

**TIME FOR TAKEOFF!**

*Heidelberg*

*Academic Year Orientation 2018-19*



# SESSION FACILITATOR



**Natalie Forde**

Assistant Director of Admissions and Preparations



# AMBASSADOR



**Gracie Orr**

[gracie.orr@pepperdine.edu](mailto:gracie.orr@pepperdine.edu)

253-365-0258



# FACULTY IN RESIDENCE

**Gretchen Batcheller**

Associate Professor I of Studio Art



# FACULTY FAMILY



# GET TO KNOW YOUR GROUP

**Activity Time!**



# PROGRAM STAFF



your director  
**Daniel Daugherty**

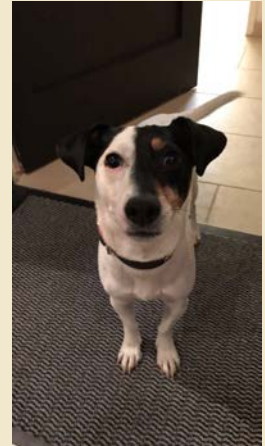
**a.k.a Herr D**



# THE STAFF



your assistant  
director  
**Martina Drefs**



**Jürgen**





# THE STAFF



academic coordinator  
**Christina Wuttke**

**a.k.a Frau Wuttke**



# THE STAFF



professor  
**Dr. Sattler**



# THE STAFF



professor  
**Dr. Lerner**



# RESIDENT ADVISORS



**Joel Cox  
&  
Jensen Myers**



# (Program) Facility



<https://vimeo.com/211513447>

## (Moore Haus)



**History of Moore Haus:** Three hundred yards from the entrance to Heidelberg's famous castle (Schloß), Moore Haus provides easy access to the bustling main street (Hauptstraße) of Old Town Heidelberg, but is located in the peaceful setting of a quiet, wooded neighborhood. The facilities in Moore Haus contain a library, a computer lab, administrative offices, dorm rooms, a student center, and a faculty apartment. Students attend classes in facilities at Hauptstraße 92, approximately a fifteen-minute walk from Moore Haus, in the heart of the busy Altstadt (Old Town).

Link to photos:

[https://www.facebook.com/pg/heidelbergip/photos/?tab=album&album\\_id=534287936734894](https://www.facebook.com/pg/heidelbergip/photos/?tab=album&album_id=534287936734894)

House Tour video: <https://vimeo.com/122675879>

# PROGRAM VIDEO



<https://vimeo.com/236000857>





# Moore Haus Tour



- The staircase leading up to the main entrance of Moore Haus and the main entranceway



This is the breakfast room with photos from each class that has attended the Heidelberg Program

Each morning you will be served breakfast (pretzels, rolls, cereal, yogurt, fruit, and sandwich materials)





This is part of the breakfast room where many students gather to hang out, do homework, or make food in the kitchen



This is the computer room This is reception room

- You can use the table to study, plan trips with friends, play board games



This is the living room where students hang out, study, play games, play the piano, and where house church takes place



The library





This is the main staircase leading up to the bedrooms



An example of a bedroom













The attic, also known as Club 1900 and the newly renovated patio



Bathrooms and the laundry room

# EFTs



*Each semester, you will travel to a location as a group.  
Your tentative EFT locations are as follows:*

*Fall EFT: Cyprus*

*Spring Eft: Spain*





# DAY TRIPS



*Get in groups of 3-4 and research a cool place to visit that is within 2hrs of your home base. Be ready to share the following with large group the location, travel costs, & 3 interesting facts about location*



# DAY TRIPS

Within Germany:

- Berlin
- Rothenburg
- Trier
- Frankfurt
- Berchtesgaden
- Konstanz









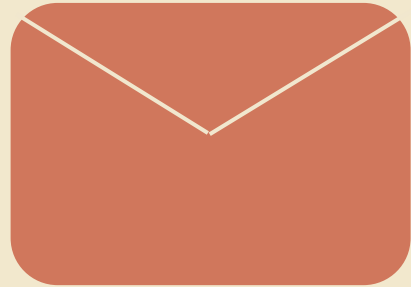
# Must Do's in Heidelberg

- Philosopher's Way
- Castle Tour
- Fencing Class
- Ride bike to Neckarsteinach (city with four castles)
- Go to church service in German
- Language Partner
- Ice-skating at Christmas Markets
- Jimmy's Crepes
- All you can eat sushi with Herr D
- Attend spring and fall festivals
- Fasching



# MAILING TO Heidelberg

Pepperdine University  
Graimbergweg 10  
69117 Heidelberg  
Germany



# LOCAL MEALS

- *Dinner provided Sunday, Monday, Tuesday, Wednesday (special dinner)*
- *Lunch provided Thursday*  
*@ ESSIGHAUS!*
- *Digital disbursement covers weekday lunches & some dinners*
  - *Use breakfast materials for packed lunches to save \$*



# MEALS



LINE  
ONAL  
S

# MEALS





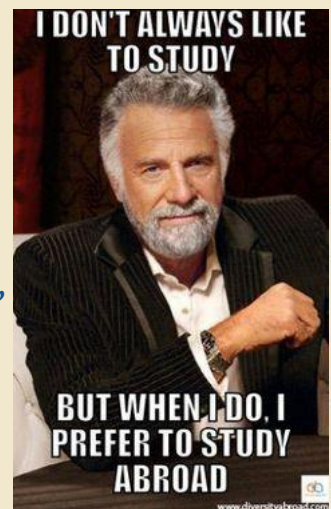
# ACADEMICS

**DO NOT** expect overseas classes to be **EASY!**

It's the same amount of class hours as Malibu, but finished in less time.

Classes are held **Monday - Thursday**

2.0 GPA requirement (cumulative and semester) before and during program.



One of the main goals of Pepperdine's International Programs is to enrich the quality of the student's academic experience. The integration of cultural ideas has always been at the core of the liberal arts tradition, and its importance is even greater now in an age that values multicultural diversity and globalization.

We assume that you have as your top priority a responsible commitment to academic success. Certainly, we encourage you to get to know the city in which you will live and the other parts of your host country, as well as experience travel.

You should have no expectation that the courses you complete overseas will be easier than those back in Malibu or that they will be modified to meet your travel needs. Thus, it is your responsibility to meet all class expectations and deadlines.

Tests and final examinations will be given according to the academic calendar. Neither adjustment in class schedules nor in other scheduled academic events will be made to accommodate visitors, travel, or transportation schedules.

You should make sure that the courses you elect to take here are compatible with your degree requirements and your intended deadline for graduation.

Both class AND field trip performances have a bearing on the final grade for every course taught. The most important part of your overseas experience is your academic participation and performance.

# TEXTBOOKS

Typically, textbook information is available about a month before program starts. You will be sent an email with the information about your textbooks.





# STUDENT EMPLOYMENT

- Student workers are hired by the program director once students arrive to the program.
- Student workers must obtain I-9s once they are at the location and secure a position (with the exception of RAs who must do so before they go).
- Students may not work outside of the Pepperdine facility
- Work study may apply! Contact financial assistance for info



# STUDENT EMPLOYMENT

- **Kitchen-Worker:** cleans the kitchen, washes dishes
- **House-Keeper:** ensures the house is tidy, does small tasks for Martina
- **Craft Person:** makes decorations or crafts for holidays, birthdays, events, etc.
- **Classroom Worker:** ensures classrooms are tidy
- **Groundskeeper:** ensures grounds are looking nice, will rake/pick up leaves
- **Breakfast Worker:** puts out and cleans up for breakfast every morning
- **Linen Person:** they take your sheets and give you new ones every other week
- **Librarian:** helps students find books, conducts research
- **Media Coordinator:** makes videos for IP and sends photos/marketing material to IP Office
- **Convo Media Coordinator:** puts together Convo PowerPoint of photos of students' travels from the weekend



# WHERE DO YOU STAND?

- Every culture has norms and values.
- What are your norms and values?
- How do your norms/values compare to host culture? To your group?



This activity will take 10 minutes:

to prep: you will need to go outside for this.

Put a long straight line of painter's tape on the ground to create a continuum that everyone in the group can stand on top of.

This is a values/norms activity to help students understand their own values and how those values are the same or are different from the norms/values of your host culture.

-Go through each of the cultural norms one at a time and ask students to stand on the tape which represents the continuum. After each cultural norm/value is shared, tell students to line up on the continuum based upon their personal preferences.

Then, ask at least 2 people the following question after you share what the host cultural norm is for that particular norm: Why did you choose to stand there? How does your personal preference compare to the norm of the host culture and what might you do in response?

This activity will take 20 minutes:

**Displays of Affection: On a scale from private-public**

Program Culture

Public      neutral      private

|-----|-----|

USA

Public          neutral          private

| --x----- | ----- |

**Time Orientation: On a scale from 30 Minutes late (is that ok, not ok) to 5 minutes before**

Program Culture

early          on time          30 min late

| ----- | ----- |

USA

early          on time          30 min late

| ---x--- | ----- |

**Task versus Relationships: On a scale from Task Oriented to People Oriented**

Program location

Task          neutral          relationships

| ----- | ----- |

USA

Task          neutral          relationships

| ---x--- | ----- |

**Making friends: How long does it take to make friends in that culture?**

Program location

slow          medium          fast

| ----- | ----- |

USA

slow          medium          fast

| ----- | -----x-

**Outward Energy: On a scale from quiet/introverted to loud/extroverted people usually are in that society**

Program location

USA

quiet neutral      extroverted

|-----|-----x-|

Spontaneous vs planned

Neat vs. messy

Formal vs. casual

# PHONE PLAN IDEAS

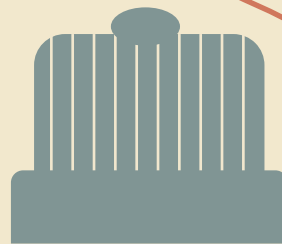
- Ask your carrier about their international coverage plans
- T-mobile has the best international plan that provides messaging, data, and low cost calling in every European country
- You can also get a German SIM card while in Heidelberg
  - O2 Phone Plan from Saturn (electronic store in Heidelberg)
  - “Pay-as-you-go” plan, roughly 20 or 30 euros for 2 months
- WiFi is also readily available in Moore Haus, the Classrooms, and local restaurants/coffee shops





# WHAT TO BRING

- Bring converter/adaptor for anything electrical
- Special hygiene products
- Warm and cold-weather clothes & 1 nice outfit
- Enough medications for length of program
- Good walking/hiking shoes
- Credit/Debit Card with International chip
- Check program website for other items



Voltage in Europe is different than in the US. We use 110 volts, they use 220. Invest in a voltage **converter**.

**Do not take** American hair dryers, straighteners, curling irons, etc. European versions are readily available there and reasonable in price.

We suggest you bring your own **deodorant**, if you have a preferred brand.

Availability of some brands are limited overseas.

Clothing is appropriate for the climate and cultural differences. Practical, machine washable, wrinkle resistant, and colorfast that will last longer and be more comfortable. Cathedrals and other religious sites often require modest clothing for men and women.

Dress in **layers**, even in the summer. Weather is typically 60 – 70 F, be prepared for a range of temperatures.

**Medications:** bring your supply from home. US prescriptions will not be filled from overseas. When traveling, keep it in the container it comes in from the Pharmacy. Generic brands of **over the counter** medications may be found locally, but specific brands may not be found locally. We suggest you bring a basic supply with you. The Program Staff will not provide any medication.

**Roll** your clothes instead of folding them. Saves space and leaves room for overseas purchases

**Wear your heaviest and bulkiest shoes and your coat or jacket on the plane so you won't have to pack them.**

Don't forget to save space for your **textbooks (or use Amazon abroad or within the house itself).**

DO NOT PACK MONEY, traveler's checks, credit cards or prescription medication in your luggage. This needs to be on your carry-on baggage.

# WHAT TO BRING

## *tips for packing:*

- You won't need as much as you think you need
- Pack a few nice, versatile pieces of clothing for interning
- It gets cooler at night - don't forget a few sweaters and a nice jacket!



# WHAT NOT TO BRING

- Linens or towels unless otherwise instructed
- Pillows or blankets
- Expensive jewelry or valuables
- Too many shoes
- Anything you don't absolutely need

*less  
is  
more!*



Avoid over-packing your bag so that the airport screener at security will be able to easily reseal your bag if it is opened for inspection.

Avoid packing food and drinks

DO be sure to place ID tags with your name, and contact numbers on all of your baggage, including your laptop computer.

You can and will buy things locally. Try packing for a two week trip knowing that you will be able to re-use clothing often and can buy things there if needed.

# ALUMNI PANEL

*Use your Orientation Worksheet  
for specific questions*



# HEALTH & WELLNESS

How do you stay healthy?

- Fencing class
- Local gym
- Walk back from town...  
it's a hike





# HEALTH & WELLNESS

## Other Resources & Tips

- School counselor
- Find time for your hobbies (skateboarding, running, knitting, cooking, biking, hiking, swimming, painting, music)



# ACADEMICS & STUDY HABITS

## Places to study:

- Local coffee shops - Cafe Schafheutle
- Classrooms
- Library or media room
- Bring homework/reading on long train rides



# SPIRITUAL LIFE



- **House Church**
  - Student led worship
- **Local churches**
- **Bible Studies**



# COMMUNITY & COMMUNICATIONS

## Apps to Download:

- Lodging
  - Airbnb
  - Hostelworld
- Getting To & Fro'
  - Eurail
  - Google Maps
  - Skycanner Flights Hotels Cars
  - Deutsche Bahn Train
- Planning Your Day
  - Sygic Travel Trip Planner
- Others
  - Google Photos
  - Venmo
  - Been
  - Google Translate
  - Currency Converter



# COMMUNITY



Community in Moore Haus,  
Classrooms, & Travelling



# TRAVEL



## Eurail

- Cheap and convenient way to travel
- Goes on sale throughout the year
- Train pass, ranges from 5 days to 15 days to unlimited days
- Each day (no matter how many train transfers) counts as 1 day

## Flying

- RyanAir
- Check Skyscanner but in incognito to prevent using cookies

## Rental Cars





# CULTURE

- Eye contact with strangers is not a thing
  - It means you are interested (romantically) in them
- People don't smile when passing
- People are generally pretty reserved in public
- Sharing tables at restaurants is totally acceptable
- Germans like to talk about politics and not small talk
- They follow the rules (don't cross the road at wrong time)
- Do NOT be loud in public!!!



# FINANCES

- Euros are used more frequently than card
- Withdraw large sums of cash at Deutschebank to avoid large withdrawal fees
- Use card if the country you are visiting has a different currency or the exchange rate is not good
- Bank of America partners with Deutschebank and provides low withdrawal rates
- Ask your bank about their international or travel credit cards
- Credit and debit cards need to have a chip



# NOTE TO YOUR FUTURE SELF

**Using the pen, paper and envelope provided, write yourself a letter that you will open while you are abroad.**

**Consider including the following:**

- Goals: spiritual growth, personal growth, academic growth, etc.
- A statement on your current stage in life. You will be amazed how much can change in a year!
- Your hopes: You will be reading this letter at this time next year ... what do you want to get out of your time abroad?

**Your RAs will hold on to these during your year abroad.**



# STAY CONNECTED

*share your adventures.*



*@pepperdineip*

*@pepperdineheidelberg*

*[pepperdineheidelberg.wordpress.com](http://pepperdineheidelberg.wordpress.com)*



## Program blog

Encourage students to join the movement and tag their photos when they're abroad for a chance to be featured on the IP page. Take out your phones **right now** and follow @pepperdineIP!!

Click on webpage that I've pulled up to see a feed of all of the hashtagged photos!

Website URL: <http://grid.copygr.am/tag/pepperdineip>

# Gute Reise!



# INTERNATIONAL SOS OVERVIEW FOR IP





# International SOS (ISOS)



**Travel  
Tracking**



**Assistance**

# International SOS Assistance

- Health, safety, and travel advice
- Assistance with passport replacement
- Medical assistance, including on-call doctors and nurses, referrals for medical care, and guarantee of payment for **urgent** medical expenses. Click [here](#) for coverage information.
- \$100 Deductible for **urgent** medical
- Other emergency assistance



**Assistance**

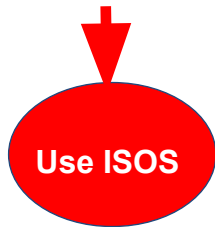
# International SOS Assistance

**All IP students can use  
International SOS  
services**



Assistance

Urgent	Not Urgent
Need care same day	Can wait to be seen in a couple days
Unexpected injuries	Caught a cold
May become serious illness	Muscle aches from traveling



# Health Care By Program

Program Name	Healthcare provided	Action Item
Buenos Aires Florence	Student automatically enrolled in additional emergency services (not routine services). BA offers optional local policy	You must obtain health and dental insurance for routine needs
Heidelberg London (single semester) Shanghai	No. Heidelberg offers optional routine local health policy	You must obtain health and dental insurance for routine needs
London (full year)	Automatically receives medical benefits through UK's National Health Services	Check to make sure UK plan can support your needs
Washington D.C.	N/A	N/A
Lausanne	Yes. Full coverage	Not needed unless special needs

# Telecommunications

Keep your phone on for emergency phone calls at all times. **Don't use airplane mode.** Turn data roaming off instead.



# Telecommunications Options

1. Use your current phone and plan abroad
2. Obtain international data and voice plan
3. Consider a "talk abroad phone package" similar to [this plan](#) or a google solution similar to [this plan](#).
4. Purchase a local sim card





# Telecommunications Advice

1. Ask your telecommunications carrier about using your current smartphone abroad
2. Ask alumni for advice and refer to 'about' section on [program page](#) for specific telecommunications solutions



# Your Action Steps

1. You must secure health insurance for routine and non-urgent needs (Click [here](#) for more info)
2. Keep your International SOS Card with you at all times (will receive at your departure from LAX or at program location)
3. Ensure you have ability to make/receive a call at anytime

# My Trips TRAVELER REGISTRATION GUIDE FOR IP



# International SOS (ISOS)



**Travel  
Tracking**



**Assistance**

# Items Students Need For This Session

1. Computer or smartphone (computer preferred)
2. Links:

To register as new user use this specific link that was emailed to you:

<https://MyTrips.travelsecurity.com/Login.aspx?ci=laAP8SCvPho%3d>

ISOS login page after account has been created  
(bookmark it):

<https://MyTrips.travelsecurity.com/Login.aspx>



**Travel  
Tracking**

# What is *My Trips*?

‘My Trips’ is International SOS’s traveler itinerary database.

1. Load your travel plans
2. Receive updates and travel alerts about your location(s)
3. Provides Pepperdine with your travel information



Travel  
Tracking

# Why is this important?

- So we can support you in an emergency
- All students must enter their location for all weekend and travel breaks into this system
- Failure to enter or accurately update travel plans 3 times in your program results in probation. 5 may result in suspension.
- Please follow each step carefully and precisely



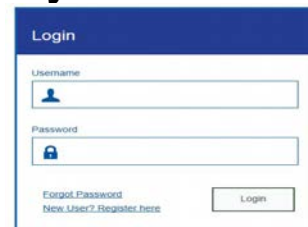
**Travel  
Tracking**

(story of what happens if only even 1 student doesn't enter data and the work that Pepperdine goes through to figure out where you are)



## Register as new 'My Trips' user

- Follow steps already communicated via email
- You must use your Pepperdine email address as your user name (FIRST NAME . LAST NAME @ Pepperdine.edu)
- You **do not** have to complete this step if you have already registered as a My Trips User.



The screenshot shows a login interface with a blue header bar containing the word "Login". Below the header, there are two input fields: "Username" with a person icon and "Password" with a lock icon. At the bottom left, there are two links: "Forgot Password" and "New User? Register here". At the bottom right, there is a "Login" button.

# Register as new 'My Trips' user


Fill in all required fields and **record your password** somewhere for the next step and future use. Click **submit**.

MyTrips

INTERNATIONAL SOS

User Registration for Pepperdine University Travellers

If you are not travelling for Pepperdine University then please click [here](#) to contact our helpdesk for assistance with the registration.

Title <input type="text"/>	First Name <input type="text"/>	MI <input type="text"/>	Last Name <input type="text"/>
Organisation Email Address (User Name) <input type="text"/>	Password  <input type="password"/>		
	Re-Enter Password <input type="password"/>		
Security Question1 <input type="text"/>	Security Question2 <input type="text"/>		
Answer 1 <input type="text"/>	Answer 2 <input type="text"/>		
<input type="button" value="Submit"/>		<input type="button" value="Cancel"/>	

## Register as a new user

- Go to your Pepperdine email and wait for confirmation email.
- Click on the link in your verification **email** to activate your account. After you click the link, you will receive a confirmation message.
- Keep password handy. You will need it often.

# 1. Create a Profile

- Login at <https://MyTrips.travelsecurity.com/Login.aspx>. Your profile page will pop up.

**Profile**  
\* Please complete all required fields.

**Traveler Name & School**

First Name  \* Last Name  \*

Home Country  \*  
Select country

Please select a School:  \*  
Please Select

If member of Seaver School:  \*  
Please Select

If member of Seaver International Programs:  \*  
Please Select

Your profile is missing some required fields. You will need to enter data for all required fields before your Profile can be saved.

**Phone**

Phone Priority  \* Phone Type  \* Country Code  \* Phone Number  \*

Select Select Select Country Code

Add Another

**Email\***

Email Priority  \* Email Type  \* Email Address  \*

Select Select Email Type

Add Another

**Additional Information\***

CVID  \* Relationship to Pepperdine  \*

Please Select

# 1. Create a Profile

- Carefully select or fill in all fields **accurately**
- **If you are currently attending a program, do not change your profile until you start your summer program**
- First Name and Last Name
- Home Country: **Your citizenship**
- School: **Seaver**
- If Member of Seaver or Law School: **International Programs**
- If Member of International Programs: **Select your program**
- Phone: **Use the mobile phone number you will be using during your entire time abroad. Select that number as your top priority phone. Update your phone number as necessary so we can contact you in emergencies**
- Email: **Must use your Pepperdine email address as your top priority email address.**
- CWID: **make sure your CWID number is correct**
- Relationship to Pepperdine: **Student**
- Click **Save**

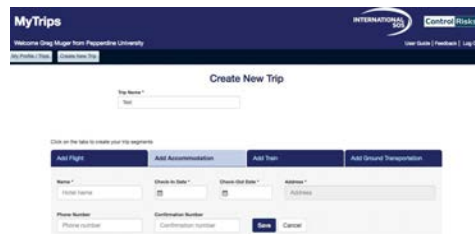
# Process Check

Facilitator make sure all students have created a profile successfully

## 2. Set Your Program Location & Term

Enter in your program location and term so that administrators can identify you. If you don't do this step, your program director and others are unable to properly help you in an emergency situation while you travel. This step must be done at the beginning of each term (fall, spring, summer) regardless if you attended the same program location in a previous term.

- Login at <https://MyTrips.travelsecurity.com/Login.aspx>. Your profile page will pop up. Bookmark this page. Click on 'Create New Trip.' See screen shot below:



**MyTrips** INTERNATIONAL SOS Control Risks

Welcome Greg Mager from Pepperdine University [View Profile](#) [Log Out](#)

**Create New Trip**

Trip Name \*

Click on the tabs to create your trip segments

Add Flight	Add Accommodation	Add Train	Add Ground Transportation
<p>Name *</p> <p><input type="text"/></p> <p>Phone Number</p> <p><input type="text"/></p>	<p>Start to Date *</p> <p><input type="text"/></p> <p>End to Date *</p> <p><input type="text"/></p>	<p>Address *</p> <p><input type="text"/></p>	
<p>Confirmation Number</p> <p><input type="text"/></p>		<p>Confirmation number</p> <p><input type="text"/></p>	
<p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>			



## 2. Set Your Program Location & Term

After you click on 'Create New Trip' do the following:

- Trip Name: **Program Name + Term** (example: **Heidelberg Summer 2018**). If attending multiple IP programs, record your first program.
- For Academic Year Students: **CREATE TWO TRIPS** (one for fall and one for spring)
- This next step is only for registered students in the program. Not for waitlisted students.

**Create New Trip**

Trip Name \*  
Text

Click on the tabs to create your trip segments

Add Flight	Add Accommodation	Add Train	Add Ground Transportation
<p>Name *</p> <p>Hotel name</p>	<p>Check-In Date *</p> <p></p>	<p>Check-Out Date *</p> <p></p>	<p>Address *</p> <p>Address</p>
<p>Phone Number</p> <p>Phone number</p>	<p>Confirmation Number</p> <p>Confirmation number</p>	<p><b>Save</b> <b>Cancel</b></p>	

## 2. Set Your Program Location & Term

### HEIDELBERG

Name: **Moore Haus**

#### **AY & Fall**

Check in date: **September 6**

Check out date: **December 11**

#### **AY & Spring**

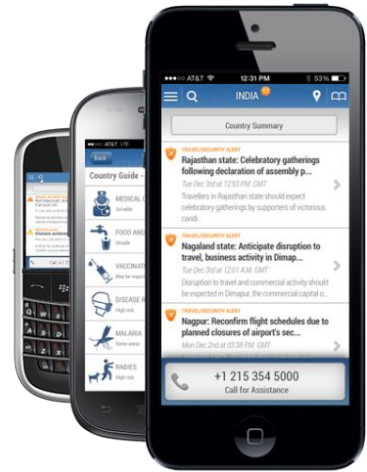
Check in date: **January 9**

Check out date: **April 16**

Enter this address: **Graimbergweg 10 69117 Heidelberg** and then **click search button** and then **save** (Leave confirmation & phone numbers blank)

# Download International SOS App.

Download App to receive  
automatic updates, complete  
mobile check-ins, and make a call  
to International SOS with a press  
of a button



# Process Check

Facilitator to verify that all students have registered their program location & term in Travel Tracker accurately.

# *MyTrips*

## CREATING & MODIFYING NEW TRIPS



## 2 Ways to Create Travel Plans

1. **Email** your itinerary (possible in some cases)
2. Enter travel plans manually

## 1. Forward your Itinerary to Create a Trip

- When you book a flight, hotel, or car rental, forward the confirmation email from **your Pepperdine email address** to [MyTrips@travelsecurity.com](mailto:MyTrips@travelsecurity.com), and it will automatically be uploaded on your behalf. Do not make any changes to the email – do not change the content or format (this may prevent the itinerary from uploading), and include any attachments.
- If you have multiple emails for the same trip (i.e. an airline confirmation email and a hotel confirmation email), send these in separate emails. You can send as many emails as required for the same trip.
- If your confirmation was sent to your personal email, forward it to your Pepperdine address, and then forward it again to [MyTrips@travelsecurity.com](mailto:MyTrips@travelsecurity.com). You will receive an email stating if submission was successful or not. If not, enter travel manually.



# 1. Forward your itinerary (continued)

- Confirmation emails must be in English in order to be processed.
- If you receive an updated or changed version of the itinerary via email, forward this latest version and it will be uploaded on your behalf.
- You will be able to see the trip in your MyTrips profile, and the 'Created By' field will note 'Forwarded itinerary'
- If you have changes that are not in an email format, or if you cancel a trip, log into MyTrips to make the appropriate changes

## 2. Enter trip manually

- Login at <https://MyTrips.travelsecurity.com/Login.aspx>. Your profile page will pop up. Click on 'Create New Trip.'
- Enter the trip name that will best help you identify it (i.e. Tuscany Tour January 21-23 2019).

EDIT THIS SLIDE: Image does not fit

## 2. Enter the trip manually

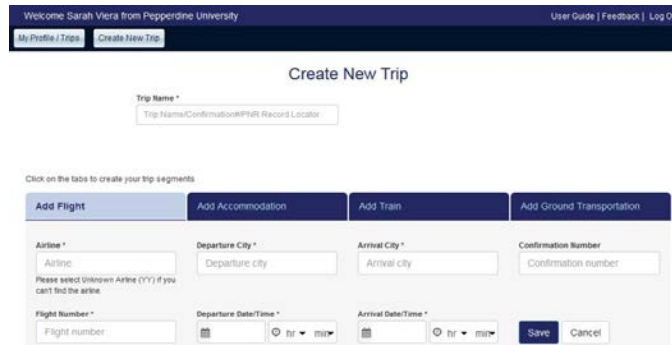
At minimum, you must click on '**add accommodation**' for each travel break and weekend regardless of your location. This includes:

- 1) Hotel Name (put in Pepperdine house name if staying locally)
- 2) **Check in and check out** (start and end of your travel)
- 3) Address: at minimum, enter **city and country**
- 4) Phone and confirmation number suggested but not required

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## 2. Enter the trip manually

We highly encourage you to include all flight, train, and other trip information that you have available though not required. Click the '+Add another' button to add additional segments to each section.



The screenshot shows the 'Create New Trip' interface. At the top, a dark blue header bar contains the text 'Welcome Sarah Viera from Pepperdine University' on the left and 'User Guide | Feedback | Log Off' on the right. Below this, there are two buttons: 'My Profile / Trips' and 'Create New Trip'. The main heading is 'Create New Trip'. Below it is a text input field for 'Trip Name \*' with a placeholder 'Trip Name/Confirmation#PUR Record Locator'. A note below the field says 'Click on the tabs to create your trip segments'. There are four tabs: 'Add Flight' (selected), 'Add Accommodation', 'Add Train', and 'Add Ground Transportation'. The 'Add Flight' tab is active, showing fields for 'Airline \*' (with a dropdown menu), 'Departure City \*' (with a dropdown menu), 'Arrival City \*' (with a dropdown menu), 'Confirmation Number' (with a text input), 'Flight Number \*' (with a text input), 'Departure Date/Time \*' (with a date and time picker), and 'Arrival Date/Time \*' (with a date and time picker). At the bottom right of the form are 'Save' and 'Cancel' buttons.

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## 2. Enter the trip manually

**IMPORTANT:** If you enter flight or train information, you must put your round trip travel information (not just a 1-way travel itinerary). If you do not enter round trip travel information, the system will show you indefinitely in your travel location and you will need to correct it.

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# Entering Round Trip Travel

After you save your outgoing flight or train, click again on “Add Flight” or “Add Train” to add return leg

Click on the tabs to create your trip segments



## Travel Itinerary

Flight						
Airline	Flight Number	Departure City	Departure Date/Time	Arrival City	Arrival Date/Time	Confirmation Number
Ryan Air (7S)	429	(LGW) London, United Kingdom - London Gatwick Apt	22 Jun 2017, 08:03	(TOJ) Madrid, Spain - Madrid Torrejon Airport	22 Jun 2017, 10:05	

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# Entering Round Trip Travel

## Example of a completed weekend flight itinerary

[Add Flight](#) [Add Accommodation](#) [Add Train](#) [Add Ground Transportation](#)

### Travel Itinerary

Flight						
Airline	Flight Number	Departure City	Departure Date/Time	Arrival City	Arrival Date/Time	Confirmation Number
Ryan Air (7S)	429	(LGW) London, United Kingdom - London Gatwick Apt	22 Jun 2017, 08:03	(TOJ) Madrid, Spain - Madrid Torrejon Airport	22 Jun 2017, 10:05	
Ryan Air (7S)	427	(TOJ) Madrid, Spain - Madrid Torrejon Airport	25 Jun 2017, 07:07	(LGW) London, United Kingdom - London Gatwick Apt	25 Jun 2017, 10:13	

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## View, Change or Delete a Trip

- To view all your trips, go to your profile page, click 'Edit.' You will see all past, current, and future trips at bottom of page.
- You can change the status from 'Active' to 'Inactive' if trip you want to save but not make trip active.
- To delete the trip, click the trash can icon.
- To view a specific trip, click on the trip name. To make changes, manually enter the revised trip details, then click 'Save.'

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