



GRANADA A TO Z: WHAT YOU NEED TO KNOW

PROGRAM WEBSITE

The majority of program information can be found on the program website: www.stetson.edu/law/studyabroad/spain/

PROGRAM CALENDAR AND CLASS SCHEDULE

The program calendar and class schedule are published when the program opens for applications. Both are subject to change, and when changes occur, students who have applied to the program are notified via e-mail of those changes. Please check periodically to ensure you know what is planned, where you need to be, and when you need to be there. Many events, especially field trips, are mandatory components of the program, and you need to be prepared. You can also find the date of the final exams on both documents.

GRANADA FACEBOOK GROUP

A private Facebook group is set up for each program. The link is sent to the group periodically as new applicants apply. The intention of the group is an effort to facilitate the participants getting to know each other prior to arrival in the Granada, Spain. There is no pressure to join, but we have used these for our programs in the past and find that it is a great way for the students to get familiar with each other before they arrive to the program and meet in person. It is also a great way to find people to join you in activities you may be planning during your free time on weekends. During the program, it is often used as a message board for gatherings, posting pictures, etc.

Staff from the International Programs Office as well as the faculty members and Resident Director are often members of this group, so please keep it clean because we'll be watching! Only those participating in this study abroad program are admitted into this group - it is very much a closed group. **If you have a name on Facebook that is not similar to your real name, please let International Programs know as you will not be allowed into the group if we do not recognize your name.**

While items will be posted in this group, this will be a secondary mode of communication. Important information posted in the group will be repeated in an e-mail for those who choose not to join the Facebook group. No one will miss out on program information because he/she did not join the Facebook group.

GRANADA PRACTICAL GUIDE

A Granada, Spain Practical Guide is available on the program website. Many of the practical questions about the location are answered in this document, so please be sure to take a look at it early in the process of applying. It is a quick read, but chock full of good information!

THE APPLICATION PROCESS

STETSON UNIVERSITY COLLEGE OF LAW STUDENTS:

To be eligible for the Granada, Spain program you need to have completed your 1L year, be in good standing, and have a minimum GPA of 2.25. If you meet these criteria, you may complete the online application. It is not necessary to pay your program deposit at the time you start your application; however, paying your program deposit will secure your spot in the program. You will not be accepted into the program until you have paid your program deposit.

NON-STETSON UNIVERSITY COLLEGE OF LAW STUDENTS:

We welcome your applications and participation in our program! Our programs are richer for having students from other law schools in them, and no admission preference is given to Stetson University College of Law students. Most schools will require you to submit paperwork to them in advance of committing to our program, so you may need to start with your home institution first.

The criteria for non-Stetson University College of Law students are 1) completion of your 1L year, 2) be in good standing with your home institution, and 3) currently attend an ABA-approved law school. Your home institution will likely have a minimum GPA requirement, so you will want to check with them to be sure you meet their criteria as well.

WHAT WE NEED FROM YOU

- 1) **Law School Questionnaire (LSQ)** – Within your application, you will find the Law School Questionnaire. You will print out this document, complete the top section and sign it, then give it to your school (usually the Dean of Academics). Your school will complete the rest of the document and scan or mail it directly to our office. Your application will reflect when we receive your LSQ.
- 2) **Official Transcripts** – Please send an official law school transcript to the following address:

International Programs Office
Stetson University College of Law
1401 61st St S
Gulfport FL 33707

Note: If you are an attorney or are a law student from another country, please contact our office directly.

APPLICATION DEADLINE

March 15, 2020. There will be no extensions given for this program. For this deadline, we must receive completed General Questionnaires and program deposits (\$350).

FINANCIAL RESPONSIBILITY/OBLIGATION

After April 1st, you are financially responsible for the entire cost of tuition, fees, and any other costs Stetson University College of Law has incurred on your behalf.

However, for this program, should you withdraw from March 16, 2020 and beyond, you are responsible for a portion of the costs related to the housing and excursions on a graduated scale depending upon the date of withdrawal. That scale ranges from 10% of the housing costs to 100% of the housing costs, and no exceptions will be made as these are charges Stetson University College of Law incurs on your behalf for the housing and excursions upon your withdrawal after the application deadline.

FINANCIAL AID

All of our programs are eligible for financial aid. The aid covers items listed in the Student Budget posted on the program website. **Please contact your financial aid office when you commit to the program so you can complete the additional required paperwork necessary to facilitate the processing of your financial aid package for this program (and there *will* be additional paperwork!).**

The e-mail address for the Stetson University College of Law Financial Aid Office is finaid@law.stetson.edu. Should you have further questions, or need to send a consortium agreement, please contact them directly.

STUDENT AGREEMENT FORM

Please read this agreement prior to digitally signing it. You will be held to the standards stated in this document, and you should know what it is to which you are agreeing.

IES – OUR PROVIDER

We are fortunate to have a provider, IES, who assists us locally with arranging housing, excursions, and generally making sure that all of our students in the Granada program have the best experience possible. For this reason, once the application deadline has passed, **students will receive e-mails from IES requesting several forms, passport information, and travel itineraries. It is important that you provide this information to them as quickly as possible and meet their deadlines as one person can hold up the progress of logistic arrangements for the entire group – and no one wants to be THAT person!**

Usually, Stetson University College of Law requires your passport information and your travel itinerary, however, in an effort not to duplicate, we are working with IES so that they will share the information you provide to them with us.

PASSPORTS

Yes, you will need one. You are also required to provide your passport information to IES with a copy of the photo page of your passport. **Please be sure that your passport is valid for at least 6 months past the return date of your travel** – this follows U.S. State Department guidance as many countries require this. Better safe than sorry!

TRAVEL ITINERARY

You will need to provide your flight information into and out of Granada, Spain. You need to fly into the Federico García Lorca Airport in Granada. IES will provide transportation from the airport to the housing location if you arrive within a particular timeframe on the start date of the program (June 6). Usually, that timeframe is anytime between 9 am and 3 pm on the date of arrival. If that window is expanded, we will communicate that to you.

NON-STETSON STUDENTS ONLY: TRANSCRIPT REQUEST FORM

Located in your study abroad application, **please print out and complete the Transcript Request Form, then scan it to the International Programs Office.** We need this on file to send your Stetson University College of Law transcript to your home institution when the program is over. This form needs to be received **by July 15th**.

We strongly encourage you to complete this form BEFORE you go to the program. It will be one less thing you have to think about or do when you return after the program ends. Please ensure that the address you list for your home institution is the address required to get your classes applied to your student record at your home institution. This transcript is provided to your home institution as part of your program costs. If you need additional copies of your transcript, for yourself or for your state bar, you will need to order them using the link provided below.

This first transcript is free if the form is received by July 15th. If it is **not** received, you will need to request the transcript from our website at a cost of \$7.25 per transcript:

https://secure.studentclearinghouse.org/tsorder/faces/TranscriptOrder?_afLoop=917950468677201&_afWindowMode=0&_adf.ctrl-state=vb6eu7fwr_4#firstload.

BEFORE YOU GO

STETSON E-MAIL ACCOUNTS FOR NON-STETSON STUDENTS

Non-Stetson students will receive Stetson e-mail credentials from our office around late April/early May. **Please set this e-mail up and ensure that it is working prior to leaving for the program.** You will need these credentials for several reasons:

- 1) To pay your invoice online;
- 2) To take your exams; and
- 3) To access your grades.

Do NOT wait until exam week (July 6th) to set your account up as help may not be as available as it is in April, and in being that close to the exam deadline, you will not want to risk a “zero” due to technical issues!

PAY YOUR ACCOUNT BALANCE

Your account balance must be paid prior to your arrival to the program. IES will be notified that your balance has not been paid, and you will not be allowed to check into the housing, nor participate in any part of the program until your balance is paid in full. If you encounter issues with financial aid availability with your school, please let us know as soon as possible so we can work with you. Late payments incur late fees that start at \$200!

REGISTER FOR U.S. DEPARTMENT OF STATE’S SMART TRAVELER ENROLLMENT PROGRAM (STEP)

Part of IES’s service to our program is to enroll every student and faculty member into the U.S. Department of State's STEP program. Their definition of the program: “The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate.”

Please see the STEP Enrollment page (<https://step.state.gov/step/>) for more information, and note that IES will enroll you in this program.

NOTIFY YOUR BANK AND CREDIT CARD PROVIDERS

Let your financial institutions know that you will be traveling abroad as many of them will disable your card as soon as you start using it overseas if they are not aware of your travel plans.

CURRENCY

Spain uses the Euro. If you use an ATM there, you will receive Euros. Getting local currency prior to departure for Granada is encouraged. You can use credit cards there, which is also encouraged, as credit cards can be cancelled and replaced if lost or stolen, whereas cash cannot.

We suggest using a credit card that does not charge a foreign transaction fee. **Depending on your budget, you should plan to have approximately \$200 USD total converted into local currency.**

PACK YOUR EMERGENCY CONTACT CARD AND YOUR USB DRIVE

In your program packet, you will receive your program t-shirt, emergency contact card, and name tent for class. **Please be sure to carry your emergency contact card on you at all times during the program.** This card speaks for you should you not be able to speak for yourself.

COST

Granada is reasonable. Budget wisely, however, because you will be there for a month. No meals are included with the hotel, but food is relatively inexpensive, so if you manage your money wisely, you will be fine. As Universidad de Granada students will be joining our class, you also will have the opportunity to tap into local knowledge about where to eat for less – usually avoiding the tourist areas allows you to stretch your budget!

Some examples of the cost of living in the Granada, Spain are as follows:

Basic lunchtime menu (including a drink) in the business district – \$11 USD

Combo meal in a fast food restaurant (Big Mac Meal or similar) – \$7 USD

2 liters of Coca-Cola -- \$1.94 USD

Basic dinner for two in a neighborhood pub -- \$20 USD

Dinner for two at an Italian restaurant in the expat area including appetizers, main course, wine, and dessert -- \$35 USD

(www.expatisitan.com)

Another easy way to better understand the cost of living difference is The Economist’s Big Mac Index: global prices for a Big Mac in July 2018, by country (in US dollars) (www.statista.com)

The exchange rate as of 12/11/18 is €1 EUR = \$1.13 USD, so €5 EUR = \$5.66 USD.

WEATHER

Be sure you bring appropriate clothing for Spanish weather in June. It will likely be hot, and few places in Europe have air conditioning. Please check weather.com or any other weather service prior to packing. (www.weather.com)

ON THE GROUND

TRANSPORTATION FROM AIRPORT TO HOUSING

IES will provide transportation from the airport to the housing location if you arrive within a particular timeframe on the start date of the program (June 8). Usually, that timeframe is anytime between 9 am and 3 pm on the date of arrival. If that window expands, we will communicate that to you.

Taxis will cost approximately €30 EUR from the airport to the housing, if you arrive other than the day designated for arrival.

ACCOMMODATIONS

All students participating in the Granada, Spain program are required to stay in our program housing. Exceptions will be made for students who bring families or spouses with them for more than 75% of the program. Students bringing family members must find their own housing for the duration of the program. Family members will not be allowed to participate in IES-sponsored activities, which will include excursions and the trip to Gibraltar and Morocco. Please advise our office if you intend to bring family members, and we can provide you with the appropriate request form.

Shared rooms (two people per room) and single rooms are available. Please be sure to complete your Housing Preference Questionnaire in your study abroad application.

Check in is on June 6th and check out is on July 3rd. Should you arrive early or stay late, you must make your own housing arrangements for those days. It is possible IES can make recommendations.

MEALS

The only meals provided in this program are the welcome reception meal and the farewell reception meal.

CLASSROOM

All classes will be held at the Universidad de Granada, Aula 22 Del Aulario de Derecho.

ACCESSIBILITY

ADA-compliant facilities, such as ramps, accessible bathrooms, etc., may not be available in all Granada, Spain buildings and transportation as Granada is a very old city. However, more and more accessible facilities are being built and provided, but not every business may be compliant. We do our best to assist anyone who may need assistance, so if you have accessibility needs, please let us know as early as possible for planning purposes. For more information on accessibility in Spain, please see

<https://www.spain.info/en/informacion-practica/turismo-accesible/>.

YOUR RESIDENT DIRECTOR

The Resident Director is responsible for ensuring that the plans for the program run smoothly. This ranges from coordinating with IES in getting students to/from class to being on call in the event that someone is sick or injured. If you experience travel delays in arriving to the program, be sure to let your Resident Director know. Once the application deadline passes, you will be introduced to the Resident Director.

ORIENTATION AND WELCOME RECEPTION

The mandatory orientation introduces students to the Resident Director and IES staff and sets the parameters and expectations for the program. Please be sure to arrive in time for the orientation on June 7th (see program calendar for specifics).

A mandatory welcome reception will be held to allow students to mingle with other students, the Resident Director, IES staff, and our faculty. More information will be provided as to location and time for this event.

EXTRA-CURRICULAR ACTIVITIES

Opportunities abound for fun excursions in Granada, Spain, and, if you are looking for something specific, please speak with someone on the IES staff as they make great recommendations. We encourage students to partake of these opportunities on their own during their free time, but IES also will schedule some cultural excursions.

ATTENDANCE AND FIELD TRIP POLICY

The official attendance policy will be provided to you closer to the start date, but students are required to be in class every minute of the first and last days of classes. Students can miss no more than one hour and twenty minutes of days 2 and 3. Students who miss time on the first or last day or exceed the maximum allowable time for absence on days 2 or 3 will not be eligible to sit for the final exam for the course that week.

Students are also required to attend all mandatory field trips. Those who miss required field trips will not be eligible to sit for the final exam for the course offered that week. Please refer to the Class and Field-Trip Attendance in Study-Abroad Programs policy.

ATTIRE

Classroom attire should be similar to what you wear to class normally on campus. Some field trips, such as our trip to the Grand Court and the Supreme Court in Gibraltar, will require that you wear court attire. More information about attire requirements for field trips will be provided.

INSURANCE

All participants are required to have the minimum Stetson-provided insurance, but you will be covered primarily by IES's insurance. This insurance covers accidental illness or injury. Do NOT cancel your regular health insurance. This insurance is also not rental coverage should you rent a car or bike; you would be best to purchase the insurance offered through the rental company. Our strongest recommendation, however, is to use public transportation whenever possible.

Should you seek medical assistance during the trip, IES can guide you through the process of using their insurance.

You do not need to sign up for this insurance as you will be covered as a participant in the program for the program dates.

The insurance provided is NOT travel insurance and does NOT cover lost or stolen items or cancelled airline tickets.

LAUNDRY FACILITIES

Currently confirming that there are laundry services provided by the housing. Will update when more information is available.

ACADEMICS

COURSE MATERIALS

No books are required for this program. All students are encouraged to download the course materials, provided in PDF format by their instructors, from the program website onto a USB drive in the event that the internet may be down. Course materials will be made available on the program website in early to mid-May.

COURSE REGISTRATION

Four courses are offered for a total of four credits: one course/credit per week. After the application deadline, the finalized list of participants will be enrolled into the classes for the program. There is no need to bid on the courses or register.

ADA ACCOMMODATIONS (ACADEMIC)

If you are requesting ADA Accommodation(s), ESL Testing Modification(s), or both, you must submit your request through Accommodate software. The [Accessibility Resources](http://www.stetson.edu/law/accessibility/register-request.php) webpage (www.stetson.edu/law/accessibility/register-request.php) has additional information you will need to review to register with the ADA Coordinator, create your Accommodate Student Portal Account, and submit your requests.

- If you are requesting an ADA Accommodation or ESL Testing Modification for the first time at Stetson Law, you must create your Accommodate student account by submitting a new student request through the Accommodate Public Registration Page (https://law-stetson-accommodate.symplicity.com/public_accommodation/).
- If you are renewing an ADA Accommodation or ESL Testing Modification Request from a prior semester, you already have an Accommodate student account. Simply visit the Accommodate Student Portal (<https://law-stetson-accommodate.symplicity.com/>) to access and manage your requests. Use your Stetson Credentials to login.
- If you have further questions, please contact the ADA Coordinator at ada@law.stetson.edu.

Please remember that time is of the essence; all ADA Accommodation and ESL Testing Modification requests must be renewed each semester prior to being implemented. No retroactive academic adjustments will be granted.

EXAMS

You will have 4 one-hour, take-home exams sent to you via e-mail to your Stetson e-mail account. These exams will be sent to you on **Monday, July 6, 2020 at approximately 10 am EST**. You will have until **Monday, July 13, 2020 at 5 pm EST** to take and upload your 4 exams to our Registrar's Office. If your exam is not uploaded by the deadline, you will receive a "zero."

AFTER THE PROGRAM

COURSE AND PROGRAM EVALUATIONS

Students will be given course evaluations on the last day of class for each course taken during the program.

Program evaluations will be done electronically, though still anonymous, at the end of the program. We encourage your constructive feedback as we strive to continually improve our programs. If something works, tell us, and if it does not, please tell us that too. Suggestions are also welcome!

GRADES

Grades will be due for your classes **around** July 28, 2020. You will be able to view them through your my.stetson account. All students receive Stetson numerical grades; however, non-Stetson students' grades will be reflected as P/F on their home institution's transcript unless they are a partner school, and then it varies by school. Please check with your respective institution for clarification.

For non-Stetson students who submitted their Transcript Request Forms by July 15th, your transcripts will be mailed, free of charge, to your home institution shortly after all of the grades are in. If you did not submit your form on time, you will need to order your transcript directly from our Registrar's Office for \$7.25/transcript:

https://secure.studentclearinghouse.org/tsorder/faces/TranscriptOrder?_afLoop=917950468677201&_afWindowMode=0&_adf.ctrl-state=vb6eu7fwr_4#firstload.

FINAL NOTES

We strive to provide all of our students with not just an educational opportunity, but also with a cultural experience that will remain with them long after they finish our program and earn their credits. For this reason, we wish to offer a few final thoughts to help make this experience the best one possible for all participants.

- 1) Not all students are on the same journey; be respectful of each other's individual journeys. Some may be there to pick up extra credits in a short amount of time; some may be interested in seeing more of Europe; some may just want to get away.
- 2) Granada, Spain is NOT the United States. Many amenities there will be similar to what you can expect here in the U.S., but if something is not "just like here," take it for what it is – a cultural difference/experience. Be prepared for the differences.

- 3) There will be a fair amount of walking. Please be sure to bring comfortable shoes and clothing, but also be mentally prepared to do lots of walking.
- 4) Keep an open mind. Speak with the locals and be a good ambassador for all Americans and for Stetson University College of Law as well.

1/22/20