

# THE SHORT

Global Short-Term Programs Newsletter



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## Pre-Departure

This message is for students and family members of students participating in a Study Abroad or Study USA [Global Short-Term Program](#) in the fall of 2018, Winter Term 2019, and/or spring 2019. In this newsletter you'll find general information about pre-departure.

## TO-DO LIST

- Review flight information
- Pack your bags
- Establish communication expectations
- Prepare for emergency situations



**WT South Africa: Call of South Africa**

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## Flights

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We do **NOT** suggest that groups use online check in. At this point a few carriers are starting to offer it, but we have experienced issues with seat assignments getting changed, which can in turn affect the entire group record.

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**Check in at the airport in person 4-6 hours prior to departure.**

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Aladdin Travel has secured seat assignments for all travelers. Requests to change a seat or add a frequent flier # should be made in person at airport check in.

- *Note: you can check in without that piece of paper. Requests for a duplicate itinerary should be emailed to [Aladdin Travel](#) for the quickest response.*

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**For travelers who booked their domestic flight independently or are traveling directly to departure airport:**

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If you have issues with your domestic flight, please call your airline first, then inform your program leaders.

For issues that affect your group air travel (missed connections, issues at check in etc.), [email](#) or call Aladdin Travel directly on their main line during business hours, 336-768-1680, option 3 (8am-6pm M-F).

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**For travelers who booked their domestic air with Aladdin Travel:**

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For issues during air travel (missed connections, issues at check in etc.), [email](#) or call Aladdin Travel directly on their main line during business hours, 336-768-1680, option 3 (8am-6pm M-F). For assistance outside of business hours the emergency number is listed at the bottom of your flight itinerary.

# Packing

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As you pack your bags and get ready to depart, review information on money, credit cards, cell phones, packing, and more in the [Travel Preparations](#) and [Health and Safety](#) sections of our website. Take some time to review the information and stay **rested and hydrated** in the days leading up your travel.

As you pack and prepare for departure, remember the following:

1. **Passport** (You should keep at least one copy in your suitcase, separate from your passport)
2. **Flight Itinerary** (One copy in hand and one in your suitcase)
3. **Insurance card** (domestic insurance card and/or iNext)
  - *Remember:* Whether or not you have your iNext card, you are insured!
4. **Program itinerary** or supporting documents from your program leaders
5. **Emergency card** – provided to you at the airport or upon arrival from the program leaders
  - It's still not a bad idea to collect your own emergency contact information and make sure you have a plan for communicating to people back at home
6. **Medications** and any medical notes from your physician should be packed in your carry on.
  - Please see our pages on [health & safety](#) and look for section on "Bringing Medications."
7. **Credit/Debit Cards** (and copies of these cards in case they are lost or stolen)
  - Make sure to contact your bank and let them know you are using your card for international travel
  - Wondering how many meals you may need money for? Please contact your program leaders for that information.
8. We register all students traveling internationally for the **US Dept of State Smart Traveler Enrollment Program**
9. Bring a **journal** or some way to document your experience away from home.
10. Take in consideration time changes and country exit codes for **calling** from your phone (if that's something you are doing)

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## Communication with Family & Friends

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*This is your experience!*

While family and friends are very interested in what you are doing and may have supported you in the

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## Share Your Experience

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Here are some ways that you can share your experience with the Elon community:

endeavor, your attention needs to be focused on the course and being engaged in the various academic and cultural activities.

Don't spend all your time abroad chatting, Skyping, and emailing with people back home. Go ahead, share a few photos on Facebook or Instagram, but don't let social media and technology distract you from the moment.

Establish a reasonable (and flexible) plan for communication with your family. Keep contact with home to a minimum. In the event of an emergency, our office and your faculty leaders will ensure prompt communication and relaying of information.

Find us on [Facebook](#), [Instagram](#) and [Twitter](#) @ElonGlobal! And share your experiences with us using #ElonGlobal!

If wish to share your blog, send the link to [global@elon.edu](mailto:global@elon.edu) to be posted to our [Blog Page](#)!

Share your youtube videos by emailing them to [global@elon.edu](mailto:global@elon.edu).

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## Emergency Situations

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You will receive a wallet card from your faculty with detailed contact information for housing, Elon campus resources, and local emergency numbers. Carry the card with you at **all times**. In the event of an emergency while you are abroad, **contact local resources first!** Your faculty leaders or one of the other local resources are best equipped to manage the situation in-country.

## CONTACT THE GEC

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We can be reached at 336-278-6700, Monday-Friday, 8 a.m. – 5 p.m. (EST). *Please note that our office is closed on Monday, December 24 to Sunday, December 30, and on Tuesday, January 1 and Monday, January 14.*

**The GEC will remain available in the event of an emergency. Please call Elon Campus Safety and Police to reach an on-call staff member:**  
Elon Campus Safety and Police at 336-278-5555.

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## GEC Short-Term Program Managers

Every program has a program manager within the GEC. The program manager will

work with you and your faculty Leaders to make sure that the program is successful. Contact your program manager with any questions.



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