



LA Study Away



Pre-Departure Manual - Fall 2016

Arrival – Saturday, August 27th

Oakwood Orientation – Monday, August 29th

Departure – Sunday, December 11th

> > READ ME < <

(I was written just for you!)

(You should ALSO forward this to your parents. Seriously.)

Temple University – School of Theatre, Film and Media Arts

Phone: 215-204-5910

Email: crousea@temple.edu

Tfma.temple.edu/study-away/la

TABLE OF CONTENTS

CHAPTER I: PREDEPARTURE TRAVEL PREPARATIONS	I
A. Travel Documents	I
Passport, Driver's License	I
B. Medical Matters	I
Health Care and Precautions	I
Medications & Glasses	I
Medical Insurance	I
C. Financial Issues	2
What to Budget	2
Credit & ATM Cards, Traveler's Checks	2
When Money Is Needed Immediately	2
D. Packing	3
E. Car/Flight Arrangements	4,5
F. Getting Informed and Suggested Reading	6
CHAPTER II: ACADEMIC PROGRAM	7
A. Full-time Status	7
B. Internships	7
CHAPTER III: PROGRAM SERVICES	7
A. Orientation Programs	7
B. Housing & Amenities	8& 9
CHAPTER IV: LIFE IN LOS ANGELES	10
A. Cultural Adjustments	10
Culture Shock	10
Los Angeles	10
B. Safety and Security	11
Crime and Violence	11
Common Sense Precautions	11
CHAPTER V: TEMPLE UNIVERSITY POLICIES AND PROCEDURES	12
A. Financial Aid	12
Temple Students	12
Non-Temple Students	12
B. Academic Policies	12
Program Deposit	12
Graduation	12
FERPA Waiver	13
CHAPTER VI: INFORMATION FOR YOU AND YOUR PARENTS	14
A. Information to Leave with Your Parents or Guardians	14
B. How to Reach Your Son or Daughter	14
By Telephone	14
By Mail	14
C. Useful Addresses and Telephone Numbers	15
D. Web Resources	15

CHAPTER I: PREDEPARTURE TRAVEL PREPARATIONS

A. TRAVEL DOCUMENTS



1. DRIVER'S LICENSE

Since you will be driving a car every day in L.A., you must have a valid driver's license with you at all times.



2. PASSPORT

It is recommended that you take a valid passport with you to Los Angeles. It will be necessary if you plan to travel outside of the United States from LA and as backup if you lose your driver's license.

B. MEDICAL MATTERS

1. HEALTH CARE AND PRECAUTIONS

Since your physical and mental health is a fundamental component of a successful and happy stay away, we encourage you to *plan ahead*. Schedule check-ups with your physician, dentist, and eye-care specialist before departure. Even mild physical or psychological disorders can become serious under the stresses of life while studying away. In order to ensure that you can stay healthy while away from home, it is important that you discuss your treatment plan with your physician.

For additional information, please see the supplemental document, "LA resources"

2. MEDICATION AND GLASSES

If there is a medication that you must take, bring an adequate supply for your stay, or valid prescriptions from your doctor to fill while away. If you wear glasses or contact lenses, take along an extra pair. Also, be sure to have the lens prescription with you in case you need it later.

3. MEDICAL INSURANCE

It is highly recommended that you have health insurance while studying away. There are some health insurance providers that offer short-term insurance in Los Angeles if you do not currently have health insurance. (HealthNet is one of them—please see "Web Resources" in the back for more information.) If you have Pennsylvania insurance you may be out of network in California so *please check with your own health insurance providers to see if you can use it while in Los Angeles.* Ehealthinsurance.com can also be helpful in finding short-term policies.

C. FINANCIAL ISSUES



I. WHAT TO BUDGET

The amount of money you need for living expenses is greatly determined by: 1) the cost of living in the city where you are studying, 2) your lifestyle, and 3) how much independent travel you plan on doing. While we recommend that Los Angeles students budget a minimum of about \$250 per week for personal expenses and meals, what students *actually* spend varies greatly based on where they eat, how much they travel, and how much they want to spend on entertainment.

In general, Los Angeles is an expensive city, so be prepared for this change before you leave, and plan out a budget according to what you can manage. You can keep your costs down by buying food at the local grocery stores where prices are reasonable.

- **CREDIT AND ATM CARDS**

This is probably the quickest and easiest way to get around in Los Angeles. A popular strategy for students studying away is to set up a joint checking account with their parents or guardians, and then withdraw funds for living expenses each week. One drawback to this is its lack of security; if the card is lost, access to the money is lost as well. In order to safeguard against such possibilities, it is advised to bring some Traveler's Checks along for emergency purposes.

The four largest banks in Los Angeles are: JP Morgan Chase, Bank of America, Citibank and Wells Fargo. Check to see if your bank has a relationship with any of the aforementioned banks so that you don't get charged at the ATMs. **Be sure to inform your bank of your intended stay in Los Angeles** before your departure, so that they don't freeze your account when out of state charges suddenly appear in your name.

2. WHEN MONEY IS NEEDED IMMEDIATELY

In an emergency, another option is to have your parents wire money directly. This procedure takes about one hour and should be restricted to *emergency* use since there is a fee for the service. Two organizations that provide this service are Moneygram (1-800-666-3947) and Western Union (1-800-325-6000). You may want to call both of them before you leave to find out details and to see if this is even an option in Los Angeles.

D. PACKING



Travel light! Typically air passengers can check two bags. Additionally you are typically allowed one piece of hand baggage to take onto the plane. This must fit under the seat or in the overhead compartment. Remember, however, at some point you will have to carry your belongings! Some experienced travelers recommend that you gather everything you wish to take with you, then reduce this amount by one half before packing! Remember that you should not pack anything remotely sharp or that could conceivably be used as a weapon in your carry-on bag. You must pack these items in your checked luggage.

Note: Because baggage regulations may change or vary among airlines, it is strongly recommended that you check these regulations (and costs) with the airline or travel agency prior to your departure.

Plan your clothing in *layers*. Forgo the winter coat for a jacket and sweater(s). You will be better suited to adapt to temperature and climate changes.

You will want a mobile phone with a *headset* or *blue-tooth* device since LA has a hands-free phone law that is strictly enforced. You will need the mobile phone for internships as well. It is recommended that you include a texting plan, since it is often easier to send a text than make a call with the Oakwood poor reception issues.

Suggested Essentials:

- Business casual work attire
- Bathing suits and flip-flops
- Layers of warm/cool-weather clothing
- A travel/guidebook
- GPS or smart phone with a GPS
- Laptop

What To Leave At Home:

- Valuable/expensive-looking jewelry
- Unnecessary credit cards
- Social Security card

Documents All Students Should Take

1. Copies of your credit cards, driver's license, passport, etc. in case the originals are lost or stolen.
2. Insurance policy and claim forms.

First Aid and Toiletries

Note that you might not need to bring a large supply of toiletries. Take along enough to last a week or so; by then you will have familiarized yourself enough with your neighborhood to know where to find what you need.

E. FLIGHT ARRANGEMENTS/ CAR ARRANGEMENTS



Students are expected to make their own travel arrangements to and from Los Angeles. They may leave from any city/state, but they are expected to arrive on the official arrival date of the program and are expected to stay until the program end date. Students who arrive before the official arrival date must make their own accommodation arrangements for those days. You may be able to check in early to the Oakwood, but you will be charged extra for those nights. Rooms at the Oakwood are generally available for check-in at 3pm.

It may be worth checking into flights into the Burbank airport, since it is very close to Oakwood, and sometimes has better deals than LAX flights. You must book plane flights at least 3 weeks in advance if not more, and consider Jet Blue's NY-LA route, Virgin America's new routes, and Southwest, as it is much easier to change return dates with Southwest than with major airlines. Other airlines operate in the area as well. Compare prices carefully.

There are a number of student-oriented travel organizations that can assist with flight arrangements, including STA Travel (see *Web Resources* in back).

Some students will drive their own car cross-country to Los Angeles. If you choose this option, please be sure to leave enough time to drive safely to Los Angeles. Make sure that your car has had a tune-up, can handle the distance. It is also strongly suggested that you purchase AAA travel insurance for the trip. Check with other students to see if they are driving as well. Many caravan out and share hotel expenses.

Others have opted to ship their cars to LA. There are both pros and cons to this option. Please research this possibility thoroughly, read reviews of companies, and do a cross comparison of prices.



Los Angeles is not a public transportation friendly city. While there are busses and trains, they do not reach all areas of the city, and travel times are long. 99% of our students have a car in LA. (In fact, internships will often require you to have one to run errands, get to locations, etc...)

Most students rent a car for the duration of the program. While Temple cannot endorse a specific company, Enterprise Rental Car has discounted rates for Temple students, and also rents to students under 21.

Enterprise Car Rental and Insurance Information:

To rent, students need to provide: Drivers license, credit card, and passport if international. Enterprise rewrites the contract every 30 days, and students must pay for 30 days in advance. Enterprise checks the car for damage each time the contract is rewritten. There might be a \$300 deposit placed on the credit card, please check with your agent about this. (Note: Most rentals require a **credit card**. A debit card is not sufficient.)

If students are in an accident and the car is damaged, Enterprise collects a minimum of \$500. (Please confirm this upon picking up your car). Please contact Enterprise immediately if in an accident. *They may be able to provide roadside service at cheaper rates than towing companies.*

Ages 18-20

- Enterprise will provide a reduced \$5/day surcharge. (This applies to the Studio City/Toluca Lake location only. Reservations must be made by e-mailing: cheri.white@ehi.com)
- Enterprise will require proof of transferable insurance (from your own or your parents' plan), because it cannot offer protection to students 18-20.

Ages 21+

- Enterprise does not require proof of insurance nor do they require anyone to purchase protection.
- The coverage Enterprise offers (liability, damage) are **optional** and no one is required to take them even if they don't have their own insurance.
- It is highly recommended that students have some form of coverage either through their parents, through a credit card, or by purchasing Enterprise insurance, because students are ultimately responsible for the full value of the vehicle they rent.
- Enterprise is required to *offer* their protection to anyone 21 and over because they can't make any assumptions on the individual's insurance. It is up to the student to know their coverage and either accept or decline protection as needed.
- Enterprise offers insurance **ONLY FOR RENTAL PERIODS UNDER 30 DAYS**. If you rent for the duration of the semester, you will simply resign your contract every 30 days.

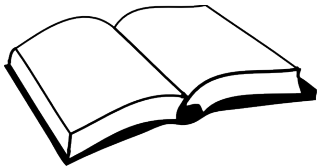
Alternative Car Insurance Options

- Get coverage under a parent's policy
- Get a credit card that covers car insurance
- Find third-party insurance at cheaper rates than Enterprise can offer.

F. GETTING INFORMED AND SUGGESTED READING

Guidebook can be a great source of information the city's history, local customs, and current political situation. There are guidebooks written for budget travelers (le- the *Lonely Planet* series), for student travelers (le- the *Let's Go* series), and for gay and lesbian travelers (le- *Time Out* guides). These, along with a number of phone apps and websites, can help you stay up to date on student hang-outs, cheap restaurants, nightclubs, weather, and train schedules. (See below).

Books recommended by students and staff:



- *The Mailroom: Hollywood History from the Bottom Up* by David Rensin
- *Screenplay Story Analysis: The Art and Business* by Asher Garfinkel
- *Hello, He Lied- and Other Tales from the Hollywood Trenches* by Lynda Obst
- *Hollywood Drive: What It Takes to Break In, Hang In & Make It in the Entertainment Industry* by Eve Light Honthaner

Links for more useful info on moving to Los Angeles:



A great resource for finding just about everything:

- <http://www.yelp.com/la>

A practical guide/blog to navigating Los Angeles:

- <http://www.hollywoodoracle.com/>

This is an interesting blog that breaks down the experience of moving to Hollywood by an aspiring screenwriter:

- <http://johnaugust.com/archives/2010/moving-to-hollywood>

An interview with Sarah Self, a literary agent at The Gersh Agency and how she began her career with internships:

- <http://wordhustlerink.wordhustler.com/2010/04/26/self-motivated-journey-to-the-top-with-hollywood-literary-agent-sarah-self/>

A gay spin on events and activities in Los Angeles:

- <http://www.visitwesthollywood.com/explore/lgbt/>
- <http://losangeles.gaycities.com/>
- <http://www.timeout.com/los-angeles>

CHAPTER II: ACADEMIC PROGRAM

A. FULL-TIME STATUS

All students must enroll as full-time students. In the fall and spring semesters you are required to take a minimum of 12 semester hours and a maximum of 17 semester hours. You must take between 6-8 credit hours in the summer. You will not be permitted to drop to part-time status. You should carefully consider your course load, internship load, and commute times, especially in the fall and spring semesters, so that you don't over commit yourself. The staff in Los Angeles can help you figure out the best way to schedule your classes and internships before you formally accept internships. Many students report that they wish they had allowed themselves a bit more personal time just to relax and/or attend events, screenings, networking meetings, etc.

The fall and spring semesters will be much more class-heavy than the summer semester, and you are expected to attend every class that you register for and be on time, no matter what your internship commitments are.

B. INTERNSHIPS

As an internship student, you should soon be in contact with the internship coordinator based in Los Angeles. Throughout the semester please check your email regularly; if you change your email address, notify the internship staff immediately. Bring professional clothing with you to wear on your interview and appropriate clothing to wear on your internship. Very few companies will expect an intern to wear a suit to an interview; nice pants/jeans and a button-down shirt are fine for guys. You should only need a suit for special events or possibly interning at fancy talent agencies.

We also suggest that you order or print business cards for yourself to bring with you. Having a business card helps people remember you, and before you know it you'll have a new Facebook friend—and an easier way to stay in touch when you leave. The card can be very simple, with just your name and contact information on it (use a permanent email, not a Temple.edu email.) Should you choose to do this, check in with your internship coordinator first about logistics of an address etc...

Keep in mind that employers regularly check out applicants' Facebook profiles and Twitter feeds, so if you have anything "unprofessional" out there, it's a good time to do some editing. Your voicemail message should also sound professional.

For additional internship information including resume and cover letter tips, please refer to the Internship Handbook.

CHAPTER III: PROGRAM SERVICES

A. ORIENTATION PROGRAMS

1. ORIENTATION IN PHILADELPHIA

Prior to your departure, there will be one pre-departure orientation session at Temple University's Annenberg Hall. All participants and their parents are invited to attend. Students have the opportunity to speak with Temple representatives, past participants, and to meet other program participants.

2. LOS ANGELES ORIENTATION

The orientation program in Los Angeles, which takes place in the period between your arrival and the start of classes, will introduce you to Los Angeles and to the staff, faculty, and local resources. The LA Orientation includes meetings with the LA faculty and internship coordinator; an hour-long presentation from Oakwood staff about housing policies and safety; discussion of local resources; and an opportunity to ask questions. There is also a welcome dinner scheduled on or around the orientation date.

B. HOUSING & AMMENITIES

1. OAKWOOD/AVALON

Students will be staying at the Oakwood Toluca Hills, furnished shared apartments located between Burbank and Hollywood with easy access to studios and freeways. Included in the apartment are internet and cable TV; a kitchen with all appliances (dishwasher; microwave etc...); and bedding and linens. The complex also offers swimming pools, fitness centers, basketball courts, spas, steam rooms, and more. (See *Web resources* in the back for more information.)

Please be aware that you will be sharing a two-bedroom apartment with three other students. There will be two beds in each room and a common living area and kitchen. It is not possible for you to have your own apartment or room unless you are willing to reserve and pay for a more expensive apartment option. You may not sleep in the living area to avoid sharing a room with another student. The living area is meant to be a common area for all four students sharing the apartment.

It is up to you and your roommates to keep your apartment clean.

If you have any problems with roommates while in LA, please contact one of the faculty or staff in LA to mediate a discussion. It is unlikely that you would be able to change roommates and/or apartments once in LA.

2. VISITORS

Overnight guests are not allowed for more than three nights. This is because having guests stay over for a longer time period can compromise the comfort of roommates. If you are expecting friends or relatives, the office in Los Angeles can suggest hotels or hostels in the area.

3. MAIL

All LA students will receive mail at Oakwood. The mailing address at Oakwood is different for each building so you need to find out your specific building address before you can mail anything directly to your apartment. This may not be determined until a week or so prior to departure.

4. TELEPHONES

As you will be away from home for some time, it is recommended that you carry a mobile phone. This is important for communication with family, friends, and internships, and will also help to ensure your safety and security in the event of an emergency while away. While there are phones at the Oakwood, these are for local calls only. The Oakwood is also notorious for its terrible reception, so a good texting plan may prove to be essential. * It is a good idea to write down a few of your most important phone numbers in case your phone goes dead or is misplaced.

5. EMAIL

All students in the program are required to have a working email address, as this is the fastest way to keep contact with the Temple faculty and staff. You will be expected to check your account frequently. There is Wi-Fi included as part of your package with Oakwood.

CHAPTER IV: LIFE IN LOS ANGELES

A. CULTURAL ADJUSTMENTS

I. CULTURE SHOCK

Traveling to and living in another city is not always easy. Even though studying away might be the most fulfilling, exhilarating, and rewarding experience of your college education, there will also be moments when you feel frustrated, angry, lonely, and stupid. In fact, you might not realize how rewarding the experience has been until after you have returned home.

Living in another city can be hard, in part, because you have to make so many adjustments, not only to your daily routine, but also to your preconceived notions about your new home and your personal beliefs. At first, the newness is exciting. You feel eager to immerse yourself in the new culture and are intrigued by the differences you encounter. This is often referred to as the **honeymoon** or **euphoria phase**.

There will come a point during your trip (often after just a couple of weeks) when the newness has worn off and your sense of adventure gives way to aggravation. You might get tired of having to struggle to make yourself fit in, and the smallest of obstacles might take on epic proportions. Perhaps you feel uncomfortable looking “different” and find yourself feeling homesick for the first time. You might isolate yourself from the local culture and hang out alone or with your friends from the program more than before. You are experiencing **culture shock**, which can range from mild frustration to depression.

When you hit this low point, keep in mind that it will pass. Accept it for what it is, and realize that some degree of culture shock is inevitable for just about every traveler. Little by little, you learn how to negotiate daily life in your new setting, and feel more confident. Eventually, rather than feeling frustration, you try to understand the cultural differences, and might even begin to re-evaluate your own beliefs. You have entered the **adjustment and acceptance phase**. You might still have some low points, but you have an established daily routine and can use your sense of humor when confronted with difficulties. This is when more profound learning can take place.

I. LOS ANGELES

Los Angeles is a huge city made up of smaller cities, each with a distinct culture and vibe. You can find just about everything there, and it’s a very exciting place to be.

Passion, professionalism, a positive attitude, a great work ethic, and a willingness to do whatever is needed—without the immediate expectation of a reward or positive feedback—are the most important things you can bring into your experience. Companies in Los Angeles rely on interns for many things and the city is full of paid, entry-level opportunities, the vast majority of which begin with an internship. Go into this experience with the intention of doing an amazing job and getting a great letter of recommendation at the end that will help you get paid employment. Everyone you meet is a potential work connection.

B. SAFETY AND SECURITY

1. CRIME AND VIOLENCE

There are some very dangerous neighbourhoods in LA. Students should avoid these areas at night and be cautious about staying in well-lit places like gas stations if you get lost or get off at the wrong freeway exit. You will be made aware of these neighbourhoods during your LA orientation and when in doubt, ask a faculty or staff about an unfamiliar area of the city. Like in Philadelphia, one shouldn't leave valuable personal items inside cars.

Students need to use their common sense and “city smarts” about going out at night with friends, not driving while intoxicated, not provoking other drivers or reacting to their recklessness, and making sure to let other people know where you're going.

2. COMMON SENSE PRECAUTIONS

(This section is adapted from www.studyabroad.com/handbook, written by Bill Hoffa)

- Keep a low profile and try not to make yourself conspicuous by dress, speech, or behaviour, in ways that might identify you as a target. Do not draw attention to yourself either through expensive dress, personal accessories (cameras, radios, etc.) or careless behaviour.
- Avoid crowds, protest groups, or other potentially volatile situations, as well as restaurants and entertainment places where tourists are known to congregate.
- Keep abreast of local news. Read local newspapers, magazines, etc. and speak with local officials to learn about any potential civil unrest. If there should be any political unrest, do not get involved.
- Be wary of unexpected packages and stay clear of unattended luggage or parcels in airports, train stations, or other areas of uncontrolled public access.
- Report to the responsible authority any suspicious persons loitering around residence or instructional facilities, or following you; keep your residence area locked; use common sense in divulging information to strangers about your study program and your fellow students.
- If you are taking a weekend excursion on your own or with a few friends, make sure the program staff always know where you are going and how to contact you in an emergency, even if only overnight.
- Develop with your family a plan for regular telephone or e-mail contact, so that in times of heightened political tension, you will be able to communicate with your parents directly about your safety and well-being.
- Know local laws: laws and systems of justice are not universal and you will be subject to the laws of where you are living.
- Do not carry on your person more money than you need for the day. Carry your credit cards, etc. in a very safe place.
- Do not impair your judgment due to excessive consumption of alcohol, and do not fall under the influence of drugs.
- Avoid walking alone late at night or in questionable neighbourhoods. Do not agree to meet a person whom you do not know in a non-public place.

CHAPTER V: TEMPLE UNIVERSITY POLICIES AND PROCEDURES

A. FINANCIAL AID

1. FINANCIAL AID: TEMPLE STUDENTS

Before Departure: For those of you who have Financial Aid, please make certain that all of your forms have been completed and signed and returned to the appropriate financial aid office. If you have any doubt about your financial aid situation, please contact a financial aid officer and the Student Loan Coordinator. Make certain that all is taken care of before your departure. **Financial aid cannot be "actualized," or credited to your account, until all paperwork has been returned to Financial Aid.** Please note: Your financial aid officer is the primary source for financial aid information. Be sure to discuss your plans to study away with them and submit loan disbursement instructions to the Bursar's Office (115 Carnell Hall).

If you anticipate that loan checks will arrive after you have left home, consider filling out a **Power of Attorney** form to enable someone else to sign for your checks in your absence. This form is available at the Bursar's Office and must be notarized. It will be helpful for you to identify a financial aid officer whom you can contact if questions arise, and leave his/her name and email address with your parents as well.

2. FINANCIAL AID: NON-TEMPLE STUDENTS

Your home institution is responsible for processing your Financial Aid so it is essential that you work closely with your home institution's Financial Aid Office to fulfil the required application procedures and to meet campus deadlines. In order to have your financial aid apply to your Temple Los Angeles fees, an official at your school must provide a Consortium Agreement to be signed by a Financial Aid official at Temple University. If you are receiving financial aid, please:

1. Send copies of the following to LA Study Away:
 - a. Your official letter(s) notifying you of the awards that should state the amount, source, and date of availability of the award(s);
 - b. The name, address and telephone number of the person responsible for the administration of each of the grants and awards submitted;
 - c. The name and phone number of the financial aid officer at your home institution.
2. In the event you are unable to take care of the above, you must appoint a person who will take care of these matters in your absence. Please provide the person's name, address and telephone number (during business hours) to the SCT Study Away Director.

B. ACADEMIC POLICIES

1. PROGRAM DEPOSIT

A program deposit is payable upon acceptance. Your program deposit is credited to your student account, and will appear on your bill as a credit. This deposit is non-refundable should you withdraw from the program. Please make all checks and money orders payable to "Temple University."

2. GRADUATION

If you expect to complete graduation requirements while away, please:

- See an academic adviser before you leave to determine which courses you must take;
- Take care of any pertinent paperwork and payments for your school, before you leave, if possible (Make sure you fill out an application for graduation and pay the graduation fee before you leave -- ask your academic adviser about this);
- Notify the LA Study Away Director that you intend to graduate.
- NOTE: If you are participating in the summer program, you may walk with your graduating class in the spring, but must defer your official graduation date until August.

3. FERPA WAIVER

All participants of the Temple Los Angeles program are encouraged to waive their FERPA rights before you leave. This waiver will allow a parent or guardian chosen by you to acquire access to your education and financial aid records. This may prove useful in the event of a problem with financial aid. If this FERPA waiver is not signed, the Temple staff cannot disclose to parents or guardians any confidential information about students, no matter how helpful the information may be. Should Temple students wish to waive your FERPA rights, they may do so by logging onto Self-Service Banner, and going the Student section of the site, where the FERPA waiver option is located.

Read more about FERPA on Temple University's site, at www.temple.edu/bursar/current/FERPA.htm

CHAPTER VI: INFORMATION FOR YOU & YOUR PARENTS

A. INFORMATION TO LEAVE WITH YOUR PARENT OR GUARDIAN

You should be sure to leave the following information with your parents or a family member:

- The name, address, and phone number of LA Study Away in Philadelphia, and Oakwood in Los Angeles.
- It is a good idea to leave your checking account, savings account, and social security numbers, along with copies of your driver's license, passport and credit cards in your parents' keeping. You never know when you might need them. This goes for any other similar numbers or information you think might be needed during your absence. (Note: Please read the section on FERPA rights regarding Education Records, in the section above this one)
- Names, addresses (including e-mail), phone, and fax numbers of all important University contacts at your home institution for Financial Aid, Housing, Registration, etc. should you need to attend to any of these matters during your absence.
- Be sure to let your parents know well in advance when, where and on what flight you will be coming home.

B. A NOTE FOR FAMILY: HOW TO REACH YOUR SON OR DAUGHTER

1. BY TELEPHONE

Your child should leave their cell phone number with you before they leave. You will also receive the cell phone numbers of key faculty and staff in Los Angeles when you arrive.

In the event of an emergency, parents can call the Study Away office at Temple University, 215-204-5910. If it is not during normal business hours, they should call the Temple University Security office, 215-204-1234, and leave a phone number where they can be reached; a Temple LA Study Away administrator will get back to your parents as soon as possible.

Important Note! Parents are often disturbed when they do not hear from their son or daughter within 24 hours of arrival. Your concern is natural, but no word is usually an indication that the student has been caught up in the excitement of being in Los Angeles. Please be assured that parents will always be notified if there is a serious problem, so there is no need to worry.

2. BY MAIL

All mail and packages should be sent to you at Oakwood. You will learn your exact personal mailing address when you arrive in Los Angeles.

If you must send packages, be sure to insure anything of value. Also be sure to get everything in writing and keep copies. Make sure to get the specific address of your child (including room #). Request a copy of all invoices, receipts, etc., and keep the original copies themselves.

C. USEFUL ADDRESSES AND TELEPHONE NUMBERS

Temple University LA Study Away

(Alison Crouse)
14F Annenberg Hall
2020 N. 13th St.
Philadelphia, PA 19122
Telephone: 215-204-5910
Email: crousea@temple.edu

D. WEB RESOURCES

Temple University

LA Study Away:	tfma.temple.edu/study-away/la	215-204-5910
Academic Records:	www.temple.edu/registrar	215-204-1131
Bursar:	www.temple.edu/bursar	215-204-6720
Financial Aid:	www.temple.edu/SFS	215-204-2244
Housing:	www.temple.edu/student affairs/housing	215-204-7184

Government Resources

The City of Los Angeles	www.lacity.org/index.htm
Los Angeles County	portal.lacounty.gov/wps/portal/lac/home/
U.S. State Department (Travel):	www.travel.state.gov
U.S. State Department Embassy Registration:	www.travel.state.gov/travel/abroad_registration.html
U.S. State Dept Medical:	www.travel.state.gov/travel/tips/health/health_1185.html
Centers for Disease Control Travelers' Health:	www.cdc.gov/travel/

Travel Resources

STA Travel (student travel):	www.statravel.com
International/American Youth Hostels:	www.hiayh.org
Delaware Valley Council of American Youth Hostels:	www.hi-dvc.org
Let's Go guidebooks:	www.lets-go.com
Lonely Planet guidebooks:	www.lonelyplanet.com
Frommers Travel:	www.frommers.com
Rough Guide guidebooks:	www.travel.roughguides.com
Moneygram:	www.moneygram.com
Western Union:	www.westernunion.com
Hardware and software travel tips for laptop:	www.roadnews.com & www.teleadapt.com
Health Net Health Insurance:	www.gohealthinsurance.com/insurance/companies/Health-Net-California
Oakwood:	www.oakwood.com/furnished-apartments/furnished/US/CA/Los-Angeles/prop22.html

Grocery Stores

Trader Joe's-Toluca Lake
10130 Riverside Dr.
Toluca Lake, CA 91602
Right on Barham Blvd, left on Pass