Congratulations on your admission to the University of Michigan program in Dublin, Ireland! A very exciting and rewarding experience awaits you—one that surely will be among the most formative and memorable of your life. This handbook supplement is intended to complement the materials provided to you by the Arcadia University College of Global Studies, and provide you with U-M-specific information about the program.

ACADEMIC ARRANGEMENTS

COURSE REGISTRATION

As a U-M student participating in the Dublin program, you will remain registered at U-M, and at the same time be enrolled in classes through Arcadia.

You will need to register for the STDABRD course for Spring term (6 credits) on Wolverine Access: STDABRD 441.

This is the only course you will be registered for while you are away, and it serves as a “placeholder,” maintaining your status as a fully-enrolled student at U-M. If you do not register for the appropriate terms by your normal U-M registration deadlines, you will be charged late registration fees by U-M.

COURSE CREDITS

Summer students earn 6 research credits over 6 weeks in the spring/summer, working through Arcadia and the University College Dublin. Students conduct faculty supervised, hands-on research projects with results that will culminate in the preparation of a research paper, gaining a minimum of 240 contact hours.

These credits will be posted to your UM transcript without conversion.

LSA students will receive in-residence credit for your work abroad and courses, credits, and grades will all appear on your U-M transcript at the end of the program, and grades will factor into your overall U-M GPA.

Non-LSA students should contact their home schools to learn what type of credit (in-residence versus transfer credit) you will receive for your work on the program. Courses, credits, and grades will all appear on your U-M transcript at the end of the program; please contact your home school to determine if the grades will factor into your overall U-M GPA.

While in Dublin, you will be subject to the same academic requirements as all other participants. U-M requires all CGIS students participate in the projects to which they were accepted in their initial application stage.

PASS/FAIL

CGIS students may elect to take courses on the program on a pass/fail basis. E-mail the Pass/Fail form to your CGIS Advisor within 2 weeks of the start of the program. You can find the form in the “Documents” section of your MCompass application.

IMPORTANT DATES

For detailed information about program dates, please see the Arcadia website and the materials provided for you upon admittance into the program.
The calendar is set by Arcadia, and they will provide you with information about mandatory arrival dates and beginning/end dates of program. Arcadia requires students arrive on or before the start date of the program and remain until after their last scheduled day. Late arrivals or early departures are not permitted. As a U-M student participating in the program, you will be subject to these same requirements.

**HOUSING**
Arcadia will arrange housing for students in the program—when possible, with local students. Meals are not included, so please remember to see budget estimates for additional expenses.

The UCD campus stretches through the southern Dublin suburbs and offers students a contained and practical environment in which to learn and live, while the culture opportunities of Dublin’s city center are only a short ride away.

You will be housed in on-campus, apartment-style flats with single bedrooms and shared living room, kitchen, and bathrooms. Student flats may be co-ed and are located only a short walk to the UCD Arts Building and Quinn School of Business.

To view student housing options please view the program “Accommodation” page:


**TRAVEL ARRANGEMENTS**
Neither CGIS nor Arcadia makes travel arrangements, and all students are responsible for making their own flight arrangements. Read the "Know Before You Go" page on the Arcadia website for pre-departure recommendations: [http://studyabroad.arcadia.edu/find-a-program/programs-by-country/ireland/know-before-you-go/](http://studyabroad.arcadia.edu/find-a-program/programs-by-country/ireland/know-before-you-go/)

Arcadia staff will be at the Dublin airport from 6:00 am until 10:00 am on the scheduled arrival date. If you arrive in Ireland on the scheduled arrival date and time you will be eligible for group transportation from the airport to your orientation accommodation. We recommend that you book a flight that arrives at Dublin airport by 8:30 am to give you enough time to meet the staff.

**CELL PHONES**
Many US cellular phone companies provide international roaming options, so you can keep your same number and contact your friends and family just as if you were home. However this is expensive for your calls and texts to/from Irish phones so contact your provider for full details. Students may instead choose to purchase a local phone.

**MEDICAL COVERAGE FOR UNIVERSITY OF MICHIGAN STUDENTS: INSURANCE**
All University of Michigan students will be automatically enrolled in the mandatory HTH GeoBlue health insurance through U-M. For details of your coverage, please refer to the UHS website: [http://www.uhs.umich.edu/tai/](http://www.uhs.umich.edu/tai/), and the HTH website: [www.hthstudents.com](http://www.hthstudents.com).
VISA

IMPORTANT-PLEASE READ: Obtaining a visa and following the correct procedure is ultimately the responsibility of each student who is applying. Arcadia will provide assistance in the process, but the Irish Consulates make the final decisions regarding the issuance of the visa and whether or not you have followed the proper procedure. You are encouraged to carefully review the official Consulate website (relevant to you) to be certain you are following the procedures and requirements that the Irish government has given to applicants. CGI is not responsible if the following information differs from the Consulate requirements.

NON-U.S. CITIZENS

Please contact the Irish embassy in your home country to ascertain whether a student visa is required for your citizenship.

U.S. CITIZENS

Summer students who are U.S. citizens will not need a student visa. Summer program students should enter Ireland on a tourist visa (normally valid for 3 months).

FEES AND BILLING

Arcadia will bill U-M for program fees, and the charge will show up on your Wolverine Access account in addition to the $450 CGI administrative fee. This will occur according to regular U-M billing dates: http://www.finance.umich.edu/finops/student/billing/duedates

WHO TAKES CARE OF WHAT

Arcadia is responsible for acceptance decisions, all academic arrangements, on-site orientation, and housing. CGI assists students in preparing to go abroad, provides support services while they are abroad, and processes the academic results from Arcadia coursework for the students' U-M records. Each student is responsible for obtaining a passport, obtaining a visa (with Arcadia's help), for making the travel reservations, and for paying program fees to CGI. The Arcadia online materials contain useful information about how to handle money while in Ireland, what to pack (and what to leave at home) and what you can expect while studying and researching in Dublin.
CONTACT INFORMATION

ARCADIA

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UNIVERSITY OF MICHIGAN

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EMERGENCIES

Contact your local program/on-site staff immediately if you are the victim of crime or need emergency assistance. Please also contact the University of Michigan to let us know of the situation as soon as you are able. The University of Michigan Department of Public Safety has a 24 hour number which is (734) 763-1131. They will then contact the necessary on-campus offices, including CGIS, to respond to your situation. You may provide this same 24 hour number to your parents should they experience an emergency and need to get a hold of you while you are abroad and are unable to contact you directly. To contact HTH GeoBlue in the event of an emergency, call 1-800-257-4823 or globalhealth@hthworldwide.com.