Congratulations on your admission to the University of Michigan program in Glasgow, Scotland! 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 Glasgow 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 Summer term (6 credits) on Wolverine Access: STDABRD 445.

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 summer, working through Arcadia and the University of Glasgow. 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 Scotland, 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. The self-catered residences are spread throughout Glasgow, on average a 20-minute walk or short bus ride to the University of Glasgow campus. These residences range from traditional residence halls to shared flats. You will live in a single or double bedroom and prepare your own meals in communal kitchens. Residents supply their own cookware and cutlery, which can be purchased inexpensively in Glasgow upon arrival. Meals can also be purchased from various eateries on campus.

Victoria Hall, a brand-new residence located in the city center, is approximately 40 minutes’ walk from campus. To facilitate travel to campus, Victoria Hall provides all of its residents a bus pass.

To view student housing options please view the program “Accommodation” page:
http://studyabroad.arcadia.edu/find-a-program/programs-by-country/scotland/stem-summer-research-glasgow/accommodation/

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/scotland/know-before-you-go/

Students will be provided transportation from the orientation location (Edinburgh) to your campus.

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 UK 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 GeoBlue Worldwide health insurance through U-M. For details of your coverage, please refer to the UHS website: http://www.uhs.umich.edu/tai/, and the GeoBlue website: https://www.geobluestudents.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 British 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 UK government has given to applicants. CGIS is not responsible if the following information differs from the British Consulate requirements.

NON-U.S. CITIZENS

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

U.S. CITIZENS

US citizens will be able to obtain entry via the Short Term Student Route upon arrival in the UK, as the program does not extend longer than six months. You must bring certain items with you in your carryon bag, including a passport valid for 6 months from the end of your program, proof of your travel out of the UK (eg. plane ticket), and other materials (subject to change) detailed in your Arcadia Visa Pack.

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 CGIS 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. CGIS 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 CGIS. The Arcadia online materials contain useful information about how to handle money while in Scotland, what to pack (and what to leave at home) and what you can expect while studying and researching in Glasgow.
CONTACT INFORMATION

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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 GeobBlue Worldwide in the event of an emergency, call 1-800-257-4823 or globalhealth@geo-blue.com.