

UNIVERSITY of  
NORTHERN COLORADO



# STUDY ABROAD



*Experience*  
*Explore*  
*Excel*

## *Student Handbook*



"We wander for distraction, but we travel for fulfillment." -Hilaire Belloc-

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dear future globetrotter,

The Center for International Education would like to congratulate you on making the decision to Study Abroad. Study Abroad is a fulfilling, rewarding, and life changing journey. Your body will be filled with nervous energy as you await your plane to take off from DIA. Once in the air you will dream about what your life will be like over the course of your studies. When you arrive at your destination you will quickly find things are not exactly what you thought they would be. You will be faced with unforeseen challenges, and overcoming those challenges will make you stronger, more independent, and more confident. Your development in these areas and others will make you an unstoppable force as you strive to obtain your ultimate goals.

Your study abroad experience is guaranteed to be the most exciting thing you have ever done. However, before you leave it is important to prepare yourself for your experience. It will be impossible for you to know exactly what everything will be like before you go abroad, because there is no knowledge like experiential knowledge. Experiential learning is the biggest part of the adventure. The goal of the Study Abroad Handbook is to provide you with some of the best information available to maximize your experience. Utilizing the information in this handbook and the website links provided will enable you to stay healthy and safe while abroad. You will gain an insight on the culture you will be entering, which will allow you to interact more freely with those from the host culture. The ability to have increased positive interactions with the host culture will enrich your experience.

We look forward to aiding with your study abroad preparation, keeping in contact while you are abroad, and listening to you recant your exploits when you return.

Sincerely,

**Joseph Tort**

Study Abroad and Exchange Coordinator & World Traveler



# the survival checklist . . .

The pre-departure paperwork and meetings are not meant to be stressful. If you plan ahead it is easy to finish everything without tears or all-nighters. Here is a basic checklist for you to make sure you have covered all your bases before you leave. Write in little deadlines for yourself because many of these items are time sensitive, i.e. passport and visa applications.

- Meet Regularly with your Study Abroad Peer-Advisor
- Meet with Chris Peterson in Financial Aid
- Pay your Study Abroad Fees
- Decide what type of bank account and what methods of payment you will use (i.e. credit cards, ATM cards, travelers Cheques, etc)
- Make sure you have insurance in order.
- Get any vaccinations that are required or strongly recommended for the country/ies you are visiting
- Research the country in which you will be studying
- Obtain your passport and visa
- Purchase your airline ticket
- Speak with your next of kin about what will happen in emergency situations. (its better to know than to guess)
- Consider giving Power of Attorney-but don't take it lightly
- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_

## What are your personal deadlines?

Keep yourself organized using this checklist, your daytimer or calendar!

## communication . . .

You will be working with a variety of offices on campus to help you facilitate your study abroad experience. The four main offices you will need to be in contact with are the CIE, Financial Aid, Registrars Office, and Accounts Receivable.

**The CIE** will be your **main point** of contact for any questions related to study abroad.

**The Financial Aid Office** will determine the amount of financial aid for which you are eligible.

**The Registrars Office** can provide you with information on how study abroad might impact your proposed graduation date, will update your student records with approved transfer credits upon your return, will issue transcripts, and will make sure you are registered for the appropriate courses while you are abroad.

**Accounts Receivable** will handle all student billing related to study abroad, and will provide information about any holds you may have on your account.

### Connect to Campus Offices . . .

#### Financial Aid

Chris Peterson  
Assistant Director  
(970) 351-1796  
[Chris.Peterson@unco.edu](mailto:Chris.Peterson@unco.edu)



#### Center for International Education

Joe Tort  
Study Abroad Coordinator  
(970) 351-1333  
[Joseph.tort@unco.edu](mailto:Joseph.tort@unco.edu)

#### Registrars Office

Barb Lowenbach  
Grad Check  
(970) 351-1839  
[Barbara.lowenbach@unco.edu](mailto:Barbara.lowenbach@unco.edu)

#### Bursars Office

Terri Trego  
Acct. Tech  
(970) 351-1438  
[Terri.trego@unco.edu](mailto:Terri.trego@unco.edu)

## financial aid policies . . .

Most financial aid you are eligible for may be used to finance your study abroad experience. Additional aid may be granted to you in the likelihood the program you are attending is more expensive than educational expenses at UNC. To receive financial aid you must complete a financial aid student budget form. You will work with the CIE to estimate your budget and will need to have the form signed by the Study Abroad and Exchange Coordinator before taking it to the financial aid office. A financial aid officer will help you determine the amount of your aid package

For your financial aid to be dispersed you must complete an enrollment verification form. In most cases, this form can only be completed once you have arrived at your intended study site and have enrolled in courses. The form requires you to list the course names and number of credits for each course. If you are studying for an entire academic year, please complete an enrollment verification form, which covers the entire academic year. The onsite international coordinator will need to sign this form before you fax it to the financial aid office. Since your financial aid will not be dispersed before you enroll in courses, you will need to bring enough money to get by until courses begin.

Immediately following your study abroad experience, you will receive a letter indicating you have been put on financial aid suspension. This occurs due to differences in transcript processing. Transcripts from abroad are sent to UNC after on-campus grades have been processed. After on-campus grades have been processed, the computer system issues financial aid suspensions letters to students who have not made adequate progress toward their degrees. The system does not recognize study abroad students when issuing these letters. Once transcripts have been received from abroad, your grades will be entered and you will be removed from financial aid suspension. Once removed from aid suspension, your financial aid will be dispersed as normal.

## program fees & payment . . .

Different program fees and payment methods apply for various programs at UNC. **Please check with the Study Abroad and Exchange Coordinator about the method of payment for your specific program.** In general, three payment plans exist:

**UNC Exchange Program**, you will pay normal tuition and fees to UNC while paying for room and board upon arrival to the host institution.

**ISEP Exchange Program**, you will pay all tuition, fees, and room and board charges to UNC.

**Affiliated Study Abroad Program**, you will pay all charges to the program provider. Most program providers require all charges be paid in advance, but payment plans can be established to work around financial aid issues.



## CIE fees . . .

The Center for International Education charges a \$300 administrative fee for all students participating in study abroad or exchange programs. The fee will appear on your student bill shortly after the application deadline if you have been accepted to study abroad. The billing office represents this fee as an ISEP charge on your student bill. If you decide to withdraw from study abroad you must complete a withdraw form before the end of the semester prior to your proposed study abroad experience. If you withdraw within this timeframe, you will receive a 50% refund of the administrative fee. If you don't withdraw within this timeframe, you will not receive a refund.

The administrative fee is essential to the study abroad program at UNC. This is the only funding the study abroad program receives. Proceeds from the administrative fee allow the study abroad office to provide advising, advertise programs, create new programs, enhance the quality of existing programs, prepare students for their experiences, and provide services upon students return from their study abroad experience.

## transfer of credits . . .

All students participating in study abroad programs outside of some faculty-led experiences will obtain transfer credit. You will work with the Center for International Education to find course descriptions for potential courses before you leave for study abroad. Academic Advisors within the appropriate school or college will pre-approve potential courses as meeting major, minor, general education, or elective credits using the transfer credit form provided in the appendix of this handbook. Your Academic Advisor may require you to bring back syllabi and course work before giving final approval, so keep your work. If you enroll in a course while abroad that is not pre-approved, please contact your advisor by email with the course description, and forward your advisors response to the Study Abroad and Exchange Coordinator. The Study Abroad and Exchange Coordinator will evaluate transcripts and input approved transfer credits into the university system upon transcript receipt.

Grades for courses taken while abroad will be entered as Pass/Fail. Transfer credit will not impact your GPA. You will need to obtain the equivalent grade of C or above to

receive transfer credit. If participating on a program during the fall or spring semester, you must take the equivalent of 12 credit hours. Educational systems vary by country, thus all courses taken while abroad may not be equivalent to 3 credits. **Please check with the Study Abroad and Exchange Coordinator to discuss an appropriate course load at your study site.**



## registration . . .

While abroad, the CIE will register you for either ISE 100 or ISE 101. This course will hold your place at UNC, so that you will not have to reapply. In addition, enrollment in this course provides proof to loan offices that you are still enrolled in school, so that you don't have to start repaying student loans. Please do not register for any on campus courses during the semester of your study abroad, as the CIE will not be able to register you for ISE. You may be registered for ISE and take on-line courses.

Most students will register at the host institution upon arrival. The CIE will direct you to course information at the host institution, so that you can develop a tentative plan

## passports . . .

### **The UNC Policy on Passports:**

A valid passport is necessary for all U.S. residents traveling abroad. UNC requires all students participating in study abroad, even those studying in Mexico or Canada, to obtain a valid passport. All students participating in study abroad must present a copy of their passport to the Center for International Education prior to departure.

### **How do I obtain a Passport?**

To obtain a passport for the first time, you need to go in person to a passport acceptance facility with two passport sized photographs of yourself, proof of U.S. citizenship (a birth certificate for most), and a valid form of photo identification such as a driver's license.

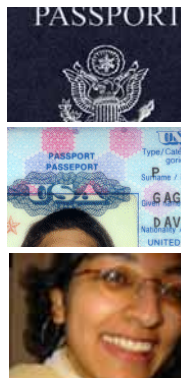
### **Where can I obtain Passport size photos?**

There are a few places in town where Passport photos can be obtained:

Downtown Greeley Post Office	925 11 <sup>th</sup> Ave	\$15.00
FEDEX/Kinkos	3607 W 10 <sup>th</sup> St	\$13.78
Walgreens	2400 W 16th St	\$7.99
Rite Aid	1013 11 <sup>th</sup> St	\$7.99

### **Digital Delays...**

Do not try and print your own digital picture at home. If the picture do not meet the 'quality criteria' it will cause delays in your application.



## passports cont'd . . .

### How long does it take to get a passport?

After you apply, you will receive your passport within 6 weeks. You can receive your passport within 2 weeks if you choose to have it expedited.

### How much do passports cost?

Here is a quick breakdown of the fees; the passport application fee is \$55, the security surcharge is \$12, and the execution fee is \$30. The total is \$97. If you chose to have your passport expedited it costs \$157 plus overnight shipping. If you just need to *renew* your passport- the fee is \$67.

### Where are the closet passport acceptance facilities?

The following are the 4 closest facilities to UNC's Center for International Education:

Facility Name	Street Address	City	State	ZIP Code	Phone
Evans Post Office	3344 - 11th Avenue	Evans	CO	80620	(970) 330-4841
USPO - Greeley	925 11th Avenue	Greeley	CO	80631-9998	(970) 392-2782
USPO - Johnstown	121 Castle Pines Blvd	Johnstown	CO	80534	(970) 587-4246
USPO - Ft. Collins	301 East Boardwalk Dr.	Ft. Collins	CO	80525-9998	(970) 225-4120

Call ahead to check what hours they accept passport applications. The downtown Greeley Office accepts them from **9:30 am – 3:30 pm** and the Evans post office accepts them from **11:00 am – 3:00 pm**.

### More Information:

For more information on passports, please visit the U.S. State Department's website at: [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html)

### Procrastination defined:

Procrastinating applying for your passport will cost you extra \$\$ and stress. You also need your passport in time to obtain your student visa.



## passports cont'd . . .

### Keeping your passport safe

After you have received your passport there are a few important safety measures of which you need to be aware:

First, **make 2 copies** of your passport and other identification cards. Give one set of these copies to family members and then take the other set with you abroad.

After you have arrived at your study location the International Office of the host institution may need to see your passport and visa. If you are setting up a bank account abroad— you may also need to show your passport and visa.

### During this time carry your passport and ID cards in a money belt.

After these initial contacts you will not need to carry around your passport.

The **second photocopy** of your documents will serve as your **back up** in the unfortunate event of theft or if you should lose your passport.

### Losing your passport

If you should lose your passport you need to contact the nearest U.S. Consulate immediately. Here is a list of all of the US Embassies and Consulates in the world: <http://usembassy.state.gov/>

### What is your personal deadline?

Write in here **what day** you are going to apply for your passport. Even if you just need to renew it, give yourself plenty of time!

### Visa Requirements . . .

After you have learned the specific information for acquiring a student visa, [write the details here](#). (phone numbers, hours of operation, required documents, timeline, etc.) Keep track of the **date** you mailed your visa application to the consulate. Follow up with them if it is not returned when promised—you may have forgotten something that has slowed the approval process.



## visas . . .

### **UNC Policy on Visas**

The Center for International Education can direct students to visa information for their intended study location. Since visa policies can vary widely between nations, it is the student's responsibility to ensure he or she has taken the proper steps to study and travel to different countries.

### **Where can I find visa information?**

Students can find facts by visiting the State Department's Consular Information pages [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1765.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html)

Within the information for each country is contact information for its embassy or a link to entry requirements.

### **French Student Visa Information:**

Visit this website to find general information about French student visas:

[http://www.consulfrance-washington.org/article.php?id\\_article=385](http://www.consulfrance-washington.org/article.php?id_article=385). Visit this website to find information for this specific consulate's fees, required documents, and hours of operation: <http://www.consulfrance-losangeles.org/>. Another way to get the most current requirements is to call the Los Angeles office at (310) 235-3200.

### **Spanish Student Visa Information:**

Visit this website to obtain current requirements for a Spanish student visa:

<http://www.mae.es/consuladus/losangeles/en/home> or call their Los Angeles office at (323) 938-0158.

## travel arrangements . . .

### **Airfare:**

To find the cheapest fare, purchase your airline ticket as soon as you are financially able. You will have more flexibility with the time schedule and seating. When you are searching for the best deal, investigate **at least** 5 of these websites. Don't forget to calculate service fees and taxes when you are comparing airlines and website deals.

1. <http://www.cheaptickets.com/>
2. <http://www.expedia.com>
3. <http://www.orbitz.com/>
4. <http://www.studentuniverse.com/>
5. <http://www.travelocity.com/>
6. <http://www.bookingbuddy.com>
7. <http://www.statravel.com>

### **The Eurail**

Any student who has traveled in Europe will tell you that the Eurail Pass is a valuable asset to have. This pass will be your best friend as you traverse across the continent in style on a student's budget. To learn more about your options please visit: <http://www.raileurope.com/us/index.htm>



## packing . . .

## banking

The most important thing to know when you are preparing for an extended trip overseas is **research**. With help from our office, you can contact other students who studied in the same city or country. You can also purchase a travel guide (Frommer's, Lonely Planet, Eyewitness Travel Guide, etc.) which will offer packing guidelines. After researching your future home you will be more knowledgeable and not waste any space in your luggage with unnecessary items.

Make sure and use your own judgment and adjust this list accordingly to your individual needs:

### A good packing tip:

Sit down and in your mind— walk through a normal day's activities. Start with waking up to an alarm clock and brushing your teeth and write down everything that you used. You will not be able to find some of the things that you will want in a foreign country, so stock up on extra contacts or your favorite brand of hairspray to last you through your trip.



- A Copy of your passport, visa, and birth certificate
- Extra passport photos
- Addresses of American Embassies in each country you will visit
- ISIC (International Student Identity Card)
- International driver's license (if applicable)
- Eurail Pass
- Address book
- Journal
- Sunglasses, extra contacts, glasses, copy of prescription
- Clothes that don't show dirt and won't wrinkle easily
- Money belt
- Credit card/Debit Card
- Extra change (about \$50.00 in small American bills)
- If you are picky about the brand you use bring enough Deodorant, toothpaste, make up, etc. to last for the duration of your trip.
- Women only: feminine products
- Converter for electrical products **or** just wait to buy electrical products abroad (electric shaver, hairdryer)
- Travel books
- Travel backpack, canvas bag or small backpack for day trips
- Padlocks for backpack
- Alarm clock
- sewing kit and first aid kit (read on page 14 for the CDC's recommendations)
- Umbrella
- Camera
- Swiss Army knife or small tool kit
- A deck of cards, reading material, or other little games to keep you busy during travel

## options . . .

Before you depart for the adventure of your lifetime, make sure you have taken care of the financial segment of your trip. There are plenty of options for world travelers, so read through these options carefully and pick the one you feel comfortable and competent using.

Many options are available for banking while overseas. These options include, but are not limited to: debit cards, credit cards, and traveler's checks.

### **Debit cards:**

This is one of the most popular options because of the abundance of ATMs across the globe. Most transactions will be automatically deducted from your primary account and will use a competitive exchange rate. Obviously, it is necessary to ensure there are sufficient funds in your account before making purchases and withdrawals. It is smart to arrange with a relative to deposit money into your account in the U.S. while you are overseas if you run into some unexpected expenses (e.g. a week in Morocco or a plane ticket to New Zealand).

### **Drawbacks to using a debit card:**

Some banks will charge a fee when you withdrawal from your account from another bank's ATM (Wells Fargo is unfortunately one of these banks). To prevent paying this extra fee, you could open an account strictly for your trip. Open an account with a bank that will not charge an ATM fee, for example, Compass Bank has a branch in Greeley and will pay any ATM fee for you.

Most debit cards carry a maximum daily amount that can be withdrawn from an ATM. In some cases, weekends count as one day since banks are closed. Budget accordingly.

### **Credit cards:**

Credit cards can be used almost anywhere in the world. They allow students to avoid carrying cash. Additionally, the credit card company will apply the current exchange rate to purchases and cash advances. This rate is usually quite competitive. Remember that Visa and MasterCard are the most widely accepted credit cards. This banking option is good for large purchases like plane or train tickets. However, it is tempting to spend more than you have if it is "plastic money." Budget your credit card spending and make regular payments online while you are abroad.

### **Drawbacks to using a Credit Card:**

Withdrawing cash using a credit card can be costly because credit card companies charge a higher interest rate to do this. Check on these fees prior to leaving the U.S.



**Traveler's Cheques:**

The popular alternative to using debit cards and credit cards is the option of traveler's checks. The traditional traveler's checks, American Express, can be obtained at any local bank or at their website online.

You can purchase traveler's cheques already in Euros, English Pound Sterling, Australian Dollars, etc. This will save you money because they have already calculated the exchange rate. When you exchange US dollars abroad in a tourist shop or in the airport—the rate will be quite expensive.

Here are some tips for obtaining and using traveler's cheques:

- Acquire them before leaving the U.S.
- Remember these cheques are like money; they can be stolen and used by other people.
- Be sure and store the receipts separately from the cheques.

Another option with American Express is the American Express '**Traveler's Cheque Card.**' This card is similar to a debit card with a pin number, it is reloadable and if lost, the funds are recovered in 24 hours. This is a valuable option because it is not linked to your bank account. Find out more at: <http://www134.americanexpress.com/travel>.

**Pre-Departure Tip:**

It is a good idea to obtain some of the foreign currency before you leave. This will help you to avoid inflated exchange rates at airports and tourist money changers. You may locate some of the currency at your community bank. Call ahead to see if they already have it in stock or order some if the service fee is relatively low.

You can also order foreign cash online through Wells Fargo and the following web services:

1. <http://www.ezforex.com/>
2. <http://www.ordercurrency.com/>
3. <https://www.currency-express.com/>



**We recommend**

having \$50-\$200 in *cash* for your first few days abroad. Remember to be careful when you are carrying this much in cash. Read further about safety in our *Safety Issues* section.

## Insurance . . .

All UNC students participating in study abroad will obtain study abroad health insurance prior to their departure. The health insurance will cover emergency medical expenses and 100% of the cost associated with sickness or illness. Many personal insurances will only cover a portion of costs “out of network.”

Students participating in UNC exchange or faculty-led programs will be required to purchase health insurance through CMI, which is affiliated with UNC’s general student health insurance plan. The coverage includes 24 hour worldwide assistance. Students will automatically be enrolled in this policy and be charged via their student bill at a rate of \$30/month. More info can be found at: <https://www.studyabroadinsurance.com/GlobalStudyAbroad/stdyabdenroll.html?ProducerId=26>

Comprehensive health insurance coverage is included in the program price for all UNC Affiliated programs including those provided by AIFS, Arcadia, Australearn, CEA, CIEE, ISA, or Semester at Sea. Students participating in ISEP programs are required to purchase additional health insurance through ISEP for \$54 per month.

Students will need to waive the UNC student health insurance coverage for the time their abroad. If you normally waive this insurance with proof of coverage from your parents you can continue this practice prior to study abroad. If you normally purchase the UNC student health insurance, you will need to waive this coverage with proof of your study abroad health insurance.

## health issues . . .

Before traveling, you should be aware of health concerns in your intended destinations. Common concerns include the purity of drinking water, recommended vaccinations, and bug-born illnesses. The Center for Disease Control is the authority on traveler’s health. We recommend you visit the CDC website before you depart. The website is <http://www.cdc.gov/travel/>. This website will provide you with information on recommended vaccinations, protecting against bug-born illnesses, and precautionary measures to avoid sickness occurring from consumption of food or water. Visit your doctor to inquire about updating vaccinations like Tetanus and receiving recommended vaccinations. A full-range of vaccinations is available at the Weld County Department of Public Health.

It is important that you bring a copy of your medical records with you. This information will show any allergies to medicine, previous treatments, etc. Having this information will be important when visiting a doctor or in case of an emergency. In addition, take the number of your U.S. health care provider with you to contact in case of difficult medical situations.

## health issues contd.

## health iss

If you have any preexisting medical problems carry a letter from the attending physician, describing the medical condition and any prescription medications, including the generic name of prescribed drugs. Any medications being carried overseas should be left in their original containers and be clearly labeled. Check with the foreign embassy of the country you are visiting to make sure any required medications are not considered to be illegal narcotics.

The CDC recommends developing a **Traveler's Health Kit**. The following are recommended items to pack in such a kit.

- Personal prescription medications (copies of all prescriptions, including the generic names for medications, and a note from the prescribing physician on letterhead stationery for controlled substances and injectable medications should be carried)
- Antimalarial medications, if applicable
- Antidiarrheal medication (e.g., bismuth subsalicylate, loperamide)
- Antibiotic for self-treatment of moderate to severe diarrhea
- Antihistamine
- Decongestant, alone or in combination with antihistamine
- Antimotion sickness medication
- Acetaminophen, aspirin, ibuprofen, or other medication for pain or fever
- Mild laxative
- Cough suppressant/expectorant
- Throat lozenges
- Antacid
- Antifungal and antibacterial ointments or creams
- 1% hydrocortisone cream
- Epinephrine auto-injector (e.g., EpiPen), especially if history of severe allergic reaction. Also available in smaller-dose package for children.
- Insect repellent containing DEET (up to 50%)
- Sunscreen (preferably SPF 15 or greater)
- Aloe gel for sunburns
- Digital thermometer
- Oral rehydration solution packets
- Basic first-aid items (adhesive bandages, gauze, ace wrap, antiseptic, tweezers, scissors, cotton tipped applicators)
- Antibacterial hand wipes or alcohol-based hand sanitizer
- Moleskin for blisters
- Lubricating eye drops (e.g., Natural Tears)
- First Aid Quick Reference card
- Mild sedative (e.g., zolpidem) or other sleep aid
- Anti-anxiety medication
- High-altitude preventive medication
- Water purification tablets
- Commercial suture/syringe kits (to be used by local health-care provider. These items will also require a letter from the prescribing physician on letterhead stationery)
- Latex condoms
- Address and phone numbers of area hospitals or clinics

issues contd...

A health kit is useful only if it is available. It should be carried with you at all times, e.g., on excursions. All medications, especially prescription medications, should be stored in carry-on baggage, in their original containers with **clear labels**. Research your country and be aware of possible illnesses. Knowledge is power and will help you have a more enjoyable (and comfortable) adventure abroad. Use your discretion when creating your own traveler's health kit.

### Remember:

Frequent hand washing is the best way to protect against infectious diseases.



## safety issues . . .

The Center for International Education continuously monitors the safety conditions in locations around the world associated with UNC study abroad programs. Programs in locations where U.S. State Department Travel Warnings arise will be canceled. If you choose to study at sites not affiliated with UNC where travel warnings arise you will not be eligible for financial aid.

You are required to attend a mandatory **study abroad orientation prior** to your departure. At the orientation, you be given country specific information on safety and health, as well as general information on safety for U.S. travelers. You are required to obtain or have emergency medical insurance while abroad.

In addition, the CIE recommends that you register your trip with the U.S. embassy in your intended study location. You can pre-register your trip through the State Department's travel registration website located at:

**<https://travelregistration.state.gov/ibrs/>**.

Once you have registered your trip, you will be eligible for services provided by the U.S. embassy to American citizens at your intended destination. The U.S. embassy abroad will provide you with security updates and aid with evacuation in cases of medical crisis, political instability, or terrorism. The embassy will help American citizens who become destitute and help find legal assistance for those who are incarcerated.

The key to staying safe while abroad is knowledge and preparation. The CIE can help you obtain the knowledge necessary to stay safe, but it is up to you to make sure you utilize this knowledge in an effective manner. Included with this manual you will receive the World Citizens Guide. The guide provides lots of useful travel information, while the CD accompanying the guide presents several web links imparting knowledge on safe travel. Additionally, you must visit the U.S. State Department Website at <https://travel.state.gov>. This website is the authority on travel safety affording site specific updates on security and general information on safe travel.

## Top 10 Ways to Not Become a Victim of Crime Around the World

By Malcolm Nance and Lisa Hughes

Real World Rescue—High Risk Travel Security Consultants

While crime is a reality in every country, travel overseas introduces Americans to new types of risk. As a rule, people are more likely to be targeted by criminals when they are in unfamiliar surroundings and unskilled at interpreting events around them. For Americans with limited international travel experience, many parts of the world represent just this kind of environment. Exacerbating the incidence of crime against travelers is the poverty in many countries that fuels robbery and theft.

Following are ten points American travelers should adhere to when exploring the globe:

### **10. Don't be an obvious foreigner.**

In many parts of the developing world, you'll stand out no matter what you do, but make an effort to blend in as much as you can and respect local norms. The standard advice applies: T-shirts with corporate logos or flashy clothes are better left at home. Loud or boisterous behavior also advertises your presence in a negative way. Be a careful observer before you jump into the game.

### **9. Leave jewelry at home.**

Robert Young Pelton, author of *The World's Most Dangerous Places*, captures perceptions of Westerners in the developing world this way: "as obvious as a naked man with hundred-dollar bills taped to his body." Wear local, inexpensive jewelry if you must look beautiful.

### **8. Keep copies of your passport and hide the original.**

Carry three copies of your passport; keep two in separate areas of your baggage, and carry one on your body. Put the original in the safest place you can find, which will depend upon your living and traveling arrangements. Passports are the hottest commodities in the world, and yours is game for a clever pickpocket.

### **7. Listen to your gut.**

Never ignore your sixth sense. When you get alarmed or spooked, there is probably a good reason for it. Stop and calmly think for a few seconds: observe and assess the situation around you and decide what your options are for getting to a safer place. Then make a decision and act.

**6. Learn where your embassy or consulate offices are located.**

It's always a good idea to check in with your country's embassy when you're staying in a foreign country, particularly one with a less-developed communications system. As soon as you arrive, look at a map and orient yourself so you can find your country's consular offices. Learn two or three different routes for getting there, as well as the best transportation methods, and stop by! Ask to speak to the Regional Security Officer and get a crime fact sheet for the area. They are there to help.

**5. Read local English-language newspapers, if possible.**

Local citizens and expatriates who write these papers can be some of the best sources of information about the local scene (although be aware that in some countries, the media are under government control—find out before you depart on your trip).

**4. Avoid unexpectedly amorous men and women.**

Attractive as you may be, be wary of people who approach and try to woo you the moment you arrive. Most of the time the real motive is gaining a foreign passport or your wallet, or taking you to a gift shop where you'll be pressured to buy. As one saying goes, you're perceived as the cash cow, and everyone wants a little milk. Listen to what your mother told you when you were 15—it still applies.

**3. Become aware of real security threats.**

Before you ever set foot out of your home, you should do some research. What is the political climate in the country you'll be visiting? Have there been recent demonstrations against the government? Might there be groups who have expressed strong anti-American sentiment due to political or economic developments? Most countries have some type of English-language media outlets on the Internet that publish local news; wire services such as AP and Reuters often cover such developments (check their archives); and political risk consulting companies often publish some of their assessments online for free. Check them out. The point is not to engender fear or find reasons not to go on your adventure. It is simply better to enter a foreign country with your eyes open. For example, Americans traveling to Iran will probably experience magnificent hospitality from Iranians, but sudden turns in political events might increase tensions (also for Iranians, of course—not just tourists) and make travel less pleasant. Be aware and be prepared. In some places it might take keen eyes and ears to detect rumblings of civil unrest that can increase dangers to foreign visitors; in other cases the signs are clear and simply need to be heeded. Not only will a heightened awareness of the political environment shorten your response time to potential warning signs, but gaining an education in local or national politics will demonstrate to those you meet that you have a greater depth of interest in your host country than sampling the local pastries.



**2. Avoid known hotspots.**

This, of course, follows directly from #3: countries and regions that have experienced severe levels of conflict and violence are probably best left off your study-abroad itinerary for the immediate future. Places that the US State Department advises against travel by US citizens and places that your institution doesn't consider safe or to have appropriate support services—these are places that should have dropped off your travel radar in recent years. Use the advice of campus experts, other study abroad professions, and travel safety experts. Consider the level of risk you are assuming. Others may have reported no problems during travel to the same location, but you want to avoid relying on luck to ensure your safety.

**1. Control the things you can control and don't panic.**

Choose a place to study and a program provider that can provide you with comprehensive support services abroad. Before you go abroad, learn about the country and in particular the health and safety support mechanisms. Bring an emergency card with a list of contact information for: the equivalent to "911" abroad, a US 24 Hour Contact, Insurance/Assistant Information and 24 Hour Contact, On-Site 24 Hour Contact, Local Medical Care Facility, Local Police Contact Information, US Embassy or Consulate Contact Information, etc. Also, bring a list of help statements translated into the local language.

**Don't take unnecessary risks: This includes *limiting (not completely excluding) unsafe activities like bungee jumping, river rafting, and mountain climbing. Don't get intoxicated by using alcohol or drugs that will limit your control over yourself and your interactions with others. Try to have others travel or explore with you so that if something happens to you, they can assist to avoid or respond to an emergency.***

Things happen in the world, some good and some bad. While your travels overseas are likely to create some of the most valuable and positive experiences of your life, maintain a common-sense expectation that things may not always go as planned, and react as calmly as possible if they do not. In a crisis situation, panicking only leads to more confusion and potentially poor decisions. Think carefully and watch cautiously everything around you.

**Remember:**

When you are going on self-planned excursions go with people you **trust**. You will find yourself in many situations where you will want to be with mature, intelligent, and responsible people.



## ordinators & orientation . . .

All students will receive an orientation upon arrival at their study site. The orientation will be provided by either the international coordinator at the foreign institution or by the program provider for those participating in UNC Affiliated programs. Below a list of international contacts is provided. Please contact the appropriate international contact before your departure. (Note: If you are participating in an ISEP program please contact the Study Abroad and Exchange Coordinator for international contact information. The list of ISEP coordinators is too long for presentation in this handbook)

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## conversions . . .

There are two main mental shifts that will take place while you are studying abroad. **Currency exchange rate** of US Dollars and your new currency and **Metric Measurements** versus Standard Measurements.

This is an accurate website where you can check the most current exchange of over 85 global currencies: <http://www.xe.net/>

Most countries outside of the US use the metric system, which will be a difficult mental adjustment. You will need to learn the conversions to make sense of the temperature, measurements, and distances. Here are some tips and resources to quickly find the basic comparison between metric and standard.

This website will help you to convert volumes, lengths, weights, speeds, and temperatures: <http://www.onlineconversion.com/>

- To convert miles to kilometers, multiply miles by 1.61
- To convert kilometers to miles, multiply km by 0.62
- To convert Fahrenheit to Centigrade, subtract 32 from F and divide by 1.8
- To convert Centigrade to Fahrenheit, multiply C by 1.8, then add 32
- 1 meter = 3.28 feet
- 1 liter = 2.113 pints
- 1 kilometer = 0.62 miles
- 1 kilogram = 2.2 pounds



### Temperature

#### Tip:

While you are getting accustomed to Celsius temperatures, here is a quick rhyme to help you dress appropriately for the weather:

Thirty's warm,  
Twenty's nice,  
Ten's cold,  
Zero's ice.

## journal writing . . .

We recommend that you buy a journal before you fly away to your new home and record as much as you can. It may not seem important or a productive use of your time. However, we **guarantee** that when you return home you will cherish what you have written. You will never be able to journal accurately from memory. If you write things as they happen you will capture how you were feeling when you first met your host family or how you were struggling with the language barrier. Through your journal you will be able to track your progress with the language and watch how you matured and grew to love your new independence.

### Here are some journaling tips:

- Purchase a small to medium sized notebook and carry it with you at all times.
- You should keep a daily written account of your experiences: describing what you *see*, what you *think*, and how you *feel* (STF).
- Start writing today and continue everyday until you return to your home.

### Purpose:

- A journal is a record of what you experience and learn during your exchange.
- Writing in this journal will improve your English writing skills.
- It will improve your memory.
- It will help you make sense of new and often confusing experiences, as well as the happy ones.
- It will help you improve skills of observation.
- It will give you a way to clarify and express your feelings.
- It will help you understand your personal goals, and how these may change.

### Forms:

The way you organize your journal is entirely up to you. You can use one method or combine them as you need to express yourself.

1. (S) Describe what you **see** - something you learned, events, experiences, activities, new people you have met, things you hear or hear about. (T) Next write what you think about these things. (F) Then, how do these experiences make you feel.
2. You could list things you see and experience, using single words and short phrases. Group like observations together.
3. Write about event as if you are a reporter, "*First ..... happened, then .....*" "*He said .....*" You tell a story and then think and reflect on the events of the story.
4. Focus on one topic or person and then use STF method.
5. You can use photos, postcards or anything else to add interest and fully express yourself

Source: "The Whole World Guide to Culture Learning" (1994)  
J. Daniel Hess, Intercultural Press

## starter questions . . .

**What was your first cultural blooper after you arrived?** Write about some of the key differences you have noticed about students lifestyles in the US and in your new home.

**Where do you live?** Who are your roommates? Do you live with a host family? What does your house look like?

**How do you get to school?** Do you ride a bike? Take a taxi? What other type of transportation do you use in your new city?

**What language is spoken?** If the language is English, what does the accent sound like? Have you learned any new idioms? How is your foreign language coming along?

**What is your new favorite food?** Have you learned to cook any new cuisine? What are the local restaurants that you visit?

**What local events are in the news?** What form of government exists in your new country? How does it interact with the school system? What type of relationship does the United States have with your new country?

**What is a typical day like for you?** Who do you eat lunch with at school? Do you volunteer or participate in a school club? Where do you go to hang out at night?



## driving internationally...

If you plan on driving while studying abroad, you will need to familiarize yourself with the rules of the road in your intended destinations. Laws and customs relating to driving vary between countries. In many countries, road signs will not be English, speed limits will be posted in kilometers, gasoline will be sold in liters, traffic circles will be used, and other drivers may appear to be insane. The best way to familiarize yourself with the rules of driving abroad is to visit the U.S. State Department's tips for driving international, which provides country specific information. This information can be found at:

**[http://www.travel.state.gov/travel/tips/safety/safety\\_1179.html](http://www.travel.state.gov/travel/tips/safety/safety_1179.html)**

Before renting a car make sure you have adequate auto insurance that meets the country's minimum requirements as well as your personal requirements. Check with your auto insurance agent to examine the applicability of your auto insurance in the countries where you will be traveling.

In many countries, your U.S. driver's license will not be recognized. You will need to acquire an international drivers permit. Information on how to apply for an international driving permit can be found at the American Automobile Association's website: **<http://www.aaa.com>**. Look under the link for travel.

## communication with family & the CIE...

It will be very important for you to keep in contact with family and your new extended family (that's us!) while you are abroad. If you have the equipment you can use a free online service like **Yahoo Messenger with Voice or Skype.com**. You can also buy international phone cards online and save money. Make sure and find the cheapest option for the country you will be living in. Some companies will not send you an actual card, but **email you a code or pin number** to use.

If you use a cell phone abroad, incoming calls will most likely be **FREE**. Have your family call you (it's cheaper for both of you) using one of the online phone card companies.

Your UNC Bearmail will not always work while you are abroad. If you do not already have a alternate email account (gmail, hotmail, aol, yahoo, etc.) then set one up prior to departure. Always keep our office updated with your current mailing address and your email address abroad.

Send this information to **[study.abroad@unco.edu](mailto:study.abroad@unco.edu)** **or** **[joseph.tort@unco.edu](mailto:joseph.tort@unco.edu)**



## culture shock...

In addition to packing, taking care of paperwork and saying goodbye to family and friends, you will need to mentally prepare for this experience. Some preparation can be done by reading books about the host country and its history, customs, geography, language, etc. However, no matter what you do to prepare before leaving the U.S., most of you will experience some form of culture shock. (Don't worry—it's exciting!)

You may think that because you are only going abroad for a short period of time, or because you are going to an English-speaking country, you do not need to worry about culture shock. **OR**, you may think that you can avoid culture shock by simply minding your own business. Another unsuccessful tactic is to completely assimilating into the host culture by trying to get rid of one's American identity. It will be almost impossible to shed or camouflage American values and beliefs. Students should try to cope with their host culture and culture shock by **being themselves** and **open-minded** to differences.

## Psychological Inoculation for Culture Shock...

By Mark Dorr, University of Northern Colorado, November 2001

Culture shock can be described as the physical and emotional discomfort a person can suffer when living in a place and/or situation that is very different from their own. Although it can be painful, it can also provide real opportunities for learning and growth.

**Symptoms** vary and can appear at different times:

- Sadness, loneliness
- Desire to sleep too much or too little
- Depression, anger, feeling vulnerable, feeling powerless, resentment
- Loss of identity
- Idealizing your own/previous culture
- Lack of confidence
- Feelings of inadequacy or security
- Developing stereotypes about new culture
- Strong longing for family

**Stages of culture shock...**

1. **Honeymoon:** You feel very happy about all of the new experiences.
2. **Tough Times:** Crisis arise, communication issues occur, etc. Feelings of dissatisfaction in trying to adapt.
3. **A Little Understanding:** A new feeling of pleasure and humor is experienced. There is less of a sense of being lost, more balance.
4. **Realization:** You see culture has both good and bad to offer. There is more sense of belonging and defining who you are and what you are doing.
5. **Re-Entry:** You go back to your country of origin and find that things don't feel quite that same. You view your home differently. Perhaps you feel misunderstood.

## culture shock cont'd . . .

re-entry s

### Some **Methods to Counter** Culture Shock

- Most people have the ability to fight the stress of these events and turn the into positive experiences.
- Do things that you like to do: read, cook, walk, or dance, for example.
- Physical exercise
- Relaxation, meditation
- Maintain contact with the culture. Learn even a little of the language, go to events, etc.
- Allow yourself to feel sad, but accept the new country.
- Focus on getting through the transition.
- Establish simple goals and check your progress.
- Maintain confidence in yourself.
- Look for a little help. We all reach a place where we need some assistance sometimes
- Do a reality check: What is the real situation?
- Time out. It is easy to focus only on the difficulties. Step away from it for brief periods. For example, tell yourself, "Ok, I'm stressed about living here, but I'm going to a movie this evening." Then, constructively, step back into the process. But, don't just keep taking constant time outs!
- Build support networks.

Simply learning from this article will increase greatly your ability to deal with culture shock.

## reverse culture shock . . .

Interestingly enough, you will experience another kind of shock upon your return home. Return Shock or Reverse Culture Shock includes feelings of annoyance, difficulty with reestablishing relationships, and even depression. Many students have a hard time finding others who will listen to their tales from abroad, look through pictures, or have their same view of the world. It is normal to feel upset or annoyed at the changes when you return home. Here are some tips to help you adjust when you come home:

1. Stay involved in the international scene on campus (cultural centers, the cie, your foreign language club, International Film Series, etc.)
2. Keep in touch with your friends that you made abroad
3. Try to become part of society instead of just dwelling on what you left behind. You can live anywhere and be happy— you are a global citizen!
4. Come to our office and hang out. We always love to hear about your adventures.
5. Use your newly acquired skills, either language or cross-cultural adaptation ability! Put it on your resume!
6. Remember, you are not the same as when you left, so do not expect your friends here to be either. Be understanding and listen to their stories as well.
7. Look for the positives from both your new culture and your home culture.
8. Make goals to incorporate your personal growth into other areas of your life. Make goals to return abroad, too!

ession . . .

The Center for International Education hosts a re-entry session for returning study abroad students. This session occurs during the first few weeks of both the fall and spring semester. You will be contacted by the CIE via email near the end of your study abroad experience about the next re-entry session.

The re-entry session is the best way to learn how to maximize your study abroad opportunity and continue your international experience. In the session we will help you to identify the unique skills you gained while study abroad. After identifying your skills we will teach you how to highlight those skills on resumes and talk about them in interviews. Additionally, we will provide you with information on **future international opportunities** and let you know how you can be a major part of international activities on campus.

## stay involved in the international scene . . .

There are many ways to stay involved in the International scene when you return to UNC:

### **Globetrotter Photo Contest:**

Our bi-annual photography contest is a creative outlet for you to show off your favorite places. The Study Abroad Staff will judge the photographs for uniqueness of the photograph and technical qualities such as the crop, use of color or black and white, and clarity. **Grand Prize** will be awarded to the best photograph out of all three categories. Grand Prize winner will receive a framed and matted 11" x 14" reprint of their photograph and will have their picture displayed in our student gallery. **Category Champions** will be awarded for the best photograph in each individual category. They will each receive a framed and matted 8" x 10" reprint of their photograph and will have their picture displayed in our student gallery. The three categories are: **Up close and Personal**—This category is for a photo with human subjects. **The View from Here**—This category is for those landscape or photos with a subject in nature (animals, plants, waterfalls, etc.) **If I had a Hammer:** This category is for your shots of amazing architecture and historical sites. You may submit a photograph in each category, so keep this in mind as you capture your adventure on film. You will be notified by email with our entry deadlines and contest rules, which are typically each August and January.

### **International Ambassadors Program**

Many of you will participate in a "buddy" program where you are linked with a native student at your host university. UNC has its own version for our international student population, called the International Ambassador Program. This program is important to connect new students, many of whom it is their first time in the United States, to American students who know the ropes. It is a semester long commitment and you may re-apply for a new student if you wish for the following semester. As you spend time with your international friend/s you will be entered into drawings each month to win prizes. These prizes include movie tickets, sports tickets, gift certificates for restaurants, gas station gift cards, etc. You will receive an email with the application or you may stop into our office for a hard copy of the application.

what else?

This is space for you to write down email addresses, websites, prices, etc.



what else?

What else do you need to pack? Have you applied for your visa yet? Have you purchased a Eurorail pass yet? Use this space to make to do lists, travel plans, etc.





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