. Sunday’s edition will cover all the entertainment on tap for the following week.

**OPTIONAL WEEKEND**

Every summer an optional weekend is planned and students sign up early don’t miss out on the fun! See Optional fieldtrip information.
PASSPORTS

You need a current passport to enter France. Check with your local passport agency (listed in the front of your city's phone book) to find out the proper procedures to obtain one. Some post offices also issue passports. This procedure sometimes takes weeks, so **apply early.** Always remember to keep your passport in a safe place. This is the most important document you have! You also can check [www.travel.state.gov](http://www.travel.state.gov) for the nearest agency to you.

**IT IS IMPERATIVE THAT YOU MAKE COPIES OF YOUR PASSPORT (INSIDE COVER, PHOTO PAGE, NUMBER) BEFORE YOU LEAVE THE STATES AND LEAVE ONE COPY WITH A RELATIVE OR FRIEND AT HOME AND SEND THE OTHER ONE SENT TO OUR OFFICE.** This way, if you lose this document, copies can be faxed to the embassy.

**IF YOU LOSE YOUR PASSPORT** while in France, immediately report it to the Glories of France staff and the nearest U.S. Consulate to get a temporary passport issued.

**PERSONAL ITEMS:**

**DON'T BRING ANYTHING WITH YOU THAT YOU DO NOT WANT TO LOSE.** This is no time to flaunt your great grandmother's jewelry or that irreplaceable family object. When packing your suitcase, be sure your name is on the outside tag as well as inside your bag. If for any reason your luggage gets lost, your identification will be available inside.

Leave a copy of your itinerary, phone number, and address of the places where you will be staying with a family member or trusted friend. Also, leave copies at home of your passport, credit cards, and any important documents.

**PHOTOS:**

You will definitely want your camera to bring all of your memories home. Most museums do not allow flash photos to be taken at all, so be sure to have them turned off while viewing artwork.
READING LIST:

It would be a good idea to look up Montpellier in one of the many travel guides in your library such as LET'S GO FRANCE OR FODOR'S FRANCE. There is also The Rough Guide series that publishes a book on the Languedoc-Roussillon with information about Montpellier and the region. Some of our favorite websites are:

http://www.ot-montpellier.fr/en/

http://www.francetourism.com/

http://www.raileurope.com/us

RESTAURANTS:

Montpellier is full of restaurants, from small out of the way spots to three star Michelin rated restaurants. In previous years, students have recommended several restaurants located around the campus or downtown. Here is a short list for you and we hope that you will add some new ones of your own.

Pizza & Tradition  O’Carolans Irish Pub
32 av Ecole d’Agriculture  5 rue Petit Scel
04 67 54 34 28  04 67 04 15 98

Brasserie Du Théâtre  Bar La Cigale
22 blvd Victor Hugo  7 blvd Arceaux
04 67 58 88 80  04 67 58 83 11

Pizz’ Agri  Grand Café
60 av Ecole d’Agriculture  8 Place Comédie
04 67 04 15 98  04 67 54 71 44

RETURNING HOME:

At customs, you are allowed a total of $800.00 worth of purchases including 200 cigarettes and one liter of alcohol (if you are over 21 years of age), duty free. After that you will have to pay duty. Remember that certain things are not allowed to come into the U.S.: Fresh fruits and vegetables, meat byproducts, medicine or narcotics, plants or pets are not allowed to enter the States.
SAFETY FIRST!!!!!

Montpellier is not a city known for crime; however, precautions should always be taken when traveling or staying in a new city. Most dangers lie in crowds, where pickpockets can easily work. Don't leave your purse or bag(s) unattended (especially in the outdoor cafés where street performers depend on your change for a living) or your wallets in plain sight. Guard your money well and acquaint yourself with the currency before your trip. Most students carry their money in a "fanny pack" or "neck wallet".

DON'T EVER WALK ALONE AT NIGHT. ALWAYS STAY WITH A GROUP, NO MATTER HOW SAFE YOU FEEL IN THIS CITY. Use your common sense, think before you act and you should avoid problems that can spoil a good trip. If for any reason you encounter a problem CONTACT A UNO REPRESENTATIVE IMMEDIATELY!

SAFETY INFORMATION SHEET:
When traveling overseas, there are a number of precautions that you should follow in order to travel safely:

1) Do not leave your bags or belongings unattended at any time.
2) Do not let anyone give you something to carry when traveling.
3) Never keep all your documents and money in one place and make duplicate copies of your documents (especially your passport).
4) Always be alert to your surroundings and be cautious when traveling.
5) Do not get involved in drugs and beware of becoming intoxicated.
6) Let people know where you are going and when you expect to return.
7) Have sufficient funds and/or a credit card on hand to purchase emergency items such as transportation tickets.
8) Be cautious when you meet new people and never bring them into the apartments.
9) Report any unusual activity or suspicious persons to the program coordinator.
10) Be aware of the political situation wherever you are. Stay away from places that are experiencing political unrest.
11) Keep away from areas known to have large concentrations of residents aligned with interests unfriendly to the United States or its allies.
12) Be conservative in your dress and never wear expensive jewelry when traveling.
13) Don’t flash your money and be discreet when showing your passport.
14) Keep away from political demonstrations.
15) Avoid the media and don’t feel like you have to comment or give an interview.

These are just a few general rules you should of which to be aware. Most often, common sense will tell you what to do. That is why it is imperative that you avoid a situation in which common sense does not prevail--being intoxicated and using drugs.
SUGGESTED GUIDELINES FOR WHAT PARENTS/GUARDIANS/FAMILIES SHOULD DO IN ORDER TO INSURE A SAFE TRIP FOR THE STUDENT PARTICIPANT:

Parents/guardians/families should:

1) Obtain and carefully evaluate health and safety information related to the program, as provided by the sponsor and other sources.
2) Be involved in the decision of the participant to enroll in the study abroad program.
3) Engage the participant in a thorough discussion of safety and behavior issues, insurance needs, and emergency procedures related to living abroad.
4) Be responsive to requests from the program sponsor for information regarding the participant.
5) Keep in touch with the participant while he/she is overseas.
6) Be aware that some information may most appropriately be proved by the participant rather than the program.

STUDENT REGULATIONS:

As a participant in the program, you are expected to comply with program regulations. These rules of conduct govern a set of citizenship standards: living together in harmony in the apartments, respecting your neighbors and the citizens of Montpellier, avoidance of drunkenness, disorderly conduct, drugs, dishonesty, criminal acts, academic cheating, damaging property, etc. You are also governed by the University of New Orleans policy and procedures regarding students.

Students must conduct themselves in appropriate manner and abide by all policies outlined in the UNO Judicial Code:

http://www.uno.edu/%7Estlf/Policy%20Manual/judicial_code_pt2.htm

Cheating, plagiarism, and academic misconduct will not be tolerated.

STUDENTS WITH DISABILITIES:

It is the policy of the University of New Orleans, on a flexible and individualized basis, to provide reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities are strongly urged to inform us of their disability and specific needs, and accommodations. Students with disabilities are also encouraged to contact their instructors to discuss their individual needs within the academic context of the class requirements.
SHOPPING

There are many shops and stores to choose from in France. Since the majority of students are on a budget, most look for stores that offer convenience, reasonable prices, and a variety of items. Don't forget that most stores (except major chains) close everyday for lunch. Check posted times of opening.

Monoprix- This is one of France's most popular stores. It started out as a supermarket (and you will notice that part of the store still is) and then grew to carry items such as clothing, toiletries, paper goods and stationary, as well as gift items. This is the most reasonable store when it comes to price, and is conveniently located on the Place de la Comédie. You can get there by bus or a 20-minute walk from the apartments.

Not to miss in Montpellier is the great shopping center Polygone located right off the Place de la Comédie. It houses three stories of stores including the popular "Fnac", a music and electronics lover's delight. You will also find many fast food places inside this center as well as a full service dry cleaner, shoe repair, and supermarket.

When in Paris, you will have the chance to see the famous Galeries Lafayette, Le Printemps (with a breathtaking view of Paris from the top floor), BHV, and so many more incredible shopping places!

Food stores- Around Montpellier you will find many quaint and very local food stores where the variety is not as large and the prices are outrageous. It is wise to stay away from these "épiceries" unless you just go look. They are the equivalent of our convenience stores open late but very expensive. One of the most reasonable stores in which to buy food is Lidl, and is located very close to the apartments. It carries a small variety of fresh and frozen foods, wine, etc. A short bus ride away (or if you prefer a 30 minute walk) you will find a superstore called GEANT. Here you will find virtually everything you need such as food, clothes, appliances, etc.

YOU WILL HAVE A WALKING ORIENTAION UPON ARRIVAL THAT WILL TAKE YOU THROUGH THE NEIGHBORHOOD AND SHOW YOU WHERE THE SHOPS, BAKERIES, AND MISCELALNEOUS STORES ARE LOCATED.

What kind of souvenirs can you bring back from the Languedoc-Roussillon area? This area is famous for honey, Herbes de Provence, flavored olive oil, almond paste candies called Calissons, olive wood bowls and utensils. You will also see plenty of clothes and table linens made out of cotton in the traditional Provençal prints.

Remember, July is national sales month in France so take advantage of this!
SPORTS:
Montpellier has several sports facilities available for you in the summer. There are tennis courts, swimming pools, weight rooms, etc as well as an outdoor track/running course. (The university does not have a swimming pool facility so you will have to go downtown for this.) Every summer we organize an optional canoe trip that has become our student’s favorite!

TAXIS:
Tipping is about 10 to 15% of the metered charge. Sometimes the taxi driver will charge extra per piece of luggage that is carried in the trunk. Also, night rates are higher. No more than three (sometimes four if the driver is in a good mood) passengers are allowed in a taxi. Always go to the front of the cab line to board. The main taxi line in town is located in front of the train station.

TELEPHONE: see special section on how to use the telephone.

TRANSPORTATION:
Buses are very convenient and available throughout the city. It is also a very inexpensive form of transportation. The apartments have a bus stop across the street that will take you back and forth to the heart of the city. Hours and schedules vary, are posted at the bus stop, and are available until 8 p.m. at night. If all fails, and you find yourself downtown late after buses have stopped running, you can take a taxi back to the apartments. Bus tickets are sold at the Bureau de Tabac (passes) and on the bus itself (Both one way and round trip tickets.)

TRAVEL ADVISORY:
You should realize that anytime you travel abroad there is potential for danger due to crime, political unrest, unforeseen “Acts of God,” strikes that will delay your travel plans, etc. We simply cannot list every possible scenario in this handbook. We therefore recommend that if you have concerns about traveling you contact the U.S. Government Travel Advisory. www.state.gov

TIPPING
Most restaurants include a 15 percent service charge and tax in their prices- referred
to as "service compris". If a meal or service has been particularly good, leaving some extra change is customary, as is leaving the waiter the small change from your bill if you have paid in cash. If service is not included in the price (service non compris) a 15% tip is customary. Most, if not all, restaurants in France will post their menu and price list outside so you can select the type of food you like and the price range you need. A prix fixe menu is usually the best bet since for one price you get about three courses (appetizer, entree, and desert) but be careful of extras such as coffee and wine, sometimes they add up more than the meal itself!

**VALUE ADDED TAX**

If you are lucky enough to have a lot of spending money available, don't forget this important little item that will save you even more: VAT or TVA in French. Visitors carrying their passports can get a refund of the value added tax on purchases of around $400 or more at any single store.

**VISAS**

Americans staying in France less than three months no longer need visas. Even if you are studying in France, this applies to you, unless you are there for a semester or year round program. **If you do not have American citizenship check with your particular country's consulate to find out the French government requirements.**

**VISITORS**

*Our apartments are in a gated area. You will receive an entry card to open the door. Do not open the door for anyone you don’t know. Non registered visitors are not allowed at any time. Do not invite non-participants to come see you at the apartments.*

If you have a friend or relative passing through Montpellier that wants to come see you in the apartments, you will need a clearance from the Program Director and the Dorm Director prior to the visit. If your friend wants to spend a couple of days at the apartments, he/she will need to pay a visitors fee (room fee) prior to the visit. This is only if a room is available. Anything beyond that will mean that your friend becomes a companion and has to register for the companion fee. **Breaking any of these rules will jeopardize your room privilege at the apartments and you can be asked to vacate the premises immediately. The security of our group is the dorm’s first priority and it is taken very seriously!**

**WEATHER:**

The weather in the south of France in the summer is usually mild and very pleasant. Be prepared for some cool nights where you will need a light jacket or sweater. In previous years we have also experienced extreme heat. You will need to prepare for this change of weather. Some students purchase fans for their rooms when they arrive (there is no air conditioning). We also have a limited stock of fans you can rent for the summer, come check early, these go fast.
HOW TO USE THE TELEPHONE:

There are no phones in the individual apartments. The public phones are located in the hallway of the ground floor or street side. Most public phones, only accept phone cards (télécarte, which have a chip in them) not coins, and are then inserted directly into the phone. They are intended for calling within France, but can be used to call internationally, however the rate is very bad.

There are also international prepaid phone cards similar to the ones you can purchase in the U.S., which use an access code.

How to use the prepaid international telephone card:

1) Begin by entering the four-digit access code.
2) Enter the 12-digit card number, followed by *key.
3) You will then be prompted to dial the number you are calling, again followed by the * key.

There may be slight variations using these cards, some using the # key instead of the * key.

To call the US you dial 001-area code-number

MAKE SURE YOU PURCHASE AN INTERNATIONAL PHONE CARD THAT CAN BE USED FROM FRANCE TO THE US. DO NOT BUY THESE IN THE STATES, THEY MUST BE PURCHASED IN FRANCE IN ORDER TO WORK.

How to use a Telecarte:

Insert the card into the phone, wait for the tone, and then dial your number.

To call the US you dial 001-area code-number

The phone will give you a running tally of how many units you are using and how many you have left.

You may purchase a TELECARTE or prepaid phone cards from a post office, a tabac (tobacco shop) or the train stations in 50 unit (about 7.50euros) or 120 units (about 15euros). Some places carry both, some one or the other. Remember it is more economical to use the prepaid type card (more time, more directions to follow) to call home, but easier to use the TELECARTE (inserts directly into phone, less time for your money.) card for the number to dial.

Some people opt to buy a cell phone in France; these are not too expensive and are a better rate than using your US cell phones abroad!

DON'T FORGET THE TIME ZONE YOU ARE CALLING! FRANCE IS SEVEN HOURS AHEAD OF NEW ORLEANS TIME. PLEASE SHARE THIS AND ALL INFORMATION WITH YOUR FAMILY OR RESPONSIBLE PARTY IN THE U.S.
WHAT TO DO ON TRAVEL DAY

When preparing to leave for the trip, be well rested and have all your travel documents easily accessible. Arrive to the airport at least **TWO** hours before your departure time.

1) Verify that all the information on your ticket is correct and know your flight times and connections. Everyone should have ample time to make connections.

2) WHEN BOARDING YOUR FLIGHT IN YOUR HOME CITY, MAKE SURE YOUR LUGGAGE IS CHECKED ALL THE WAY TO YOUR FINAL FLIGHT DESTINATION (MONTPELLIER).

3) If for some, unforeseen reason, you **miss** your connection in your home city, notify the airline counter **immediately** so that they can arrange a later flight. Call home, let them know your change of plans, and **have them contact us** with your new arrival plans.

**BE SURE YOU SEND US A COPY OF YOUR ITINERARY AND THE TIME TO EXPECT YOU IN MONTPELLIER. WE WILL SEND YOU DIRECTIONS TO THE APARTMENTS AND THE DIFFERENT TRANSPORTATION OPTIONS TO GET THERE.**

**BRING THIS BULLETIN WITH YOU SO YOU CAN REFER TO IT, IF NEED BE. MAKE A COPY OF THE CONTACT NUMBERS FOR YOUR FAMILY AND LEAVE IT AT HOME.** Closer to your departure time, we will send everyone a list of contact numbers in France.

**IMPORTANT!!!** There are three (3) things that you absolutely must have in order to make it from your home city to France and back again. You can get there without your iPod, without your camera, even without your clothes, but you cannot go from here to there without your flight information, your **PASSPORT**, and to a lesser extent, your money (credit cards or travelers checks). Those items should be attached to your person.
WHAT TO PACK FOR YOUR TRIP:

* 1 sweatshirt and/or light sweater (nights CAN BE cool)
* 1 light jacket, windbreaker, or rain jacket (NOT a heavy coat)
* 1-2 nice outfits for going out at night
* 2-3 pairs of shorts
* 3-4 casual shirts and tee shirts
* 1 pair of dress shoes that can go with all your outfits
* 1 pair of sturdy, but comfortable shoes for walking like tennis shoes
* 1 pair of sandals for walking
* 1 pair of beach shoes or sandals
* 1 swimsuit
* Plenty of underwear and socks
* Pajamas and/or a robe
* All you cosmetics/medicines/toiletries
* A backpack for classes and short trips
* A carry on piece of luggage for your Paris and /or Optional weekend
* Sunscreen
* Small cooking pot, plate, utensils
* Cheap shower curtain (sometimes they are not provided and are hard to get)
* Towel and soap (remember this is an apartment, not a hotel!)

NOTE: A good rule of thumb is to remember that you will be wearing casual clothes 98% of the time. Since your clothes will be laundered, pack for a week and wash. YOU DO NOT PACK AN ITEM FOR EACH DAY OF THE FIVE WEEKS. Do not pack a pair of shoes for every outfit.

Also, the fewer things in your suitcase on your way in, the more you can fit on the way out. We have had too many mad dashes to the luggage department in order to get a bigger suitcase for the return trip! You might want to consider bringing an EMPTY duffel bag for souvenirs.

ALLWAYS BRING ONE CHANGE OF CLOTHING IN YOUR CARRY ON IN CASE YOUR SUITCASES ARE LOST FOR A COUPLE OF DAYS!
A QUICK CHECKLIST FOR THINGS TO BRING:

__FLIGHT INFORMATION (or confirmation number for e tickets)
__PASSPORT (leave a copy of the inside pages at home with your family)
__ATM CARD (with pin number)
__GOOD WALKING SHOES
__LIGHT SUMMER CLOTHES (see full list)
__SMALL FRENCH/ENGLISH DICTIONARY
__TOWELS (BEACH TOWEL TOO!) AND SOAP
__TRAVEL ALARM CLOCK (battery operated, not electric!)
__BACK PACK FOR DAY TRIPS
__NOTEBOOKS, BOOKS, PENS AND PENCILS
__BASIC COOKING UTENSILS
__CHEAP SHOWER CURTAIN FOR YOUR BATHROOM
__A CHANGE OF CLOTHES IN YOUR CARRY ON
__FLEXIBILITY AND AN OPEN MIND
__A LIST OF ALL OUR EMERGENCY NUMBERS AND DORM ADDRESS
HOW TO USE THE MONTPELLIER BUS SYSTEM

These are step-by-step instructions to use the bus system of Montpellier. Once you are familiar with riding public transport, you will be able to explore the city and also head to the one of the nearby beaches after class, with ease and confidence.

1) Decide where you want to go. This will determine which bus you will take, the duration of the trip, and how many transfers you will have to make.

2) The nearest bus stop is right around the corner from the apartments, same side of the sidewalk at the place Viala. Refer to the bus schedule (next page) for the map of the route that this bus takes, and then determine the time the next bus passes.

3) The stop nearest the apartments is place Viala, and is on line (ligne) 16, Euromédecine-Tournezy. When going toward central Montpellier or the beach, from the apartments, you will board the bus 16, labeled Tournezy. When returning to the apartments from the beach or central Montpellier, you will board the bus labeled 16, Euromédecine.

4) There are no times listed for place Viala, but you can estimate by looking at the times for Alco and Collège Claude Claudel. Place Viala is in-between, so the bus should pass sometime between the two. Note this is for travel towards central Montpellier and the beach.

5) Tickets for the bus may be purchased on the bus, at various tabacs, and at the bus station (located next door to the rail station or, gare) The prices are (as of this past summer):

   1 trip (voyage): 1,20 Euro Valid **one hour** for transfers.

   **Round trip (Aller-retour):** 2,20 Valid for 2 trips, in two different directions, from the apartments to central Montpellier or the beach and the return trip.

   **10 trips:** 10 euros .Valid for 10 trips, no time restrictions.

   **1 day pass (Forfait 1 jour):** 3 Euros Valid for unlimited trips within a 24-hour period.

   **7 day pass (Forfait 7 jour):** 11, 20 Euros Valid for unlimited trips for 1 week

**ALL PRICES ARE SUBJECT TO CHANGE!!!** IMPORTANT NOTE: ALL TICKETS MUST BE VALIDATED!! IT IS IMPERATIVE TO VALIDATE YOUR TICKET AS SOON AS YOU BOARD THE BUS OR TRAM, AS WELL AS WHEN YOU MAKE A TRANSFER.
Get ready for the time of your life!

Bon voyage!