



Off-Campus Study & Exchanges

Student Contact Sheet

Program Name: Writing Rome Travel Seminar (TX 200B)

Program City/Country: Rome, Italy

Dates of Program: Sunday, May 17, 2015 to Wednesday, June 3, 2015

Faculty Director (s): Dan Curley US Cell phone #: 518-538-1881
Italian Cell phone #: provided onsite

Gregory Spinner US Cell phone #: 518-879-4314
Italian Cell phone #: provided onsite

OCSE Contact: Lisa Hobbs Telephone Number: 518-580-5355

Campus Safety Telephone Number: 518-580-5566/518-584-2021

Travel Agent: Steve Seaworth Telephone Number: 970-988-0808

<u>Airline</u>	<u>Departing Airport</u>	<u>Date</u>	<u>Departure Time</u>	<u>Arrival Airport</u>	<u>Arrival Time</u>
American Airlines – Flight #236 (Finnair #5795)	John F. Kennedy International Airport – JFK (Jamaica, NY)	Sunday, May 17, 2015	4:50 PM	Leonardo da Vinci International Airport (Fiumicino) – FCO (Rome, Italy)	7:35 am – Monday, May 18, 2015
American Airlines – Flight #235	FCO	Wednesday, June 3, 2015	9:40 AM	JFK	1:35 PM

Accommodations:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>	<u>Contact Person</u>
St. John's University Rome Campus	Via Marcantonio Colonna, 21A 00192 Rome, Italy	+39 06 393842	Carla Wieggers Residence Director

Please remember to verify flight departure time, minimally the evening before departure.
Since you are part of a group booking, you will not be able to check-in online.

It is advisable that you arrive at the airport a minimum of 3 hours before the flight.

Professor Curley will meet the group at the departure gate.

Remember to have two separate instruction sheets with your name, contact information and final destination address, St. John's Campus for outbound flight and home address for inbound flight, inside your luggage.

Also remember to carry a copy of the face page of your passport, in a separate place from the actual passport. In the event that you lose your passport, this will help to expedite replacement.

Baggage: The Transportation Security Administration (TSA) has specific restrictions on what is allowed when flying. Their guidelines as well as tips from the Federal Aviation Administration can be found at the following website http://www.faa.gov/passengers/prepare_fly/.

Carry-on Baggage: If you require any medications, please be certain to pack it in your carry-on luggage. All medications should be kept in their original prescription bottles. Also remember to any other valuables (i.e. camera, jewelry, etc.) on the plane with you. Please bring your Skidmore id. Many vendors will accept it for eligible student discounts.

American Airlines allows you to carry one (1) piece of baggage on board the aircraft plus a personal item (i.e. purse, laptop bag, etc. – no larger than 36 inches). The carry-on baggage must be of a size and shape to allow for storage in overhead compartments or underneath the seat in front of you.

(<http://www.aa.com/i18n/travelInformation/baggage/carryOnAllowance.jsp>)

Dimensions:

- Cannot exceed 45 inches (length + width + height), max 22L+14w+9h

Note: Baggage not meeting these specifications must be checked and is subject to any applicable fees. Skidmore College will not pay, nor reimburse these additional baggage fees.

Checked Baggage: 1 checked bag allowed

(<http://www.aa.com/i18n/travelInformation/baggage/baggageAllowance.jsp>)

Maximum weight: 50 pounds (approximately 23 kgs)

Maximum size: 62 inches (approximately 158 cm)

Additional Baggage/Overweight Fees will apply.

(<http://www.aa.com/i18n/travelInformation/baggage/baggageAllowance.jsp#!oversize-weight>)

2nd piece of luggage: \$100

Extra Weight: 50-70 pounds - \$100

Oversized - larger than 62 in/158 cm will be charged at the rate of \$150 per piece

American Airlines will not accept any single piece of baggage weighing more than 70 pounds (approximately 32 kgs)

I would strongly encourage everyone to estimate their bags weight on a bathroom scale. To be cautious, if you plan on also bringing a carry-on leave space to pull items out of the checked bag and place in your carry-on in case of a weight issue. Please also consider leaving space for any items you may purchase during the trip.

Skidmore will not pay, nor reimburse additional baggage fees.

- Please make certain that you have a TSA-recognized locking mechanism on your luggage. Otherwise you risk your lock being broken open for inspection by the Transportation Security Administration. Alternatively you can choose not to lock your luggage.
- Place your **name and address on the inside as well as the outside** of your baggage
- Carry valuable items** such as electronic equipment, cameras, cash and jewelry with you **on board the aircraft.**
- Carry necessary items such as medication, prescriptions and keys with you on board the aircraft.**
- Claim your baggage immediately upon arrival.

Certain items (such as lithium batteries for laptops, cell phones and cameras) are prohibited from being placed in checked baggage and must be stored in a specific fashion when placing them in carry-on luggage. Please check the Department of Transportation website (<http://phmsa.dot.gov/safetravel>) for information on Hazardous Materials Safety and Prohibited Items.

PLEASE REMEMBER TO REVIEW YOUR TRAVEL SEMINAR STUDENT HANDBOOK FOR TRAVEL AND SAFETY TIPS.

(The handbook can be found at <http://myocse.skidmore.edu> – under Learning Content)

Skidmore College ~ Off-Campus Study & Exchanges

Starbuck Center 202

Tel: 1-518-580-5355

Fax: 1-518-580-5359

E-mail: ocse@skidmore.edu