



INTERNATIONAL PROGRAMS

CROSSING BOUNDARIES > CHANGING LIVES

Heidelberg Program Manual



INTRODUCTION

Congratulations on your decision to participate in Pepperdine University's Heidelberg Program!

This program manual contains information specific to the Heidelberg Program. You have also been given the International Programs' Student Handbook with general information, rules and regulations for all International Program participants. We expect you to read all information provided in both handbooks carefully.

This program manual provides you with the most updated information and advice available at the time of printing. Changes may occur before your departure or while you are abroad. Your flexibility and willingness to adjust to these changes as they occur will help you in having the best study-abroad experience possible.

Our handbooks are revised annually by International Programs in Malibu. Your comments and suggestions for next year's handbook are welcome. Please direct them to the International Programs Department in Malibu.

One of the best ways to prepare for study abroad is to learn as much as possible about the program and the countries you will visit prior to your departure. Visit the International Programs website, talk with faculty and program alumni, visit the suggested websites included in this program manual and consult books about the area. Your flexibility in adjusting to unanticipated situations and cultural differences will determine, in great part, the kind of experience you will have while abroad.

We wish you a successful and rewarding study-abroad experience!



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CONTACT INFORMATION

Buenos Aires Program

Pepperdine University
11 de Septiembre 955
(1426) Capital Federal
Buenos Aires
Argentina

Tel: 011-54-11-4772-5969
Fax: 011-54-11-4899-2029

Vimeo Site:
vimeopro.com/pepperdine/buenosaires

Florence Program

Pepperdine University
Viale Milton 41
50129 Florence
Italy

Tel: 011-39-055-474120
Fax: 011-39-055-472446
Student Tel: 011-39-055-488657
Student Tel: 011-39-055-488696

Vimeo Site:
vimeopro.com/pepperdine/florence

Heidelberg Program

Pepperdine University
Graimbergweg 10
69117 Heidelberg
Germany

Tel: 011-49-6221-90250
Fax: 011-49-6221-902540
Student Tel: 011-49-6221-22829
Student Tel: 011-49-6221-600066

Vimeo Site:
vimeopro.com/pepperdine/heidelberg

Lausanne Program

Maison du Lac
Av. Marc Dufour 15
CH-1007 Lausanne
Switzerland

Tel: 011-41-21-321-0909
Fax: 011-41-21-321-0908

Vimeo Site:
vimeopro.com/pepperdine/lausanne

London Program

Pepperdine University
56 Prince's Gate
London SW72PG
United Kingdom

Tel: 011-44-20-7581-1506
Fax: 011-44-20-7584-2313
Student Tel: 011-44-20-3371-6844
Student Tel: 011-44-20-3371-6845
Student Tel: 011-44-20-3371-6846

Vimeo Site:
vimeopro.com/pepperdine/london

Shanghai Program

Pepperdine University
Nr. 66 Lane 532 Yu Yuan Rd.
200040 Shanghai
P.R. China

Tel: 011-86-21-5238-6807
Fax: 011-86-21-6103-7070

Vimeo Site:
vimeopro.com/pepperdine/shanghai

Washington D.C. Program

Pepperdine University
2011 Pennsylvania Avenue
NW
Washington D.C. 20006
USA

Tel: (202) 776-5320
Fax: (202) 776-5322

Vimeo Site:
vimeopro.com/pepperdine/Washingto
n-world

PROGRAM STAFF

Buenos Aires

Director
Associate Director
Program Assistant
Program Assistant

Rafael De Sanzo
Susi Battisti
Maria Constanza Guerrini
Maria Schwartz

rdesanzo@pepperdine.edu
mbattist@pepperdine.edu
mguerrin@pepperdine.edu
mschwart@pepperdine.edu

Florence Program

Director
Program Assistant

Elizabeth Whatley
Alessio Basta

ewhatley@pepperdine.edu
abasta@pepperdine.edu

Heidelberg Program

Director
Academic Coordinator
Program Assistant

Daniel Daugherty
Christina Wuttke
Ulla Prokop

ddaughter@pepperdine.edu
cwuttke@pepperdine.edu
uprokop@pepperdine.edu

Lausanne Program

Director
Assistant Director
Program Assistant
Office Assistant

Ezra Plank
Mark Barneche
Armande Boichat
Monika Zimmerli

ezra.plank@pepperdine.edu
mark.barneche@pepperdine.edu
armande.boichat@pepperdine.edu
monika.zimmerli@pepperdine.edu

London Program

Director
Program Assistant

Carolyn Vos Strache
Jenny Ryan

cvosstra@pepperdine.edu
jryan2@pepperdine.edu

Shanghai

Interim Director
Assistant Director
Program Assistant

Charlie Engelmann
William Wu
Gigi Zhang

charlie.engelmann@pepperdine.edu
hwu@pepperdine.edu
jzhang@pepperdine.edu

Washington D.C.

Director
Residential Coordinator

Brian Swarts
Ivy Brewer

brian.swarts@pepperdine.edu
ivy.brewer@pepperdine.edu



History of Moore Haus

Moore Haus, built by Professor Endenmann in 1906, made architectural history because of its eclectic German country villa style. After World War I, the wealthy Schmitthelm family, manufacturers of down comforters, purchased the mansion. During World War II, Moore Haus became home to Mannheim families displaced by the war. In 1945, the U.S. occupational army confiscated the house and it became headquarters for the C.I.C., forerunner of the C.I.A. The house was used to interrogate former Nazis and monitor communist activities, and you can still see evidence that the current office was used as a prison cell. When West Germany received limited sovereignty from the Allies in 1953, the house was returned to the Schmitthelm family. Having moved to a more modern home, the Schmitthelms rented the house to the newly established Federal German army, which used it for its regional headquarters offices.

Pepperdine University purchased the mansion in 1965, the third year of the Heidelberg Program, and made extensive renovations, converting the mansion into a dormitory building. Great care was taken to preserve its turn-of-the-century character and architectural interest. The house was christened “Moore Haus” after J.C. Moore, Jr., Pepperdine Controller and spiritual father of the Heidelberg Program, along with Dr. Norvel and Dr. Howard White. In 1980, a new wing was added (“the tower annex”) bringing the student capacity to its present level. In adding the new wing, great care was exercised to maintain the traditional look and feel of the house. More than 2,000 students have called the grand old house, now a historic monument, their home. International Programs is happy to help you join these “Heidelbergers” as part of the ongoing history of the Moore Haus.

Location

Moore Haus overlooks romantic Old Town Heidelberg, a university town rich in culture and history. The University of Heidelberg was founded in 1386 and is the oldest University in Germany. Three hundred yards from the entrance to Heidelberg's famous castle (Schloß), the house 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 four-story mansion houses a library, computer lab, administrative offices, student rooms, student center, laundry facility, and a faculty apartment. The bedrooms are comfortable and full of character, and those on the upper floors afford through-the-trees views of the beautiful Neckar Valley. A grand piano dominates the large living room, which is open for student use most of the time. The student center provides access to VHS/VCR, DVD and CD stereo equipment. Moore Haus is a strictly non-smoking environment.

Program Office

The Program Office is situated on the ground floor of Moore Haus. Normal student opening hours are Monday to Thursday from 9:00am to 12:00pm and 1:00pm to 5:00pm and Friday morning from 9:30am to 12:30pm.

Telephone

Telephone service is available for student use, but there is no one on duty to accept incoming calls. Please give friends and relatives the numbers for the pay phones (0049 6221-2 28 29 or 60 00 66) as the official University business phone must be kept open for official calls. Local calls may be made from the pay phone for € 0.20 per unit. Please read the instructions by the pay phone before using it. Long distance calls can be made from the pay phone. It is much cheaper to call home via a calling card, calling collect or ask to be called back rather than to call long distance from Germany.

Skype

Many students prefer to use Skype as an inexpensive and efficient method for communicating with friends and family.

Student Mail

Student mail is distributed by room number into the mailboxes next to the Program Office on a daily basis. Students may send packages, letter, and postcards at the local post office, conveniently located 5 minutes away from the classrooms.

Classroom Facilities

The Classrooms are located on the second and third floor of Hauptstraße 92, which is a very prestigious address, approximately a fifteen-minute walk from Moore Haus, in the

heart of the busy Altstadt (Old Town). Although the walk is pleasant, be certain to bring comfortable shoes and be prepared for rainy days! Our facilities include four classrooms, two faculty offices, student center, restrooms and a balcony. A balcony outside the classroom facility overlooks the lovely gardens of Heidelberg's most elegant café, Café Schafheutle. The Hauptstraße is filled with restaurants, cafes, and coffee shops where students often spend time during the day in between classes. It is also only a short walk from Jacky's gym where gym memberships are available for Pepperdine students.

Classes are conducted during various times from Monday through Thursday. When classes are in session, please refrain from making noise outside the classrooms. Eating, drinking, and use of cell phones are not permitted during. Equipment may only be used by faculty or staff. Any items left unattended in the classrooms may be thrown away during cleaning periods. Classroom furniture and equipment must not be moved out of the classrooms without receiving prior permission from the Program Director.

Smoking is not permitted in the classroom facilities. The facility's contract states that the balcony cannot be used if noise disturbs the customers below. In order not to lose balcony privileges, nothing should be thrown over the balcony rail. The balconies facing Hauptstraße are dangerous and are off-limits to students. Please use the trash bins for your trash and not the floor. Do not drop garbage in the stairwell as this is also the entrance to a family's apartment above the classrooms.

Student Rooms

Furniture is not to be moved from room to room or within rooms without permission from the Director. Furniture must not block fire exits. Students have the responsibility of caring for their room. Cleaning service is provided every Tuesday. Students should make sure that rooms are straightened on Monday night so that the cleaning team can work thoroughly. Between these times, students should keep rooms orderly and clean (including emptying waste basket). Routine room checks will take place throughout the semester and will be carried out by RAs. Rooms will be graded. Consistent low grades will result in a fine, to be charged to the student's account. No nails or scotch tape should be used in decorating the rooms. Use thumb tacks, pins or ticky-tac only. Otherwise, you will be charged for any damaged surfaces at check out time. Fresh linen will be distributed biweekly at announced times.

Students are not allowed to prepare food, eat or to wash their dirty dishes in the rooms. Food or supplies from the kitchen or dining room may not be taken to the bedrooms. Students are not allowed to take cutlery, tableware or crockery to their rooms at any time.

Keys

Keys to rooms will be issued to each student. Students will be asked to pay the cost of a new key if their key is lost or misplaced. Please report the loss of keys promptly. Keys must be handed into the Program Office at the end of each semester.

There is also a code for the front door. The code will be changed occasionally during term as well as at the end of each semester when students leave. For security reasons, you may not pass this code on to anyone.

Student Kitchen

The Student Center kitchen must be cleaned after every use. The kitchen privilege will be lost if the kitchen is not cleaned up. Be sure to clearly label anything that you put in the refrigerator. Spoiled food will be thrown away by the cleaning staff. Please preserve the kitchen privilege by keeping the kitchen and the Student Center clean. Also please refrain from using breakfast dishes for private purposes taking dishes up to your room. Hotplates or heating coils are fire hazards; for this reason, they are not permitted in the rooms.

Study Rooms

The Moore Haus Library is to be used for quiet study only. Library hours are 7:00am to 1:00am daily. Food and beverages are not allowed in the Library.

In the Moore Haus Computer Lab, working assignments have top priority over computer games or personal use of e-mail and of the Internet. Students using computers for non-academic reasons must give up the computers when a conflict arises.

The Trudy Edwards Reception Room is open for devotionals and special events. Regular hours are between 9:00am and 9:00pm, Monday through Thursday. Students are welcome to use it as a study room when it is open. The piano may be played only at these restricted times and on weekends if the visiting faculty is in residence.

Student Center

The Student Center is for gathering, socializing, and general indoor recreation. It is not a gym! The hours are 7:00am to 1:00am on weekdays and 7:00am to 2:00am on weekends. The student representatives are responsible for seeing that the room is left in orderly condition at night so that breakfast can be served promptly in the morning. Breakfast is served here 7:30am to 8:30am on weekdays and 8:30am to 9:30am on weekends.

If personal belongings are left lying around in the Student Center too long and the owner cannot be identified, they will be thrown away. Students are requested to take care of the audio and stereo equipment, television, and the assorted games in the Student Center as they are privileges and should be treated accordingly.

Laundry

The washers and dryers are located in the laundry room on the ground floor of Moore Haus. European washers have several different cycles. Please read the instructions carefully before use, and USE AT YOUR OWN RISK as the University cannot take responsibility for damage to clothing if washers and dryers are not used properly. Students may wash clothing only in the bathrooms or the laundry room.

House Security

A security service for Moore Haus is “on-call” 24 hours a day. In case of any emergency, make use of the red ALARM box beside the Moore Haus office door (break the glass and push the button). Within less than 15 minutes, an armed guard will arrive at Moore Haus and deal with any emergency situation that has arisen.

Fire Safety

Fire extinguishers are located on the men’s floor across from the phone in the hallway, across from the “Berlin Wall” (door to men’s floor) and by Room 9 on the women’s floor, in the entrance to the main lobby on the faculty floor, in the front hall by the coke machine on the ground floor, and under the spiral staircase in the Tower Annex. Smoke alarms are located in key positions throughout Moore Haus. Room 16 (men’s floor), the men’s bathroom as well as room 8 (women’s floor) have fire escape windows onto the roof of the hillside annex. The window bars in Rooms 2, 4, 5 and 6 can be opened as fire escapes. In case of a fire emergency please make use of the blue fire alarms situated on each floor (break the glass and push the button). If a fire breaks out at a time when no one is in the office, please call the Fire Department from the pay phones (No.112). Also, the red ALARM box near the office door can be used for any emergency.

House Policies

Student Conduct

- Please respect the needs of others for quiet, solitude, and privacy. Defer to those who are sleeping and reading, especially after midnight. Do not handle the belongings of others. Respect each other’s space. Visitation hours for members of the opposite sex are from 10:00am to 1:00am. The purpose for the visitation hours is to ensure the security and privacy of all students, as well as to maintain an atmosphere conducive to academic achievement. These hours are in effect 7 days a week without exception.
- Sexual behaviors inconsistent with traditional Christian values or sexually compromising acts are not permitted within Moore Haus. The final determination of whether an act is sexually compromising will be at the discretion of University officials.
- Students should be properly dressed when in the communal areas. Bathrobes should NOT be worn in these areas. Footwear must be worn at all times.
- Firearms, **alcoholic beverages**, **illegal drugs**, fireworks, assault weapons, pornographic materials, willful damage of property and gambling are not permitted in Moore Haus. *Note for behavior off-campus: The laws of the country are to be respected at all times! Drug laws in Germany are similar to those in the United States. Open fires are strictly prohibited.
- Full-time students in the Heidelberg program are not permitted to seek **off-campus employment** in Heidelberg.

- Students in the program are required to **live in the housing provided** during the school week.
- The University discourages **smoking** and limits it to a restricted area outside Moore Haus.
- The University reserves the right to inspect rooms at any time to insure the safety of students. The University reserves the right to remove and store items deemed hazardous, such as explosives, firearms, chemicals, etc.

Keys

Keys to room and closet will be issued to each student. A charge of €15 for room keys and €10 for closet keys will be made if they are lost or misplaced. Please report the loss of keys promptly.

The automatic door opener works as follows:

- Press “C” for clear, then enter the code. The door catch will automatically be released for about five seconds and you can push the door open. If you punch a wrong number or the door does not buzz, try again, but remember to always begin by pressing “C.”
- The code will be changed occasionally during the term, as well as at the end of each semester when the students leave. Please do not pass on the code to anyone. The lock system was installed for your protection as well as convenience.

Check-In/Check-Out

Each room is issued a room check-in form. Please note any damage on these forms. All occupants of a room must sign the form. It should be turned in to the program office on the Monday following orientation at the latest. If any damage is found after the initial assessment, the student’s accounts will be billed accordingly. If the originator of the damage cannot be identified, the repair costs will be divided equally among all room occupants. Failure to check out properly at the end of each semester or when changing rooms will result in an automatic \$50.00 fee to be added to the student’s account. NOTE: Moore Haus is closed during vacation periods between semesters.

Weekend Sign-Out

Students leaving Heidelberg or planning to be absent from Moore Haus on weekends are expected to fill out the **IP Student Travel Log**, which is found on the IP website: <http://services.pepperdine.edu/seaver/internationalprograms/travellog/main.htm>. This is especially important when traveling. If a student is out of town and cannot be back by the expected time, he or she should make every effort to call the Director, the visiting faculty, or any other faculty member. All students must return to Heidelberg by 12 midnight on Sunday. Students who plan to be absent from Moore Haus on a weeknight must notify the office in advance.

Theft

Pepperdine’s insurance will not cover thefts of personal property. As the University cannot assume any responsibility for student property, please secure all personal

belongings and valuables. Limited space for airline tickets is available in the small safe in the program office. Valuables to which you need frequent access cannot be stored.

House Maintenance

Please report all needs for repairs as soon as you become aware of them. If no one is in the office, leave a note indicating the problem in the box on the office door.

Bathrooms

Bathrooms are cleaned regularly, but residents are responsible for keeping the bathrooms reasonably clean. **BE CAREFUL WHEN USING ELECTRICAL APPLIANCES IN THE BATHROOMS.** Faulty insulation of an iron or hair dryer in connection with water is lethal with 220 volt current.

The hot water boiler does not hold enough water for every student to take a prolonged shower at any one time, so please keep your showers to a minimum. Please be sure to clean the hair out of the shower drain after every shower, otherwise the drains will quickly clog.

Guests/Visitors

Students can have guests at Moore Haus, but only on the following conditions:

1. That they assume full responsibility for their guests' conduct within the framework of University Policies, including no smoking in the house and no alcoholic beverages on campus.
2. Guests can only be received in the public areas from 9:00am to 11:00pm. Guests are not allowed on any of the floors that contain student bedrooms.
3. No guests, except students currently enrolled in a residential Pepperdine International Program, can spend the night in Moore Haus.
4. If unescorted guests are seen in the house, please ask them whose guest they are and promptly report strangers that seem to have no legitimate business to the Program Director, the Program Assistant, or the visiting faculty.

In accordance with International Programs policy, students enrolled in a residential Pepperdine IP can visit the other houses (i.e. London, Florence or Lausanne) over the weekend under the following conditions:

1. A reservation must be made by the preceding Tuesday at 5:00pm at the latest. This reservation must be confirmed by the program to be visited.
2. No students are permitted to stay during any night that precedes a school day (Sunday through Wednesday).
3. No students are permitted to stay overnight in another Program during opening week, long weekends, field trips, final exam week, or the final weekend.

Meals

A German-style breakfast is served daily in the house. This includes an assortment of breads, pastries, meat and cheese platters, cereal, fruit and yogurt. On Sundays, Tuesdays and Thursdays, students eat dinner at *Essighaus*, an authentic German restaurant near the University. On Mondays, dinner will be served at *Burgfreiheit*, a restaurant close to Moore Haus which serves a variety of dishes, including Italian/Mediterranean food. On Wednesdays, students will enjoy a “special dinner” at different local restaurants. Each student receives a cash allowance on a Stored Value Card (SVC) for lunches approximately five days a week. All meals will be prepared and served in accordance with local customs, and provisions cannot always be made for special diets. Vegetarian options are available by request prior to the group meal. There is a kitchen available in the house for student use, should students want to prepare their own lunch.

PACKING

What do you need? What should you leave behind? How will you ever get all of your things into the suitcases the airline will let you check in? The answer to all three of these very valid questions is “Less is definitely more!” Do not take too much, and choose carefully what you do take.

As to choice, that should be determined by two factors: climate and cultural differences. As to quantity, that will be determined by airline luggage restrictions. Airlines have strict luggage allowances, and they will charge you a costly excess baggage fee for exceeding the maximum weight or size allowed. In some cases they may refuse to allow luggage on the airplane.

Typical Luggage Allowance

Policies on maximum number of checked luggage, dimension and weight restrictions, and checked luggage fees vary from airline to airline. It is the student’s responsibility to check with his or her airline for these luggage restrictions. Most airline carriers charge a fee for each piece of checked luggage. Fees vary by airline, and it is the student's responsibility to be prepared to pay these fees at the airport.

What to Take

During the week, students have a schedule much like in Malibu. Classes and meals will take up most of the day, but evening activities may vary. The most common student dress is casual – jeans or khakis, long-sleeved shirts, sweaters and sweatshirts. It is much colder and damper in Europe in the fall and winter than it is in Malibu. (But there will be enough warm days to justify taking a few short-sleeved t-shirts.) Even in the fall, however, think rain! Beginning in early November, night temperatures are often below

freezing and daytime highs are in the 40's and 50's. In the winter it snows, and temperatures drop below zero and stay there for weeks at a time. Heating varies greatly in public places, especially on trains.

Take clothing that layers. Start with jeans or pants and a long-sleeved shirt. For really cold weather, add an under layer of thermals (one bottom and one top should be sufficient) and a top layer that is lightweight and warm (a hoodie or fleece pullover), which you can add or remove, depending on the temperature. The outer layer (coat) needs to be waterproof and warm. A winter coat, or ski-type jacket, is ideal for very cold weather and travel. But it might also be desirable to have a long, dark-colored raincoat or pea coat for city wear. Three pairs of shoes should cover it: waterproof comfortable walking shoes are absolutely necessary (think miles and miles of walking and uneven rocky surfaces), athletic shoes for daily wear, and nice shoes for dressy occasions. A separate pair of clean athletic shoes is required for participation in PE classes or at Jacky's gym. Waterproof sandals or flip flops are a good idea for getting to showers and bathrooms both in the house and when traveling.

There are a few events each semester where a dress, skirt, or nice pants would be appropriate. Something dressier is appropriate for the opera, the symphony, the theatre, or banquet. Dress to blend in with your country's culture. Europeans are seldom seen on the street wearing shorts and tank tops, even in summer, except at beach resorts. If you must wear a pair of shorts and a tank top, please save it for the beach or inside the house – especially women for safety reasons!

Suggestions from Program Alumni

- Practical clothes that are dark-colored, machine-washable, wrinkle-resistant, and colorfast will last longer and be more comfortable. Keep in mind that storage space is more limited in the Moore Haus bedrooms than it is in the Malibu dorms.
- Don't take too many shoes. You'll be much happier with a few pair of versatile, comfortable shoes than a suitcase of shoes to match every outfit.
- You can find personal products like toothpaste, shampoo, soap, etc. overseas – often even the same brands. However, bring your favorite product if you can't live without it. If you wear contact lenses, you may want to take along a supply of lens solution. Women's deodorant is only available in liquid roll-on. The brands overseas may differ slightly from those in the U.S. If you plan to travel frequently by rail, it is helpful to bring a couple travel-sized bottles of antibacterial gel to wash your hands with.
- Cathedrals and other religious sites often require modest attire, which is defined both for men and women as covered shoulders and long pants (or skirts). Women may wish to carry a large, lightweight scarf during warm weather so they can quickly cover their shoulders.
- If you are on medication, bring a supply from home. U.S. prescriptions will not be filled overseas. Generic brands of aspirin, cough syrup, etc., may be found locally, but not always the brands you prefer. When traveling with a medication, keep it in its regular prescription container and keep a copy of your doctor's prescription with you. If you must take medication by injection (i.e. insulin) please carry your doctor's letter describing your condition and inform

Pepperdine's staff overseas immediately upon arrival. Medications cannot be sent to Germany by mail or courier as it will be destroyed by German customs on arrival. Beyond this, please understand that any package sent to Germany valued at more than \$40 will be heavily taxed on the receiving end.

- BED LINENS ARE PROVIDED in the houses, but you need to take your own towels and washcloths. When you travel, you will find that many hotels do not provide washcloths. (If space is an issue, you can always get towels overseas. Just take one and purchase more if you need them.)
- Bring snacks such as protein/granola bars, trail mix, crackers (snacks you are familiar with) that you can grab and eat on the go.

Clothing to Pack

- Slacks or jeans
- Long-sleeved shirt
- Warm sweaters/fleece pullover/sweatshirt
- Warm coat (which you may need to wear over dress clothes) and/or jacket
- Warm, water-proof shoes or boots
- Walking shoes
- Underwear, warm socks
- Cold-weather gear: thermal underwear or heavy knit tights, gloves/mittens, warm hat or scarf
- Warm pajamas and a lightweight robe
- Slippers or sandals – bare feet aren't allowed in our houses or in hotel lobbies
- Some special occasion wear (theatre, opera, banquet, a date!?!)

Other Essential Items to Pack

- Emergency envelope
- Telephone calling card
- Travel alarm clock/watch
- Lightweight towel and washcloth (at least one of each; more can be purchased locally)
- Backpack for weekend travel
- Money belt or passport pouch (to store valuables under your clothes)
- Umbrella (as collapsible as possible)
- Blank CDs or USB flash drives; extra camera memory cards
- Spare contacts or glasses
- Supply of prescription medication
- Ladies, you may want to bring your own feminine products, as they are made differently in Europe!

A Few Tips on How to Pack

- Don't put film in your checked baggage, as the screening equipment will damage it.
- Avoid over-packing your bag so that the airport security screener will be able to easily reseal your bag if it is opened for inspection.

- Place identification tags with your name and phone number on all of your baggage, including your laptop computer. It is a good idea to place an identification tag inside your baggage as well.
- Pack one change of clothing and necessary toiletries in your carryon luggage. Suitcases do not always arrive when you do.
- Roll your clothes instead of folding them. This saves space and leaves room for overseas purchases. Many students use vacuum sealer bags. They sell them at stores like Target and they really help conserve space by sucking all the air out of the bag and compressing jackets and things that take up a lot of space.
- Wear your bulkiest, heaviest shoes and your coat or jacket on the plane so you won't have to pack them.
- Use the space inside your shoes for small items (socks, toiletries, etc.)
- Don't forget to save space for your books!
- DO NOT pack money, travelers' checks, credit cards or other valuables such as cameras and computers in your checked luggage.
- Save space for your return trip – luggage restrictions can be even more strict flying from Europe to the United States.

Do Not Bring

- Linens
- Expensive jewelry or other valuables
- Too many shoes
- Sophisticated electronic equipment
- Things on the list above that you'd rather buy overseas
- Anything you don't absolutely need

Electrical Appliances

Voltage and plugs differ in Europe. Essentially, using an American appliance (110 volts) on European electricity “fries” the appliance. Voltage converters that are sold widely with plug converters do not work very well – in spite of manufacturers' claims. Using them for such things as radios and stereos may mean damage to the unit. Do not bring sophisticated electronic equipment that might be damaged by even the slighted voltage change, unless they are battery operated (and bring a good supply of batteries!).

The following electricity standards apply:

- Central/Southern Europe 220v/50hz (round, 2-pronged plug)
- United Kingdom 220/50hz (plug shape differs from rest of Europe)

Definitely DO NOT take American hair dryers, straighteners, or curling irons, since converters are not sufficient for their high watt requirements. European versions are readily available and reasonably inexpensive. (Besides, the house often has a few available since former students usually leave these behind.)

Arriving in Germany

Heidelberg program participants on the group flight will fly non-stop to Frankfurt Airport. Flight exemption students should follow the instructions that follow at their point of entry into Germany. When students arrive in Germany, they pass through Immigration or Passport Control before leaving the airport, where they will be asked to show passports.

Non-U.S. passport holders may be required to have visas to enter some countries. It is the responsibility of International Program participants to make sure that they have all the necessary visas for the program country and the country for the Educational Field Trip BEFORE DEPARTING the U.S. Consult local consulates and/or embassies to obtain information about which countries require visas.

Pepperdine students will be carrying a letter identifying program participants as students on a Pepperdine University travel-study program overseas. This will be provided to group flight students at the airport prior to departure and will be mailed to flight exemption students. Don't volunteer this letter – or any other paper or document – unless asked.

It is important for Pepperdine students to identify themselves as visitors and students in an American university program because German laws restrict visitation periods and immigration that take jobs and/or positions in German universities.

The next step in entering Germany is passing through Customs. Pepperdine students should pass through the gate posted “Nothing to Declare” (Green) since, as visitors they can expect to consume or carry out whatever they bring in.

Residency Permit

All students studying in Germany are required to bring a certified copy of their birth certificate with them overseas. This document may be requested from the County Clerk's Office in the county in which the student was born. Please note that there is a fee of approximately €5 (\$6.50) for biometric pictures and €50 (\$65) for visas. This fee will be collected by the Program Director upon arrival in Heidelberg. This charge does not apply to foreign students who get their own visa prior to arriving in Germany. This fee does not apply to summer programs, as students are in the country less than 90 days.

Transportation to Your Facility

By Taxi

When you arrive at the Heidelberg Hauptbahnhof, the most efficient way to get to Moore Haus is by taxi. Tell the driver, “Graumbergweg 10, bitte” (pronounced “Grime-berg-vague Tsane, Bit-a”). The taxi driver will drop you off at the front gate.

By Train

If you fly into the Frankfurt airport, you have a choice of three ways to get to Heidelberg. The simplest, but most expensive, is to take a taxi. However, this may not be an unreasonable choice if the fare can be shared between three or four of you. A less expensive option is to travel to Heidelberg by train. A railway runs through the lower level of the airport. Trains to Mannheim are more frequent than those to Heidelberg and a shared taxi fare from Mannheim to Heidelberg is not out of the question. However, should you choose to continue to Heidelberg by train, there are also frequent connections from Mannheim directly to the Heidelberg main station.

By Shuttle Bus

The most economical way to travel from the Frankfurt airport to Heidelberg is via Lufthansa shuttle. These shuttles leave the Frankfurt airport on the hour in the daytime. Shuttle buses depart outside the arrival area for Lufthansa flights, in Frankfurt's Terminal B. Tickets may be purchased on the bus. The bus will take you to the Crowne Plaza Hotel in Heidelberg, from which you will need to take a taxi to Moore Haus.

Returning to the United States

Upon return, United States Immigration and Customs requires a valid passport and a statement about articles purchased outside the United States. Immigration officers check passports and make sure that the customs declaration form presented on the airplane has been completed. After collecting luggage from baggage claim, the customs declaration form and luggage is then presented to a Customs officer, who may ask either to see any purchases or search luggage. It is wise to place all purchases together in the same suitcase and retain receipts that prove the amount of purchase.

A U.S. citizen or permanent resident may bring goods totaling a value of \$800 into the United States. If purchases exceed that amount, the customs official will compute the duty, usually including articles with the highest rate of duty in the allowed \$800. (Rates of duty vary for different kinds of articles.) Should unclaimed articles be discovered in a search, they may be confiscated and/or a fine levied. Duties and fines must be paid either by cash, personal check, or credit card before leaving the Immigration and Customs facility at the airport.

Live animals, plants, or other agricultural products (including sausages and other meats) may not be brought into the United States. A person twenty-one years of age or older may bring in one bottle of liquor. A person eighteen years of age or older may bring in two cartons of cigarettes. Products from Cuba – including Cuban cigars – are banned altogether. Anything purchased from Duty-Free at an airport or on an airplane is included in these limits. Customs officials will confiscate goods in excess or in violation of these standards.

Resident Advisors

One male and one female RA are hired and trained by the IP Office prior to departure. RAs are expected to work together with the Program Director, Visiting Faculty, and IP Office to create a strong learning community, maintain Pepperdine standards, and promote the IP mission statement within the group. Through planning events, acting as a leader and working as a liaison between the students and the Program Staff, RAs are essential for the development of comradery within the house.

Media Coordinator

One IP Media Coordinator (IPMC) is hired and trained by the IP Office prior to departure. The IPMC acts as a liaison to the IP Office for collecting photos and video footage from the program and then creating videos from that footage. The IPMC creates two end-of-the-semester videos, an Orientation House Tour video, a service-oriented video, and a 5-minute video to be shown at *The Return* the following Fall semester. Additionally, they are responsible for creating two “check in” videos per month while abroad. These videos are posted onto both the IP and program-specific Vimeo sites: <http://vimeopro.com/pepperdine/ip> and <http://vimeopro.com/pepperdine/heidelberg>

Library Worker

The library worker is hired on the Malibu campus before departure for the program. This position serves as a resource for managing and organizing the library resources at the facility, and helping students to more effectively use online library resources provided by the Pepperdine University Libraries.

Student Worker Positions

Student Workers are hired by the Program Director once students arrive at their program. These positions range in the amount of responsibilities and time commitment. If you are interested in acquiring a job overseas in the house, please make sure that you have an updated I-9 card with Student Employment. Students should bring this card with them overseas. The Service Coordinator position is also hired upon arrival to the program.

Student Representative

The student representative collects and delivers students’ wishes and messages to the Heidelberg staff, acting as a liaison between the students and staff. The student representatives also are responsible for helping the RAs arrange many student events and activities. The student representatives also help the Heidelberg staff and the RAs plan for such events. One male and one female are selected to become student representatives by a student voting system.

Kitchen Worker

The kitchen worker is responsible for keeping the kitchen in Moore Haus neat, clean, and organized. Please note that the kitchen worker is a very tedious job – one must be dedicated and motivated by his or her duty to take this position.

| Other Positions | # Available |
|-----------------------------|--------------------|
| <i>Arts + Crafts Person</i> | 2 |
| <i>Breakfast Workers</i> | 6 |
| <i>Classroom Worker</i> | 2 |
| <i>Grounds Keeper</i> | 2 |
| <i>Handyman</i> | 2 |
| <i>House Person</i> | 1 |
| <i>Kitchen Cleaners</i> | 2 |
| <i>Library</i> | TBD |
| <i>Linens</i> | 1 |
| <i>Office Worker</i> | 1 |
| <i>Power Point</i> | 1 |

SERVICE OPPORTUNITIES

The Heidelberg Program administration encourages students to take part in service projects, the nature of which will be determined on location. Students are also encouraged to suggest projects they would like to set up and coordinate; the local administration will help and support them in doing this.

LIVING IN HEIDELBERG

Personal Finances

On January 1, 1999 one of the largest steps toward European unification took place with the introduction of the euro as the official currency in eleven countries (Austria, Belgium, Finland, France, Germany, Ireland, Italy, Luxembourg, Netherlands, Portugal, and Spain). However, residents of the first European Union countries that adopted the euro didn't begin using euro banknotes and coins until January 1, 2002.

The symbol of the Euro is similar to the Greek letter €, and even though member states place their own motif on banknotes and coins, the Euro is now accepted in the twenty one countries which include: Andorra, Austria, Belgium, Cyprus, Finland, France, Germany, Greece, Ireland, Italy, Kosovo, Luxembourg, Malta, Monaco, Montenegro, Netherlands, Portugal, San Marino, Slovenia, Spain, and Vatican City. This effectively means there is no need to exchange money when traveling in continental Western Europe.

Great Britain (England, Scotland, Northern Ireland, and Wales), though a member of the European Union, has chosen to retain the national currency known as the Pound Sterling. Few establishments in any of the EU countries actually accept payment in American dollars, so students will need to choose among the following options:

Credit Cards

Major American credit cards are widely accepted in Europe (Visa, MasterCard, and American Express in order of preference). Purchases made with credit cards are billed in the local currency and the credit card company converts the amount to dollars. Since most credit card companies are major financial institutions, they receive the bank conversion rate, which is far better than may be obtained by converting travelers' checks or cash. Many money exchanges in Europe allow the use of a Visa or MasterCard to obtain cash for an often steep fee. Although American Express is not as widely accepted for purchases as Visa and MasterCard, an American Express card offers unique advantages. With offices located in all major cities, American Express will quickly replace lost or stolen cards.

ATM Cards

Obtaining cash from automated teller machines with ATM cards is probably the most convenient option for obtaining cash in major European cities. Cards marked "Plus," "Cirrus," and a red star symbol are widely accepted, although not all ATMs accept all cards. European ATMs only accept four-digit pin numbers, so before departure, be sure to check with your bank to determine whether or not your current ATM card has an international PIN. Also, be aware that banks charge fees for ATM transactions, and sometimes fees are charged both by the bank that provides the ATM card and the bank that operates the automated teller in Europe.

Bank of America and Deutsche Bank are linked banks, which means both banks do not charge you fees for ATM transactions. ATM fees are usually 5 Euro, so students should consider this advantage.

Tip: It is highly recommended that you notify your bank that you will use your card overseas *before* you depart for Heidelberg. Some banks will put a hold on your account if you use your card abroad without notification of such use. This will save you a lot of hassle and time should your card be put on hold.

Cash

We strongly suggest that you take along \$50.00 exchanged into the currency of the country to which you are going. This initial money will be helpful during your first few days abroad. Avoid bringing \$100 bills as most banks do not accept them because many counterfeit bills are in circulation. American Express cardholders can obtain foreign currency at American Express offices in the United States. Many U.S. banks offer this service if the foreign currency is ordered ahead of time. Money also may be exchanged at Los Angeles International Airport but the exchange rate may not be favorable.

Cultural Activities

The Heidelberg International Program will provide all students interested in taking part in sport clubs with relevant information. If students would like to take part in Heidelberg University sports, the program will help them apply for a “student pass” which will give them access to the Heidelberg University sports facilities. The Heidelberg Program will also provide students with information on theaters, cinemas and museums in the cities of Heidelberg and Mannheim.

Churches

| | |
|--|---------------------------|
| <i>English Church</i> (Anglican) | Plöck & Schiesstorstrasse |
| <i>Evangelisch-Freikirchliche Gemeinde</i> (Baptisten) | Feuerbachstrasse 4 |
| <i>Freie Evangelische Gemeinde</i> | Haberstrasse 19 |
| <i>Gemeinde Christi</i> (Church of Christ) | Steubenstrasse 17 |
| <i>Heiliggeist Kirche</i> (Evangelisch) | Heiliggeiststrasse 17 |
| <i>Jesuiten Kirche</i> (Katholisch) | Merianstrasse 2 |
| <i>Lighthouse Baptist Church</i> (Baptisten) | Im Bosseldorn 23 |
| <i>Providence Kirche</i> (Evangelisch) | Hauptstrasse 90 |

Postal Services

The closest Post Office is situated not far from the Pepperdine Classroom on *Universitätsplatz* (University Square). The Central Heidelberg Post Office is situated at *Bismarckplatz* (Bismarck Square) between the Pepperdine Classrooms and the Heidelberg Train Station.

Bookshops

Students can buy any book they would like to purchase online. They can also order books at *Thalia* bookstore, situated on the *Hauptstraße* (Main Street), in the same street in which the Pepperdine Classrooms are located and only one minute away on foot. If students are interested in second-hand books in English and German, they can go to the English Bookstore situated on the *Plöck*, only one minute away on foot from *Essighaus*, the restaurant in which they eat three times a week.

Dining Out

The Heidelberg Program will provide students with information on restaurants and interesting places to eat in the cities of Heidelberg and Mannheim once you arrive to the program. As Heidelberg students go to special dinners in one different restaurant every

week, they very quickly get acquainted with Heidelberg restaurants. *Gino's* (Italian) and *Supan's* (Thai), both situated in the *Hauptstraße* (Main Street), are also favorites among Heidelberg students.

Shopping

The Heidelberg Program will provide students with information on department stores and interesting shopping areas in the cities of Heidelberg and Mannheim once you arrive to the program. The *Kaufhof* department stores in the *Hauptstraße* (Main Street) and on *Bismarckplatz* (Bismarck Square) have always been very popular with students in Heidelberg. There are two very price-friendly grocery stores on the *Hauptstraße*. City Market and Pennymarket are ideal stores for cheap groceries and are closely located near the classrooms.

INTERNET RESOURCES

U.S. Government Sites

- Library of Congress: www.loc.gov/rr/international/portals.html
- State Department: www.travel.state.gov/
- Center for Disease Control: www.cdc.gov/travel/
- U.S. Transportation Security Administration: www.tsa.gov/public/
- Federal Voting Assistance Plan: www.fvap.gov/

Visitor Information

- Waves of Heidelberg: www.wavesofheidelberg.com
- Currency Converter: www.oanda.com/convert/classic
- IP Vimeo Site: <http://vimeopro.com/pepperdine/ip>
- Heidelberg Vimeo Site: <http://vimeopro.com/pepperdine/heidelberg>

General and Travel Information

- Lonely Planet: www.lonelyplanet.com/destinations/europe/
- Yahoo: <http://dir.yahoo.com/regional/countries/>
- Corniche Travel: www.corniche.com/
- STA Travel: www.statravel.com/
- Heidelberg Hotels & Travel Guides: www.e-heidelberg.com

News and Entertainment

- News: www.germany.info/relaunch/index.html
- Time Out Magazine: www.timeout.com/



MEDICAL ASSISTANCE

There is a designated doctor for the program whose office is located on the Hauptstrasse. You will be provided with more information on available medical services in Heidelberg at your on-location Orientation once you arrive to the Moore Haus.

Medical Insurance

Prior to departing on the program, students must look into their own health insurance policies and personal health requirements.

Most students contact their current health insurance provider regarding international coverage to understand how their current policy operates overseas. Each health insurance provider has its own coverage reach and payment policy.

If the student feels that they do not have adequate international health insurance coverage one option available to them is an international health insurance plan from one of the University's insurance affiliates, Wells Fargo. Wells Fargo can be contacted via phone at 1-800-853-5899 or 1-916-231-3399. For more information on this policy please visit the Wells Fargo website at

<https://wfis.wellsfargo.com/pepperdine/StudyAbroadPlan/Pages/default.aspx>

In addition to obtaining a health insurance policy that covers the student while overseas, some of the individual countries in which our programs are located also require students to purchase emergency health insurance. Each country has its own insurance policy and cost.

For the Heidelberg Program, students do not need to purchase any supplementary health insurance.

Please note that the information above is subject to change. Country-specific policies are not enacted by Pepperdine but by each program's government and/or independent institutions.

If you have any further questions please contact our office at 310-506-4230 or international.programs@pepperdine.edu.

Medical Service

What to do in a Medical Emergency

During normal doctor's hours, students should go to Dr. Vielhauer (Doctor of Internal Medicine). Please assist the students in calling a cab if they are too ill to walk.

Dr. Walter Vielhauer

Hauptstraße 29

Telephone: 2 15 87

Hours: Monday – Friday, 10:00am – 12:00pm;

Monday, Tuesday, Thursday, 4:00pm – 6:00pm

In the evening or on weekends, students can go to an emergency doctor (Notarzt). The Notarzt will make house calls in extreme cases. It takes between ten minutes and one hour for him to arrive. The number for the Notarzt switchboard is:

Notarzt

Ärztlicher Bereitschaftsdienst

Alte Eppelheimer Strasse 35

Telephone: 1 92 92

If the student needs to go to the hospital, have them take a cab to:

Chirurgische Klinik Ambulanz

Neuenheimer Feld

(emergency department)

To get to the Universitätsklinik, take the road to the Bahnhof and turn right; this will run into the bridge. Once you have crossed the river, turn left and follow the signs. Ambulanz Emergency check-in is in the rear of the first big building on the left after you pass the guard booth.

If a student is severely injured or requires immediate medical care, they will go to Universitätsklinik. For this medical service, call:

Red Cross Ambulance 112



You will be provided with more information on traveling in and around Heidelberg at your on-location Orientation once you arrive to the Moore Haus.



Facts and Statistics

- **Location:** Central Europe, bordering Austria 784 km, Belgium 167 km, Czech Republic 646 km, Denmark 68 km, France 451 km, Luxembourg 138 km, Netherlands 577 km, Poland 456 km, Switzerland 334 km
- **Capital:** Berlin
- **Climate:** temperate and marine; cool, cloudy, wet winters and summers; occasional warm mountain (foehn) wind
- **Population:** 82,424,609 (July 2004 est.)
- **Ethnic Make-up:** German 91.5%, Turkish 2.4%, other 6.1% (made up largely of Greek, Italian, Polish, Russian, Serbo-Croatian, Spanish)
- **Religions:** Protestant 34%, Roman Catholic 34%, Muslim 3.7%, unaffiliated or other 28.3%
- **Government:** federal republic

Language in Germany

The official language of Germany is German, with over 95% of the population speaking German as their first language. Minority languages include Sorbian, spoken by 0.09% in the east of Germany; North and West Frisian, spoken around the Rhine estuary by around 10,000 people, or 0.01%, who also speak German. Danish is spoken by 0.06%, mainly in the area along the Danish border. Romani, an indigenous language is spoken by around 0.08%. Immigrant languages include Turkish, which is spoken by around 1.8%, and Kurdish, by 0.3%.

German Society and Culture

A Planning Culture

- In many respects, Germans can be considered the masters of planning.
- This is a culture that prizes forward thinking and knowing what they will be doing at a specific time on a specific day.
- Careful planning, in one's business and personal life, provides a sense of security.
- Rules and regulations allow people to know what is expected and plan their life accordingly.
- Once the proper way to perform a task is discovered, there is no need to think of doing it any other way.
- Germans believe that maintaining clear lines of demarcation between people, places, and things is the surest way to lead a structured and ordered life.
- Work and personal lives are rigidly divided.

- There is a proper time for every activity. When the business day ends, you are expected to leave the office. If you must remain after normal closing, it indicates that you did not plan your day properly.

The German House

- Germans take great pride in their homes.
- They are kept neat and tidy at all times, with everything in its appointed place.
- In a culture where most communication is rather formal, the home is the place where one can relax and allow your individualism to shine.
- Only close friends and relatives are invited into the sanctity of the house, so it is the one place where more informal communication may occur.
- There are many unwritten rules surrounding the outward maintenance of one's home.
- It is imperative that common areas such as sidewalks, pavements, corridors (in apartments), and steps be kept clean at all times.

Etiquette and Customs in Germany

Meeting Etiquette

- Greetings are formal.
- A quick, firm handshake is the traditional greeting.
- Titles are very important and denote respect. Use a person's title and their surname until invited to use their first name. You should say Herr or Frau and the person's title and their surname.
- In general, wait for your host or hostess to introduce you to a group.
- When entering a room, shake hands with everyone individually, including children.

Gift Giving Etiquette

- If you are invited to a German's house, bring a gift such as chocolates or flowers.
- Yellow roses or tea roses are always well received.
- Do not give red roses as they symbolize romantic intentions.
- Do not give carnations as they symbolize mourning.
- Do not give lilies or chrysanthemums as they are used at funerals.
- If you bring wine, it should be imported, French or Italian. Giving German wines is viewed as meaning you do not think the host will serve a good quality wine.
- Gifts are usually opened when received.

Dining Etiquette

If you are invited to a German's house:

- Arrive on time as punctuality indicates proper planning. Never arrive early.
- Never arrive more than 15 minutes later than invited without telephoning to explain you have been detained.
- Send a handwritten thank you note the following day to thank your hostess for her hospitality.

Table Manners

- Remain standing until invited to sit down. You may be shown to a particular seat.
- Table manners are Continental -- the fork is held in the left hand and the knife in the right while eating.
- Do not begin eating until the hostess starts or someone says 'guten appetit' (good appetite).
- At a large dinner party, wait for the hostess to place her napkin in her lap before doing so yourself.
- Do not rest your elbows on the table.
- Do not cut lettuce in a salad. Fold it using your knife and fork.
- Cut as much of your food with your fork as possible, since this compliments the cook by indicating the food is tender.
- Finish everything on your plate.
- Rolls should be broken apart by hand.
- Indicate you have finished eating by laying your knife and fork parallel across the right side of your plate, with the fork over the knife.
- The host gives the first toast.
- An honoured guest should return the toast later in the meal.
- The most common toast with wine is 'Zum Wohl!' ('good health').
- The most common toast with beer is 'Prost!' ('good health').

(All information in "Country Facts" section is cited directly from Kwintessential.com)

