

JERUSALEM UNIVERSITY COLLEGE STUDENT HANDBOOK



JERUSALEM
UNIVERSITY COLLEGE
Institute of Holy Land Studies

2024-2025 ACADEMIC YEAR

Message from the President

Greetings from Jerusalem! I am glad you are planning to join our student community at Jerusalem University College this year for an in-residence term. I look forward to meeting you and getting to know you upon your arrival. I know that the JUC staff and faculty are also very excited to meet you in the weeks ahead.

To assist you with your preparations to travel to Jerusalem and study at JUC, my colleagues have created this helpful Student Handbook. Please take time to read it and reread it thoroughly as it will aid you in many ways as you begin adjusting to life in the Middle East. I encourage you to also forward this Student Handbook, or at least pertinent sections, to your parents, guardians, or significant others to assist them in knowing how they can help support you and your preparations for your upcoming studies in Jerusalem!

Enrollment on campus in the Long-Term program varies anywhere from 15-50 students. Our students are a mix of graduate and undergraduate students. You will find that the atmosphere on campus will at times feel more like a large family than a typical American institution. Together, we will learn and grow in God's Word and Way. I imagine you are coming with certain expectations about courses, volunteer opportunities, off-campus learning opportunities, travel in the land and in neighboring countries, and so on. My hope is that we can address many of those questions here to help you meet best your goals and expectations.

As you engage daily news feeds covering the region, you (and your family) have no doubt asked yourself, "How safe is it to go to Israel?" Regardless of the external situation, this often is a question in the mind of many students. The staff and faculty at JUC have an excellent track record for operating safely in the Middle East and we intend to do our very best to ensure that this continues. Throughout the year, our in-residence American staff (administrators, facility workers etc.) live on campus and feel safe. Part of the reason for this is that we have up-to-date emergency protocols in place to guide us in challenging situations, and we also have learned when to avoid certain places in the city. These are matters that we consistently communicate to all JUC staff, faculty, and students as needed. You too will become part of this community, and we will work together to continue maintaining a healthy and safe environment for study.

I am so excited for you to continue your educational pursuits at Jerusalem University College, and I want you to know that my colleagues will be lifting you in prayer in the weeks leading up to the semester. It is our joy to welcome you and serve you in the season ahead, may God continue to give you feet for the path ahead!

With Great Expectation!



Rev. Dr. Oliver Hersey

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Resources at Jerusalem University College

LOCATION

Jerusalem University College's campus is located on the southwestern edge of the historic Mount Zion in the heart of Jerusalem overlooking the Hinnom Valley. Just minutes away on foot from both the Old and New Cities of Jerusalem, the central location of the campus facilitates easy access for students to the city's many educational and cultural institutions.

From the Jerusalem campus the students travel to all parts of Israel, Palestinian Territories, Jordan, and more to study the biblical texts in their original settings. Whether students have come to Jerusalem University College to learn geography, history, archaeology, language, or modern socio-religious developments, they will have the opportunity to experience the land of the Bible as a unique and dynamic classroom full of lessons to learn.

LIBRARY & COMPUTER LAB

The Jerusalem campus has a library located on the third floor of the main building. It houses approximately 14,000 books, over 50 periodicals, a slide collection, and a rare book collection. The specialized nature of the library covers fields including biblical studies, history, historical geography of the ancient Near East, Hebrew, and other Semitic languages, ancient Near Eastern and modern Middle Eastern cultures, religions, and archaeology.

Jerusalem University College also partners with libraries of other local institutions in Jerusalem to expand student's access to written materials. Students and faculty members can access the libraries of the Ecole Biblique, the Albright Institute, The Hebrew University, and the Jewish National Library.

The computer lab is located on the second floor of the main building. A JUC computer loaded with Accordance Bible Software is available for use along with the student printer. Students are supplied with a stack of A4 computer paper at the beginning of the semester. This paper may be used to print using the student printer. Additional paper may be purchased from the Administration office or from a local shop.

ARCHAEOLOGY

In the Academic Building there is a pottery collection on permanent loan from the Israel Antiquities Authority. This collection contains complete vessels, restored vessels, and other artifacts dating from the Early Bronze Age through the Early Arabic Period, with flints from the Paleolithic and Neolithic Periods. Additionally, Jerusalem University College hosts the Lanier Center for Archaeology Lab which contains numerous restored vessels and other artifacts from Tel Gezer dating from the

Bronze Age through the Iron Age. Students will have the opportunity to handle these materials during classroom sessions.

RECREATION

The campus in Jerusalem has several recreational features including a volleyball area, basketball hoop, ping-pong table, modest gym, lawn games, and a student lounge with a TV and HDMI hook up. There is a large grass area in the garden for students to enjoy along with a variety of seasonal fruit trees, flowers, and two covered pergolas with internet access ensuring there are beautiful places to relax or study outdoors. In the student lounge there is an electric piano and guitar available for student use, along with board games and leisure novels to read.

In addition to the on-campus features, there are swimming pools, gyms, running/bike paths, basketball courts, soccer fields, parks, zoos, and other recreational facilities within walking distance from campus. Across the Hinnom Valley is a YMCA for those interested in paying for a membership or one-off exercise classes. Movies, theater performances, concerts, and other frequent cultural events are held throughout the year that are within walking distance from campus.

WORSHIP

During the fall and spring semesters Jerusalem University College offers a weekly Shabbat Dinner on Friday followed by a Vesper Service. Depending on the weather and the size of the group, we will gather either outdoors or in one of our indoor areas. Students enrolled in the Long-Term Academic Programs are encouraged to bring musical instruments if they desire to assist in leading worship. Please see a partial list of local churches at the end of the Student Handbook

PRE-ARRIVAL

All incoming students must submit the [HOUSING FORM](#) and [TRAVEL FORM](#).

Billing

All students must agree to [JUC's billing policy](#) prior to each semester when registering for classes.

Mapping Materials Package (Pre-Israel Assignment for students enrolled in GEO 5/311)

JUC desires you to be well-equipped to make the most out of the academic and spiritual investment you are preparing for. After submitting your deposit, students enrolled in Geo 5/311 Physical Settings of the Bible will be sent a Mapping Materials Package in the mail. You will use these maps in the classroom and field throughout your program.

It is important that you complete these materials before beginning your program. To do so, you will follow the instructions in your mapping packet. You should also be prepared with a set of colored felt-tipped markers or colored pencils (specifically red,

orange, yellow, green, blue, purple, black, and brown). Please estimate approximately 40 hours to mark your maps. You will use the [Regional Study Guide](#) to complete your maps. More information about how to use and access the [Regional Study Guide](#) will be emailed to you and sent in your Mapping Materials Package.

Travel to Israel

We're glad you have chosen to become a part of the community of Jerusalem University College. Let us be the first to welcome you to Mount Zion!

The following information is critical to review as you prepare for and make the most of your time at JUC. It is designed to answer your questions, explain our services, and help make your stay in Israel enjoyable and enriching. It will also clarify our expectations for our students' conduct and lifestyle while living in Israel or visiting the Palestinian Territories and Jordan. Please read it thoroughly before you arrive in Israel and refer to it during your studies at JUC.

It is our desire that you will experience God's richest blessings while you study at Jerusalem University College!

Entry Visas and Visa Renewal

All students traveling to Israel must have medical insurance that covers them during their program. Students should check with their insurance provider to see if their travel to Israel is covered. If it is not, supplemental insurance must be purchased. There are numerous student and/or travel policies available. While JUC makes no recommendations on which policy to choose, previous students have used the following services <https://www.faithventures.com/compare-plans/> and <https://insurancefortrips.com/>

All students who will be attending Jerusalem University College for one semester or more are required to obtain an A/2 student visa prior to arriving in Israel. (If you have a spouse or child accompanying you, they must each acquire an A/4 visa.) The application for your visa must be made first by the staff of Jerusalem University College at the Ministry of Interior in Jerusalem. JUC will initiate the visa process on behalf of students approximately three months prior to the semester start dates. **Do not attempt to initiate a visa application with any of the Israeli Consulates / Embassies on your own because it will interfere with our application process in Jerusalem.**

Once the student visa has been approved by the Israeli Ministry of Interior in Jerusalem, their information will be sent to the Israeli Embassy or Consulate that is responsible for the student's jurisdiction. **The student is then responsible for obtaining their student visa sticker in their passport directly from their Israeli Consulate or Embassy.** Some Consulates and Embassies allow students to mail in their documents, others require students to come in person. **Students should plan to be at the residence they indicated on their application during the month prior to**

semester start date to complete this process. Detailed instructions including when to submit documents will be provided to students during this process. **Students cannot be in Israel during the visa process (three months prior to the semester start date).**

SHORT-TERM STUDENTS

A list of countries from which citizens are exempt from obtaining a visa prior to entering Israel is listed here: <https://www.gov.il/en/pages/tourist-visa-table>. If you are a citizen of a country not listed as exempt, you must apply for and receive an entrance visa from the nearest Israeli Embassy or consulate prior to arriving in Israel.

For more information, please see “Additional Visa Information” in the Additional Information Resources section of the Handbook

Passports for all students and accompanying family members must be valid for six months beyond the anticipated program completion date.

Arrival in Israel

We will be in touch with you before you come. If you will be at a different physical address than the one shown on your application before arriving in Israel, or if your email address is different than the one shown on your application, please let us know

All students in the Long-Term and Short-Term Academic Programs, including Group Leaders facilitating a Study Abroad experience or Short-Term course should read the following information closely prior to arrival at Ben Gurion airport in Tel Aviv. The following sections provide guidance for your travel to Israel and study at JUC.

Student Visa process, plan

Planning Arrival and Departure Travel Dates

- a) All students and groups should plan to arrive on the scheduled “Arrival Day” for the specific Academic Program being completed.
 - Early arrivals are not accommodated on campus and students will need to find alternate housing in Jerusalem (see above section on “Orientation”).
- b) All students and groups should plan to depart by 19:00 on the scheduled “Departure Day” for the specific Academic Program being completed.
 - Late departures scheduled after an Academic Program has concluded may be requested *1 month in advance* of the “Departure Day.” Requests will be considered and are subject to space and staff resources available. Requests can be submitted directly to the Reception Desk and students will be required to pay the overnight fee per the “Overnight Guest” schedule listed above.

There is one major airport servicing Israel in Tel Aviv—Ben Gurion International Airport. To assist you with what to expect, we encourage you to review the following:

Pre-Departure Information

- a) We suggest having copies of all your paperwork—organized and in one easily accessible spot—with you as you travel. If you are a Long-Term student, the airline agent checking you in at your outbound airport may ask to see your student visa and/or return flight information.

Arrival at Ben Gurion Airport

- a) Once you deplane, follow signs to Baggage Claim.
- b) At the end of the hallway, you will see several narrow gray kiosks. Stop at one of these kiosks and scan your passport to receive a small blue Border Control permit.
- c) Continue walking around the upper circular hallway until you enter a long corridor. This long open corridor will take you to Passport Control.
- d) Enter the line for “Foreign Passports.” Typically, the passport agent will just look for your student visa and Border Permit (this is the little ticket you just received at the gray kiosk) and then let you pass through.
- e) If you are asked where you are studying, it is important that you refer to Jerusalem University College by our Hebrew name: “*HaMachon Amerika’*” (pronounced *ha-muh-HONE uh-mer-i-KAI*) or “The American Institute.” For more on this name, please review the “History” and “Status” sections in the Academic Catalogue.
- f) You will receive a gate pass to enter Baggage Claim. Go to the Baggage Claim to collect your checked luggage. Once you have your luggage, go through the Customs Corridor labeled “Nothing to Declare.”

To get to our campus from the Ben Gurion Airport, follow the instructions below:

1. Take the Jerusalem Shuttle Service (Nesher Sherut) to JUC. The easiest way to get to campus from the airport is by taking a *sherut*, which is a shared taxi for 10 people ([click here](#) to see what they look like). *Sheruts* run 24-hours a day, including Shabbat, and the cost is \$20 (USD) or 73 shekels per person. You do not need to tip your driver. The *sheruts* are lined up waiting outside Ben Gurion airport. To find them, exit the airport and look for yellow-white vehicles that resemble a van. *Sheruts* are different from regular taxis, which typically cost 300+ shekels (\$100+).
 - a. Tell the *sherut* driver that you want to be dropped off at The American Institute on Mount Zion. If they do not recognize the name, you can tell them the Hebrew name: "Machon Amerikai." To avoid any additional fees, wait for the seats to be filled before leaving. Then, prepare to hand payment to the *sherut* driver after arrival at your destination, when your bags are unloaded.



2. Walk from your drop-off point to the JUC campus. Avoid using GPS or online maps. They are unreliable when navigating to JUC. If you have trouble locating the campus, please call us: School office: +972-2-671-8628
3. Ring the button at the campus gate. Ring the button for “JUC Office” or “Yard.”

Orientation

Students enrolled in either the Long-Term or Short-Term Academic Programs should plan to participate in the scheduled orientation program.

- a) *Fall Semester* - For students enrolling in the fall semester, this happens typically during the last weekend of August and throughout the first week of courses in September.
 - Friday is “Student Arrival Day”
 - Saturday and Sunday are “Orientation”
- b) *Spring Semester* - For students enrolling in the spring semester, this happens typically during the last weekend of January and throughout the first week of courses in February.
 - Friday is “Student Arrival Day”
 - Saturday and Sunday are “Orientation”
- c) *Short-Term Program* - For students enrolling in a Short-Term course, orientation is on the first day of the course per the schedule provided.

During orientation students are introduced to the mission, academic, and spiritual dimensions of Jerusalem University College as well as what to expect in terms of life and culture in Jerusalem, and specifically on campus for those living in-residence.

All students—both new and returning—for the Long-Term Academic Programs are required to participate in orientation weekend. This ensures that a strong community is built through the returning students who can provide insight, care, and support for new students matriculating into the program. Orientation is optional for the spouses of Long-Term students and we encourage them to participate if their schedule should allow it.

Note, students living on campus who arrive to Israel prior to the date campus housing opens must arrange their own housing in Israel until campus officially opens on Student Arrival Day, for more information about packing, please see the “What to Bring?” section at the end of this handbook

Reception Desk & Office Hours

The Reception Desk is open Monday through Friday and the hours are subject to change depending on the number of students enrolled. Students may find answers to many of their questions at the Reception Desk as well as make payments with the

Registrar for field studies and other items desired from the Oasis. For urgent needs outside of Reception Desk & Office Hours, students should contact the Director of Student Services, or whomever has been appointed.

Oasis Store

The Oasis is a place where students can study. Often student groups decide to meet there for group work. Students may purchase snacks (e.g., chips, ice cream, candy etc.) and drinks (e.g., iced coffee, soft drinks, juices etc.) during Office Hours. Additionally, there is a small selection of books, maps, stationery etc. to purchase. Most items sold at the Oasis are sold at a discounted price that will be lower than what one would pay at stores in Jerusalem.

Student Identity Card

Long-Term students will be issued a Jerusalem University College student identity card within the first two weeks of the semester. Students may also obtain an International Student Identity card before coming to Israel. This card may help you to save money in various ways, including insurance coverage. Students can apply here <https://www.isic.org/>.

Communications

Email

Jerusalem University College uses email as a primary and official mode of communication. All Long-Term and Short-Term students are responsible for reading and, if necessary, responding to emails they receive from Jerusalem University College in a timely manner. Given the time sensitivity of communications, students agree to keep their student record up-to-date with Jerusalem University College—this includes current physical address, email address, and phone number. Such personal information may be updated through the JUC Portal.

WhatsApp

A primary application we use for informal communications and notifications for students and staff is WhatsApp. All students who have a smartphone will want to download WhatsApp *before they travel to Israel*. Please note that connecting WhatsApp to your phone number requires that you are in a place where you have cellular service from your current provider. If you wait to download the WhatsApp application until you arrive in Israel, you will likely be unable to make any use of it until you return to your home country for a break.

During the Long-Term and Short-Term Academic Programs Jerusalem University College utilizes WhatsApp for both general community updates as well as emergency notifications. There are at least two separate WhatsApp Groups at any given time for students for these two mentioned purposes. All students are responsible for information communicated via WhatsApp.

To join the WhatsApp JUC Emergency Line, please scan the following QR code. Each new member to the Emergency Line will need to be approved by Jerusalem University College administration. Please note only the assigned persons are permitted to post on the JUC Emergency Line. Disregard for this policy will result in removal from the group.

Messages on the Emergency Line serve to keep the local on campus students, staff, and faculty informed and up-to-date with security information and announcements. These can range from “Non-Emergency Updates” about a situation far from JUC that warrants some level of attention to “Emergency Updates” notifying students of something more urgent that warrants higher levels of attention and possible immediate action to ensure safety is pursued. More information about this will be covered in your respective Academic Program Orientation.



All other WhatsApp JUC Chat Lines that are committed to local and general community announcements are created during Orientation periods for Long-Term and Short-Term Programs.

Class Cancellation

In the event of an unexpected class cancellation, a member of the JUC administration and/or your instructor will inform students via email and/or WhatsApp.

Mail

Student mailboxes are located in the JUC computer lab. Physical mail (including returned assignments) will be placed in the box corresponding with the students' last name.

Passport

The main way to communicate your identity to local agencies, organizations, and authorities is through your passport. Students should always carry a copy (e.g., picture on phone) of their passport and visa when they are off campus. Students will need the actual passport when traveling in and out of Palestinian Territories and/or the country (e.g., from Israel to Jordan). Please keep this in mind for field studies that require this.

Friday AM

During the Fall and Spring semesters in the Long-Term Academic Program a weekly communication is sent out to all students, parents of students, and certain alumni. The weekly communication is sent out on Friday midday and seeks to keep students and stakeholders up to date on what has happened during the past week and what is about to happen in the week ahead. Students are encouraged to forward the message to their parents and other family supporters as there are often pictures and highlights from the various places students have visited during their course of study.

JUC Portal

Prospective students can submit application materials and track their application status on the JUC Portal. Current students can utilize the JUC Portal to view their grades, pay invoices and apply for scholarships.

Counseling Services

To ensure the welfare of students at Jerusalem University College, counseling services are available upon request and during select hours. Graduate studies are challenging, and perhaps even more when done in a foreign abroad context. Students wishing to speak about personal issues or concerns should contact the Student Counselor to set up an appointment. In the event that JUC does not have a Student Counselor on staff, students are encouraged to speak to an advisor, dean, or instructor.

Employment on Campus

Students on an A-2 Visa (and their dependents on an A-4 Visa) are not permitted to work in Israel, for an Israeli company such that they are being paid in the NIS. Graduate students who live on campus and are seeking to help offset their educational costs are encouraged to apply for the Serve-Study Program Scholarship. This generous scholarship program may be combined with other merit-based scholarships offered at Jerusalem University College. To learn more about the Serve-Study Program and to apply for this scholarship, students should visit [JUC's website](#).

Financial Aid

Jerusalem University College provides several forms of Financial Aid for Undergraduate and Graduate students enrolling in the Long-Term and Short-Term Academic Programs. Students should [visit the website](#) to learn more about various scholarships and financial aid resources that are currently available. Students may also seek to set up an appointment with the VP of Business and Institutional Relations to discuss payment methods for Long-Term and Short-Term Academic Programs.

Student Activities

Students enrolled in a Long-Term Academic Program at Jerusalem University College will meet the Director of Student Services and/or Student Life Coordinator when they arrive on campus. This person is a key contact who will be able to answer many of your questions. The Director of Student Services and his or her team will help you understand what you can do in the area and on campus for fun and leisure. Oftentimes there may be an activity planned for Friday afternoon such as a sports game or leisurely stroll through the surrounding neighborhoods. These activities are great ways to begin meeting new people and deepening relationships outside of the classroom.

Career Counseling and Placement

While JUC cannot guarantee graduates from the institution will find a place of employment or service following their academic achievements, the school does seek to help each student identify strengths, understand calling, and think about how God might want to use their education to serve in the Kingdom. Students will meet periodically with staff persons to discuss such matters and are also encouraged to participate in internships, seminar teaching, and other volunteer work that might help integrate their learnings with service. Students are also provided opportunities on occasion to shadow other instructors in the field and/or attend career workshops throughout their academic pursuits at Jerusalem University College

Administration

CAMPUS MANAGEMENT OFFICES

Facility

- | | |
|--|--|
| <ul style="list-style-type: none"> • Facility Manager <li style="padding-left: 20px;">○ Housekeeping <li style="padding-left: 20px;">○ Facility Assistant
 <li style="padding-left: 20px;">○ Facility Assistant
 <li style="padding-left: 20px;">○ Facility Assistant | <p>Mr. James Holt</p> <p>Mrs. Isra'a Inab</p> <p>Serve-Study Program Participant</p> <p>Serve-Study Program Participant</p> <p>Serve-Study Program Participant</p> |
|--|--|

Food Services

- | | |
|---|--|
| <ul style="list-style-type: none"> • Interim Head Cook <li style="padding-left: 20px;">○ Assistant Cook <li style="padding-left: 20px;">○ Kitchen Assistant(s) | <p>Ms. Grace Ramsek</p> <p>Mr. Tony Abu Lail</p> <p>Serve-Study Program Participant(s)</p> |
|---|--|

Information Technologies

- | | |
|--|-------------------------|
| <ul style="list-style-type: none"> • Director of IT | <p>Mr. Michael King</p> |
|--|-------------------------|

Reception

- | | |
|--|---|
| <ul style="list-style-type: none"> • Chief of Staff <li style="padding-left: 20px;">○ Administrative Assistant
 <li style="padding-left: 20px;">○ Administrative Assistant | <p>Ms. Nicole Ottavi</p> <p>Mrs. Suhair Khoury-Stephan</p> <p>Serve-Study Program Participant</p> |
|--|---|

STUDENT SERVICES

- | | |
|--|--|
| <p>Student Services Coordinator</p> <ul style="list-style-type: none"> • Student Life Coordinator | <p>Mr. Myungcheol Noh</p> <p>Serve-Study Program Participant</p> |
| <p>Director of Library and Registrar</p> <ul style="list-style-type: none"> • Library Assistant | <p>Ms. Nicole Ottavi</p> <p>Serve-Study Program Participant</p> |
| <p>Campus Security Officer</p> | <p>Ms. Nicole Ottavi</p> |

Students Bill of Rights

1. The students of this University shall have the right to the Christian exercise of personal liberties.
2. The right of a student to the ethical expression of opinion shall not be denied.
3. The right of students to peaceably assemble shall not be denied.
4. The right to petition the University administration shall not be denied.
5. Neither the residence of a student on this campus may be searched nor property not in sight seized without the authorization of the Chief of Staff or a designated representative. Probable cause is necessary before the authorization of the search of a student's room is granted. A written search and seizure warrant shall be given to the student whose room is to be or has been searched if he/she is not present. Current civil guidelines and restraints shall be followed before the person of any student is searched. This right in this section does not preclude the regular inspection of rooms required by JUC policy.
6. Upon being accused of any violation of a written University rule, the right of a student to a fair and speedy hearing, to know the accusations against him or her, with due process to be followed, shall not be denied.
7. The rights contained in this article shall be published in the Student Handbook.

JUC Community Code of Conduct

As a small and close knit community JUC supports policies, procedures, and actions to facilitate healthy living among its members. These boundaries are guided by our commitment to uphold biblical principles of conduct, our status witnesses and visitors in the land, and practices that promote considerate community interaction. As such, JUC students are responsible for knowing and abiding by the standards; however, this cannot be our only guide as we must ultimately seek to nurture an environment where our lives reflect Christ in all that we do.

We desire to empower students to exercise spiritual discernment in daily choices that honor God through personal thoughts, actions, and lifestyles. As adult students living as guests in this land, we make small decisions every day that move us closer to or further away from God, our brother and sisters, and our community. Our goal is to be self-disciplined and to encourage one another in our Christian walk. As such, there may be occasions when assigned JUC staff are responsible to provide counsel and/or discipline to students who, in the University's sole judgment, do not follow the stated policies of student conduct or the expressed principles and expectations of the University.

Biblical Foundations for the Community Code of Conduct

There are four core pillars informing JUC's Code of Conduct. We recognize that there is much we hold in common as a community of believers. We also understand that we come from a variety of cultural backgrounds, convictions, and perspectives that influence the ways we think about inward convictions and outward behaviors. As a

community, JUC is founded on historical biblical principles that guide us in being the people of God so that we may do the work of God.

1. We seek to love God with our whole heart, mind, and soul.
 - a. At JUC we want to live our lives to the glory and honor of God, daily conforming ourselves to the image of Christ, and recognizing the Lordship of Christ in everything we do and experience (Deuteronomy 6:4-8; Mark12:30-31; 1 Corinthians 10:31; Colossians 3: 17). We want to worship the LORD as He invites us to do throughout our days on earth (Matt. 22:36-38; 2 Corinthians 5:10). We love God when we commit ourselves to obeying His Word.
2. We seek to love our neighbors as ourselves.
 - a. We desire to following Jesus' example and command to love people graciously. Love guides and determines our relationships with people even when we may not agree with their thinking or life choices. When we love we pursue kindness and welfare for those around us (Leviticus 19:18; Mark12:30-31; Matthew 22:39- 40; John 15:12-17; 1 Corinthians 13).
 - b. We aim to serve our neighbors by responding and working to alleviate pressing problems such as poverty, hunger, human trafficking, disease, illiteracy and racism (Matt. 7:12, James 1:27). Students at JUC are in a unique position living as guests in the land. In humility we lay down our "rights" to serve and love those around us.
 - c. We desire to use our resources, skills, and talents for the pleasure of God our creator and for the benefit of our neighbors (Romans 12:3-8).
3. We seek the Spirit's ongoing transformation of our lives.
 - a. Christ calls us to be in the world but not of the world. We lean into the Spirit's wisdom to renew and transform our lives on a daily basis so that we can be more like Christ (Romans 12:1-2; Titus 2:11-14; John 2:15- 17).
 - b. We believe the instruction and wisdom in the Scriptures, coupled with the sanctifying work of the Holy Spirit, can guide us toward growth, health, and embodiment of the the attributes of Christ (Proverbs 15:22; 2 Timothy 2:22; Galatians 5).
4. We seek to build community where life is done together on Mount Zion.
 - a. We believe that we each have a responsibility to each other. Together we commit to truth telling and carrying each other's burdens gently. We pursue transparency, vulnerability, and honesty in our relationships. We aim to confess and forgive one another on a regular basis understanding that all are in need of this daily. (1 Corinthians 1:10, 9:19-23, 10:23-11:1; Galatians 6:1-2; 1 Thessalonians 5:14).
 - b. As a diverse community of believers, we aim to respect one another. While certain activities are expressly prohibited in the Scriptures there are some activities that become a matter of individual interpretation and context. We must take care not to condemn one another or ignore our conscience (Romans 14:1- 23).

Covenant Responsibilities for the Community Code of Conduct

The biblical foundations for our Community Code of Conduct naturally invite us to be aware, responsible, and committed to living a certain way at JUC in Jerusalem. These items form our Community Code of Conduct and all students and staff who live at JUC are expected to sign this covenant indicating they understand the context, foundations, and expectations of JUC's Community Code of Conduct.

Diverse Context in Jerusalem

- The JUC community is comprised of students, faculty and staff from a wide variety of Christian and sometimes non-Christian backgrounds. We treasure this diversity as we deepen our knowledge of God and his Word through immersive study of the contexts of the biblical world and the Middle East and equip students for academia, ministry and global service. All members willingly choose to become a part of this community, and upon making that choice, commit to growth as they purposefully and intentionally live to love God and serve others.

Christ's Ambassadors in Jerusalem

- JUC is known in Jerusalem and Israel as a vibrant Christian University in the Holy Land. We are known for the local impact we have made over the decades for both the State of Israel and the local Jews and Arabs who call this place home. For this reason, it is important that we set a strong example of how our Christian faith is expressed that also takes into consideration the context, cultural norms, and customs of the Middle East. Please help JUC continue to make a positive impression that blesses the land and those around us thereby ensuring we continue to serve as Christ's ambassador in Jerusalem.

Community Standards and Expectations

For the duration of their tenure at JUC, students and staff pledge to abide by the following community standards and expectations:

1. Demonstrate personal, social, academic, and professional integrity: avoiding destructive behaviors such as lying, plagiarism, cheating, slander, profanity, intimidation, fighting, violence, abuse, gambling, hazing, drunkenness, violations of local, federal, and/or state law, etc.
 - a. Academic Integrity: Students and staff are expected to maintain high levels of academic honesty as people of Christ. Submitting someone else's work as your own (without proper citations, identifying particular research, copying, etc.), or otherwise cheating is dishonest and is not congruent with a Christian life. Please see the Academic Catalogue for JUC's full policy on plagiarism.
 - b. Conduct Unbecoming of a JUC Student: We have high expectations for our students and believe that you have high expectations for yourselves. Students involved in behavior that reflects negatively on their Christian character or on the JUC are subject to accountability that guides towards redemption and reconciliation, whenever possible.

2. Demonstrate personal, social, and professional self-control and respect.
 - a. Alcohol, Tobacco, and Drugs:
 - i. JUC students are prohibited from consuming and/or storing alcohol on campus and prohibited from entering campus while intoxicated. This includes dormitories, public spaces, and the cemetery. This policy also applies to all students and JUC personnel on all field study activities and in all places where a JUC groups stays on field studies.
 - ii. JUC students are prohibited from smoking on campus in all of its forms (including the nargileh), vaping, or chewing tobacco. This includes dormitories, public spaces, and the cemetery. This policy also applies to all students and JUC personnel on all field study activities and in all places where a JUC groups stays on field studies.
 - iii. The use of illegal drugs, including marijuana on or off campus, is prohibited.
 - b. Respect of Neighbors: The expectations of living as guests in the Middle East are further defined in Below in “Middle Eastern Standard of Conduct.” We understand that our standards may be contrary to the worldviews of our neighbors, and we do not seek to antagonize or disrespect those whose views differ from our interpretation. As representatives of Christ, we seek to lay down the freedoms we have in Christ to best love our neighbors. We expect that all members, voluntarily choosing to be a part of JUC, will be able to live within these standards. Activism against or disregarding these community standards is a violation of that commitment.
 - c. Conflict Resolution: We believe in following Biblical direction as found in Matthew 18; if you have concern about the behavior of another member of the JUC community, ideally you will be able to go to that person for resolution. If that is not possible or it has not resolved the situation, then we encourage you to talk with the Student Life Coordinator, or the Student Services Coordinator. If the matter is not resolved satisfactorily within a reasonable period, then contact the Chief of Staff. Please see JUC’s Grievance Policy for more information.
 - d. Harassment, Intimidation, or Bullying: The University prohibits any gesture, image, written, verbal or physical act (including social media and texting) that (a) is motivated by any actual/perceived characteristic such as race, color, ethnicity, religion, sex, gender, and mental or physical disability; and that (b) is understood by a reasonable person to have the effect of mentally or physically harming a student, damaging the student’s property, or placing the student in reasonable fear of harm to his person or damage to his property; or that (c) has the effect of insulting or demeaning any student or group of students. See JUC’s website for the full Anti-Harassment Policy.

- e. Inappropriate Language, Pictures, or Media: Inappropriate written, spoken, or posted words (including pictures, photos, clothing, or language) are not acceptable. This includes, but is not limited to, possession or display of pornographic and/or sexually suggestive material, derogatory racial/ethnic material on university property.
- f. Lying/Withholding Information/Fraud: We expect students to be honest and truthful. Purposefully misrepresenting information, withholding requested information and/or filing false information undermines your integrity and may result in suspension or dismissal, depending on the severity of the lie.
- g. Nondiscrimination: JUC strives to maintain a God-honoring environment, which promotes care for the community, is committed to diversity, and respects the dignity and concerns of others. Violations include but are not limited to: any conduct that discriminates on the basis of, race, ethnicity, national origin, sex, disability, age, veteran status, or any other protected legal status in matters of admissions, employment, housing, educational programs or activities. See JUC's website for the full Nondiscrimination Policy
- h. Physical Aggression/Assault: Pushing, striking, or physically assaulting another person is prohibited. JUC reserves the right to review alleged incidents of self-defense, in light of physical aggression.
- i. Pranks: Activities that could be interpreted as degrading to others or potentially endanger individuals, animals or property are prohibited.
- j. Respectful Behavior: We expect all community members to show respect to each other. Conduct that is disrespectful or intentionally disruptive is unacceptable. When a student or guest exhibits behaviors that cause concern or could be considered a threat to others or to University property, JUC reserves the right to restrict access to the campus. Students have a right to ask questions, seek information and assistance, or to express dissent in a respectful way that maintains dignity and rights of others in the educational community.
- k. Unauthorized Recording: No student may make an audio or video recording of any person(s) on University premises in bathrooms, showers, bedrooms, or other premises where there is an expectation of privacy with respect to nudity and/or sexual activity. Students are also expected to respect the reasonable expectations of privacy of other individuals within the JUC community. Additionally, students are not permitted to make an audio or video recording of private, nonpublic conversations and/or meetings on University premises, without the knowledge or consent of all persons in the recordings.

1. **Complying with Sanctions or Directives:** Out of respect, students are expected to immediately and fully comply with reasonable and legitimate directives from JUC staff and faculty (including administrators, faculty, staff and Student Life Coordinator), as well as community/state law enforcement personnel.

Please note, in addition to JUC policies, students from other schools who are enrolled temporarily at JUC are expected to continue abiding by the regulations and expectations of their home institution.

Students who engage in behavior that conflicts with the community standards are subject to discipline.

Personal Relationship with Christ

To maintain a rootedness in the biblical foundations undergirding our Community Code of Conduct, it is important to pursue various spiritual disciplines. Let us spur each other on to be in relationship with Jesus Christ through worship, prayer, and meditation.

- *The Challenge Ahead:* As students at a graduate institution with many weekends spend in the field, it can be difficult to find a rhythm of sabbath rest, but the Psalmist reminds us of the importance to take a break from studying to “Be still and know that I am God.” We know that in a Christian university, with the pressures and demands of academics and community living, the danger is to study about God without really knowing Him. All members of the community are encouraged to find a daily and weekly rhythm to spend time in prayer, the Word, and in rest.
- *Shabbat Dinner & Vespers:* One way to remain grounded each week is to participate in the Friday Shabbat Dinner and the Student led vespers services that follows.
- *Local Church:* Students are also encouraged to attend and get involved in one of the many local churches in Jerusalem. There are a variety of places to worship at different times throughout the week and we hope you will find time to visit and be edified in these communities.

Campus and Personal Security

The campus in Jerusalem is nestled on the relatively quiet southwestern corner of modern Mount Zion. The campus has three main entry points: the cemetery, a garden gate, and the main front gate entrance. Students, staff, and faculty only need to use the front main gate. All other gates remain securely locked. The grounds of campus are monitored by closed circuit cameras. While cameras are not monitored 24/7, they are monitored periodically throughout the day and evening hours by staff serving Jerusalem University College.

Emergency Response

If there is an emergency, students, staff, and faculty who are first to respond to the situation should immediately call one of the local emergency contacts listed here:

Emergency Phone Numbers for JUC Staff	
JUC Office	02-6718628
Nicole Ottavi	050-8299540
Dr. Oliver Hersey	058-5087048

Emergency Phone Numbers for First Responders in Israel	
Police	100
Ambulance	101
Fire	102

First Aid

Full time staff and certain instructors at JUC are periodically trained in Basic CPR and First Aid. All staff and instructors on field studies carry a red med kit on the bus. The med kits are stocked with a variety of medicines, bandages, and other resources for first aid care.

Automated External Defibrillator (AED)

In the Dining Hall on one of the central pillars there is a clearly marked AED. This device should only be used on a person who is experiencing sudden cardiac arrest. Symptoms are immediate and drastic and include no breathing, gasping, unresponsiveness, unconscious and low or no pulse. The AED is designed to speak to the user and walk them through the steps for administering services. For more related to “Student Sickness” or “Hospitalization” please see the “Additional Information and Resources” section at the end of the Student Handbook.

Fire Extinguishers

Throughout campus, there are fire extinguishers for use in the event a small fire begins on campus. These are annually checked, and staff are adequately trained in how and when to use them depending on the type of fire in view.

Emergency Protocols

Staff and faculty remain briefed on current Emergency Protocols. These include an Evacuation Protocol, Active Intruder Protocol, and General Emergency Response Protocol. As necessary, Long-Term students are informed about pertinent sections of these protocols during Orientation Weekend.

Jerusalem Advisory Council

Decisions to go on field studies or to cancel them based on tensions that develop are made in consultation with members of the Jerusalem Advisory Council together with others who form the Risk Assessment Team for Jerusalem University College. A list of those who serve on the Jerusalem Advisory Council can be found in the Academic Catalogue.

Main Gate

Students and guests visiting campus are responsible to ensure the Front Main Gate is securely closed when they leave the premises. At times big gusts of wind may prevent this, so students are asked to ensure the gate has truly closed and is secure. Entry is only possible by using the blue key fob or by ringing the Main Office during the Office Hours.

General Emergency Response Protocol

1. As a result of the current political situation, the following security protocol must be followed:

- a. If an air raid siren sounds in Jerusalem **and you are on campus**, proceed immediately to the nearest JUC designated Safe Zone. These include:
 - i. The Lower Level of the Academic Building
 - ii. The Student Lounge
 - iii. The Hallway of the South Dorm near the Kitchen Lift.
 1. Students will receive a text update on JUC's Emergency WhatsApp chat line directing them to the safe zones and providing information and next steps.

- b. If an air raid siren sounds in Jerusalem or any other terrorist activity occurs in the city, **and you are off campus**, you must move to a safe location (e.g., public building; restaurant; store; police station; church; etc.). *Safe locations are ones that are away from glass and fuel.* Once in a safe location, do one of the following:
 - i. Send a message on the JUC WhatsApp chat stating your name, your current location, and the word "SAFE."
 - ii. If you are unable to send a text message, you must telephone JUC on any of the emergency phone numbers listed below or email: nicoleottavi@juc.edu
 - iii. If you cannot complete the above, you must return to campus as soon as possible following the ten-minute safe period and report to JUC staff in the lower Academic Building, at the office during office hours, or at Hersey's apartment if after office hours.

- c. Additional Information about Security Matters:
 - i. Air Raid Sirens operate in conjunction with the Iron Dome. As rockets are detected, their targets are identified and the air raid notification sounds. There is 90 seconds for one to find shelter as the rocket makes its way into the target airspace.
 - ii. The Iron Dome intercepts roughly 98% of rockets fired and it will sound like a big fire work overhead. The 2% that are not intercepted are often intentionally not intercepted because the target destination is an uninhabited wilderness and remote area.
 - iii. Following the siren, the recommendation is to remain in place for 10 minutes.
 - iv. The WhatsApp "JUC Emergency" chatline for Long-Term semester students is a line of communication that will relay pertinent security updates about Jerusalem. In most cases, the information sent is "Non-Emergency" but important safety information.
 - v. In addition to the Personal Security Information here, JUC staff and faculty remain briefed and up to date on the "General Emergency Protocol," "Evacuation Protocol," and "Lockdown Protocol."
 - vi. There will be an additional meeting about security in the first week of the semester so that JUC students can remain up to date on these protocols while the country remains at war.

2. If someone on campus, or on a field study has a life-threatening injury or emergency medical need. Please dial 101 or one of the other emergency phone numbers listed above for first responders.
3. If someone on campus is experiencing cardiac arrest, there is an AED (Automated External Defibrillator) in the Student Dining Hall on one of the center columns. The AED will walk one through the execution steps. Please tell someone to dial 101 for an ambulance as you activate and use the AED.

Middle Eastern Standard of Conduct

Why this Matters

JUC is known in Jerusalem and Israel as a vibrant Christian University in the Holy Land. We are known for the local impact we have made over the decades for both the State of Israel and the local Jews and Arabs who call this place home. For this reason, it is important that we set a strong example of how our Christian faith is expressed that also takes into context the cultural norms and customs of the Middle East. Please help us continue to make a positive impression that blesses the land and those around us.

In the more conservative parts of Jerusalem (Arab and Jewish) people do believe that there is a direct connection between what a woman wears and what she is communicating about her sexual availability, and they see no problem in acting accordingly. Although we do not agree with this perspective, it exists and we must work within it to ensure personal safety. For the protection of JUC students and JUC's relationship with our neighbors, students are asked to abide by the following guidelines.

1. All students, but particularly women must take care and remain vigilant when out alone. If you encounter harassment locally, please report it immediately to a JUC staff member. There are steps we can take to address these occurrences if we are notified in a timely manner.
2. Do not go off into the city alone when you first arrive. It is easy to get lost or victimized in some way.
3. Be particularly vigilant if you are out alone at dusk or in the evening. You may wish to travel in groups of two or three or more during these times. Remain aware of your surroundings and consider not walking earphones in your ears.
4. Women should avoid eye contact and talking to all unknown men and boys on the street. This is not being unfriendly - it is just being wise. Any conversation can be seen as an opening for improper behavior. Asking you a question like, "What time is it?" may also be an excuse to get close enough to touch you. No Orthodox Jewish or Muslim man should even look at a woman let alone engage her in conversation. If someone tries this, they are not looking out for your best interest. We recommend you do not respond and keep walking.
5. Observe culturally appropriate dress guidelines below. We recommend no shorts in the Old City. Please do not go shirtless anywhere.
6. Be sure you have the name, address, and phone number (including the emergency numbers) of JUC on you before you leave campus. Keep this information saved on your phone and/or in your purse/wallet.

Culturally Appropriate Dress Code Guidelines

The following section reiterates statements and agreements that all students signed in their application to JUC as it concerns dress code and sensitivity to the cultures we will encounter. There is a more detailed section following the packing list that can be found toward the end of this Student Handbook.

Because we seek to be a witness to Jesus Christ, our way of life will naturally serve as an expression of our Christian faith. We want to also express our faith with a sensitivity to the cultures that we encounter in the classroom, on campus, and in our journeys throughout Israel and other parts of the Middle East. The way one dresses in the Middle East can be an expression of one's faith and values. We want to be the strongest witness we can by being culturally sensitive and abiding by the following:

1. Short shorts and short skirts are not allowed either on campus (in public areas) or off campus. Shorts and skirts should be mid-thigh or longer. When visiting more conservative or orthodox neighborhoods (Arab, Jewish, or Christian), we recommend you wear pants or skirts past the knees or longer.
2. When in the Old City, we highly recommend you do not wear shorts.
3. Walking shorts are allowed on campus and on certain field trips but need to be at least mid-thigh in length.
4. Please do not wear low-cut necklines or shirts with exposed midriffs.
5. When in and near East Jerusalem and the orthodox neighborhoods of West Jerusalem, we recommend women wear tops with short sleeves or longer (i.e., no tank tops).
6. Men should not go without shirts unless they are swimming.
7. Bare feet are not allowed in indoor public areas of the campus or in class. At times there may sharp loose stones that may cut your foot.

Special Notes

1. As noted above, in the more conservative parts of Jerusalem (Arab and Jewish), people believe that there is a direct connection between the way that a woman dresses and what she is communicating about her sexual availability, and they see no problem in acting accordingly. Although we may not agree with this perspective, it exists, and we must act accordingly because personal safety is involved. Moreover, your way of dress may affect general attitudes and/or behaviors toward others in the JUC community.
2. You will find many Israelis in less modest, more European, or Western styles of dress in Jerusalem and other parts of the country. To more conservative locals, this style of dress is often indicative of a secular lifestyle and liberal sexual mores.
3. Please note that if your dress is considered culturally insensitive—whether on or off campus, you may be reminded of this by an appropriate staff. Continued disrespect of our efforts to be culturally sensitive by means of dress code expectations may result in disciplinary measures.

Note on the Standard of Conduct Between Middle Eastern Men and Women

To reiterate the importance for being deeply aware of cultural realities in Jerusalem and the Middle East, please review the following directives as it concerns how you

can expect to be treated respectfully and for how you can show awareness of the local cultural norms in this region:

1. Spatial privacy is important between unrelated men and women. Please maintain your distance.
2. Touching members of the opposite sex is frowned upon unless married or otherwise related. Women should not allow Middle Eastern men to hold your hand, hug, or kiss your cheeks in greeting. Again, please maintain your distance.
3. Traditional Orthodox Jewish and Muslim men are taught not to even look at a woman, and therefore, they should not approach a woman not related or married to them.
4. Do not make eye contact with strangers. Do not answer questions such as “What time is it?” This invites further conversation.
5. Middle Easterners have definite ideas about what constitutes proper masculine and feminine behavior and appearance. They often do not approve of long hair on men or masculine dress and comportment by women.
6. Modest dress is important for women in these societies.
7. Women should not be alone with a man without other Western men or other Middle Eastern men and women present.
8. Cultivating social relationships with older men by younger women is not appropriate.

It is JUC policy that no student dates a local citizen while studying at JUC.

This standard of conduct is laid out with your safety in mind. Additionally, JUC, as a Christian institution on Mt. Zion, Jerusalem, seeks to respect the cultural norms of the society in which we are situated. We recognize that we are guests in the land and therefore desire to demonstrate hospitality and regard to our neighbors in the best way possible. We invite you to join us in this effort.

Campus Information and Policies

Housing

The campus on Mount Zion in Jerusalem has dormitory housing which accommodates up to 65 students each semester and up to nearly 100 students during the summer Short-Term Program. The campus is a beautiful and historical Jerusalem site built right into the bedrock. The age and stone construction of its building give it a stunning character and ambiance. The living accommodations on campus resemble those of the local community. Some of the luxury and modern conveniences present in the student’s home country may not be available in the same ways, or at all, while studying in Israel.

Students may indicate housing and roommate preferences prior to each semester or program. As space is available, students who select a single room will be given a private room and will be charged a supplement charge as indicated in the JUC fee schedule. On segments of courses that travel to Galilee, Arad, and/or Jordan, Jerusalem University College cannot guarantee students a double or private occupancy room. There are occasions when a student may expect a typical double occupancy room at a hotel when in fact it will be a triple occupancy room. It is our

aim to always honor a student's selection of "multiple" or "private" occupancy as indicated on a student's application.

Long-Term Program Students

- a) Second year Graduate Students enrolled in the Long-Term Academic Programs sometimes choose to find alternate housing in the Old or New Cities of Jerusalem.
- b) All students enrolled in the Long-Term Academic Programs who are single are required to live on campus during their first academic year at the university. Those who have resided in Israel, or elsewhere in the Middle East, for at least eight months prior to matriculating into the Academic Program may request permission to be exempt from this policy and live off campus.
- c) Married couples without children accompanying them may live on campus when suitable rooms and space permit. Students in this situation should contact the Jerusalem Office to inquire about this option.
- d) All students with children must arrange their own housing off campus. Exceptions to this policy are rare and are made on a case-by-case basis. Deciding factors considered include but are not limited to space availability on campus, risks associated with safety issues, and additional noise generated. Students may contact the Jerusalem Office to inquire about whether an exception is possible in their case.
 - There are very limited resources and services at Jerusalem University College for children. The age limit for children enrolling in a Short-Term course or Long-Term field study is 16 years old. By the time the course begins, the person must be 16 years or older.
- e) All students living on campus will be provided food for three meals a day. While most meals are served from the kitchen, some meals are served in the field, or as a continental breakfast.
- f) All students living off campus may purchase meals (including Shabbat Dinner) through the Jerusalem Reception Office once they arrive on campus. Meal pricing is listed at the Jerusalem Reception Office.
- g) All students living on campus in Jerusalem—both those returning and new—are required to move on campus on the Friday scheduled as "Student Arrival Day" of the semester and move off campus on the scheduled Departure Day(s) of the semester.
 - Students who have an extenuating circumstance that will delay their arrival must communicate with the Director of Student services no later than one month prior to the start of the semester and have their late arrival approved.
 - Orientation for the Long-Term Academic Programs takes place on the Saturday and Sunday following Friday "Student Arrival Day," which is prior to the first week of classes for the semester.

Short-Term Program Students

- a) All Students enrolled in the Short-Term Program select either on campus housing or off campus housing during registration. Jerusalem University College arranges the off campus housing for the entire course, including the local Jerusalem portion.
- b) Short-Term Students who select on campus housing will be placed in either a male or female dormitory room. As stated above, the dormitory rooms are all

- unique at Jerusalem University College and vary in size and capacity housing 4-12 persons in one room.
- c) Married students without children accompanying them are housed on campus as space permits. When space does not permit, married students without children accompanying them are housed in off campus housing.
- There are very limited resources and services at Jerusalem University College for children. As noted above, the age limit for children enrolling in a Short-Term course or Long-Term field study is 16 years old. By the time the course begins, the person must be 16 years or older.
- d) Off campus housing for all students (including those who are on campus for the Jerusalem portion of their course) varies and could consist of one or all the following: hospices, hostels, *kibbutzim*, or hotels.

Bathrooms

Bathroom and shower facilities are centrally located and heated by either solar energy or by a boiler in accordance with the “5-10 Hot Water Schedule” where the water is heated from 5-10 in the morning and again from 5-10 in the evening. Student dorm rooms do not have bathrooms in-unit. To steward JUC’s resources well, there may be seasons when the Hot Water Schedule is modified in accordance to number of persons using the facility. The Facility Manager will keep students informed of when the boiler is on and the hours that it will be in operation.

Laundry

The laundry facility houses several washers and dryers along with detergent and a line drying system in the garden. You will find your clothing dries quickly in Jerusalem when on the line.

Electricity

In Israel, power plugs and sockets (outlets) are type C and type H, students will want to bring adapters for their appliances that can fit these outlets. The standard voltage is 220 volts at a frequency of 50 Hz. If using appliances from another country that runs on 110 volts only, students will need a step-down transformer. Students will want to read the fine print on appliances to see if they are rated 110-220 volts (most electronics are built this way). DO NOT USE HIGH HEAT APPLIANCES FROM YOUR HOME COUNTRY without ensuring proper voltage (e.g., blow dryers, curling irons, hair straighteners, coffee makers, electric toothbrushes etc.) Due to the facility being over 150 years old in the Middle East, the electrical wiring is generally good. That said, when there are large pulls on the system, we will have power outages or God forbid an electrical fire. For these reasons, JUC has strict restrictions about plugging in cooking appliances for making personal meals on campus. Students are encouraged to make use of the basic appliances available on the Student Counter in the Dining Hall to reheat meals and/or make hot drinks.

Internet

Dormitory rooms and most locations on campus (including both garden pergolas) have secure high-speed internet. The pergolas are great locations to have private conversations with family members when that is desired.

Water & Ice

The water on campus, and throughout Israel, is safe for drinking unless noted otherwise. The water in Jordan is not safe for drinking and students should plan to only drink out of pre-packaged bottled water when traveling in Jordan.

- There are two refrigerated drinking fountains on campus. One is at the front gate and the other is in the courtyard next to the dining room.
- Please remember to drink lots of water and carry it with you as we live 2,500 ft above sea level and on the fringe of the desert. Dehydration happens easily in this context. Students find that hydration packets are helpful in this context.
- Fresh Ice from JUC's Kitchen is provided once a day and can be found in the blue cooler on the Student Drink Counter in the Dining Hall. The ice is typically replenished fresh each morning.

Room Keys and Key Fobs

During Orientation you will receive a room key and a blue key fob. The former is for locking and unlocking your dorm room, the latter is to open the main entry gate to campus. Please be responsible for the room key and the blue key fob that has been entrusted to you. If you lose your blue key fob, you will be required to pay a \$20.00 replacement fee. If you lose your room key, you will be required to pay the \$5.00 replacement fee. Lost keys should be reported to the Reception Desk as soon as possible.

Dorm Rooms & Public Spaces

1. You are responsible for keeping your room clean and for cleaning up after yourself when using shared facilities (e.g., Library, Dining Hall, Academic Building etc.). Cleaning supplies are available for your use and you will be shown where those are when you arrive to campus.
2. Please do not keep JUC tableware, JUC food, JUC laundry baskets, and other public JUC items (except for library materials) in your room.
3. Please do not remove JUC bedding from your room for use in other parts of the campus, including the garden.
4. Please do not rearrange room furniture in your dorm room. The stones are old and chip easily and we want to preserve as much as possible the beauty of the campus God has entrusted to us.
5. Each bed has been allotted one zipper bag of linens and towels. Please do not utilize items from other zipper bags in your room.
6. Students are to sleep at night in their assigned rooms unless they have plans to stay off campus. Students should not sleep overnight in public areas or other student dorm rooms that are not their own assigned room.
7. Please do not take JUC furniture, JUC equipment, or JUC bedding from other parts of campus to your room.
8. While JUC is a safe place where students and staff have historically not been people who steal or create trouble, we do recommend you keep your room locked when you are absent or sleeping. JUC is not responsible for lost or stolen items.
9. To steward JUC's resources well, we ask that you please turn off all lights and equipment when leaving your room, and any other public space (e.g., Library, Student Lounge, etc.) when you are the last to leave. JUC does not have staff rounds to ensure all public lights are off at the end of a day.

10. Please inform the Facility Manager via email of any of the following: serious bug problems and maintenance needs: jamesholt@juc.edu
11. You may hang items on walls, ceilings, and/or other fixtures provided it does not cause damage.
12. Upon checkout during the Departure Days at the end of the semester, rooms will be assessed for damage to walls, bedding, and furniture. Students may be charged a fee to cover any expenses required for major repair work and/or replacement.
13. Please do not keep unsealed food in your dorm room as it attracts ants and/or other insects.
14. To prevent fire of any kind, please do not light candles or use cooking appliances and/or electric blankets in any of the dorm rooms. We appreciate your attention to this for the sake of the safety of students and staff and the preservation of our historic campus.
15. JUC reserves the right for authorized personnel to enter any room/office at any time for the purpose of inspection, repairs, or other official business. Personnel will knock and announce themselves before entering, and in every instance possible arrange ahead of time for the visit.
16. With reasonable cause, student dorm rooms may be searched with cause. Searches may only be authorized by the Chief of Staff and/or the President. Items in violation of JUC policies may be confiscated and disciplinary measures may be taken as appropriate.
17. In no case may students use unoccupied dorm rooms, set up for prolonged pseudo living in public spaces, or change dorm rooms without expressed written consent from JUC administration.

Pets

Under no circumstances may students bring dogs, cats, or any other animals onto campus. When a stray dog or cat is in the vicinity, students should leave it alone and contact a staff person.

- PLEASE DO NOT FEED STRAY ANIMALS ON CAMPUS.
- Please keep all exterior doors on buildings closed to prevent, cats, rodents, snakes, and insects from entering buildings. We will all be grateful.

Staff who live on campus year-round may have a pet on campus, but it requires approval from the Office of the President. If a staff-person is approved to have a pet on campus, they must have it registered with the Jerusalem Municipality (or the country of origin) in accordance with law, clean up after the pet *always*, repair any damages caused by the pet, and *always* keep the pet on a leash when outside of their living quarters. There are no exceptions to this leash policy as it concerns dogs as it will be the case that some students do not like dogs or wish to have them nearby.

Parking

Due to parking limitations, JUC students living on campus may not park their car in the parking lot. When possible, space will be made available to JUC students living off campus.

Restricted Areas on Campus

- ***Rooftops:*** While students and staff are allowed to enjoy certain rooftop spaces on campus, please do not walk in the following areas: roof over the kitchen and the domes over the main building.
- ***Kitchen:*** Unless actively serving in the scholarship program, students are not permitted to go beyond the serving line area in the kitchen. In other words, students should only be in on the other side of the serving line when they are assigned a task such as food prep, cleaning, or stocking goods. Similarly, staff should refrain from entering these spaces too for the sake of sanitary reasons unless they are scheduled to cook and/or clean. Year round JUC staff are permitted to enter the kitchen for personal reasons, however, they are encouraged to do so only when JUC Food Services is not actively working to serve food. If year round JUC staff do so, they must clean up and sanitize all spaces in accordance to established cleaning procedures.

Library & Computer Lounge

The library and computer lounge are available to students 24 hours per day. Student are provided with printer paper to use in the student printer which is in the computer lounge. Students are required to follow all library policies as outline during orientation. Food is not permitted in the library. Drinks are allowed only if they are sealed.

Classrooms

Food is not permitted in the classrooms. Drinks are allowed only if they are sealed. Students may use classrooms outside of class hours for private or group study.

Student Lounge

The student lounge is available for students to watch TV or movies, play games, and spend time together. Personal items should not be left in the lounge for prolonged periods of time. Out of respect for all members of our community, please do not leave materials in the Student Lounge for prolonged periods of time. We also ask that you use the Student Lounge with consideration of others who may also wish to use the space.

Quiet Hours

Campus quiet hours are from 22:00-07:00 every day. During quiet hours, only quiet study is permitted in all spaces including the dining room. Please be respectful of this for the sake of all members of the community living on campus.

Valuables

Please do not leave valuables lying around anywhere on campus. JUC is not responsible for lost or stolen items.

Guests

JUC students are responsible for the conduct of the guests they invite to campus. Guests in violation of campus policies will be asked to leave. Overnight guests must be approved by the JUC office and arrange payment. See Overnight Guest Policy below.

Luggage

All your luggage must be stored in your room. Returning Long-Term students may store up to two large suitcases on campus between semesters. See “Luggage Storage Policy” in the appendix.

Food Services

Jerusalem University College seeks to prepare healthy and tasty meals for students enrolled in the Long-Term and Short-Term Academic Programs. As a small institution, our food options during mealtimes may at times feel limited when compared to bigger hotels or institutions. During the Long-Term and Short-Term Academic Programs Jerusalem University College provides students three meals a day:

- a) Breakfast is continental and will consist of a variety of items set out by the student fridge in the dining hall. Breakfast dishes should be cleaned by students after they are finished eating.
- b) Lunch is served hot from 12:00-12:30 in the kitchen. Please go to the kitchen serving area to pick up your lunch.
- c) Dinner is served hot from 18:00-18:30 (6:00-6:30PM) in the kitchen. Please go to the kitchen serving area to pick up your dinner.
- d) During the Fall and Spring semester, a special Shabbat Dinner is prepared for the students enrolled in the Long-Term Academic Programs. This dinner starts sharp at 18:00 each Friday and begins with a Shabbat liturgy recited together in the Dining Hall prior to getting food from the kitchen. This is often a special moment for our community as we usher in God’s gift of rest.

Please note the following information as it concerns Food Service:

- a) After lunch and dinner students are expected to take their dishes back to the kitchen serving area to be cleaned and sanitized by JUC kitchen staff and/or students in the Serve-Study Program. Please plan to have all dishes returned no later than 30 minutes following the conclusion of meal service.
- b) If you are late returning your dirty dishes to the kitchen, you must wash them and place them on the ledge outside the kitchen door.
- c) As noted above, only staff and students who are on-duty for serving or cleaning in the kitchen through the Serve-Study Program are allowed in the kitchen behind the serving counter.
- d) To steward JUC’s resources with excellence, students and staff are asked to sign out ahead of time if they will miss a meal. If you are going to miss a meal, please sign out on the list outside the kitchen by 09:00 that day. **If you plan to miss Shabbat Dinner, please notify the Reception Desk by Thursday at NOON.**
- e) Off-Campus Students are welcome to join for meals. Off Campus Students may purchase single or bundles of meals at the Reception Desk prior to going to the dining room. Students should contact the Reception Desk for current meal prices. **Off-Campus Students are invited to join for Shabbat Dinner, if you are planning to join a Shabbat Dinner please sign up with the Reception Desk by Thursday at NOON.**
- f) Students are not allowed to store food from the JUC Kitchen in their dormitory rooms or in the Student Fridge as food is prepared in accordance

with the number of persons registered with the kitchen for that meal. Taking additional food for storage may impact other students or staff who have not eaten yet. Students may store food they have purchased in the Student Refrigerator.

Student Refrigerator & Common Counters

Students living on campus may use the Student Refrigerator for personal purposes. There are also common counters available for preparing snacks and drinks. The following policies are in place concerning the Student Refrigerator and Common Counter spaces and these policies are enforced by the Director of Student Services:

- a) Only personally purchased items may be stored in the Student Refrigerator (including the freezer). Such items should be marked clearly with the student's full name.
- b) **Please do not use JUC** plates and/or utensils to store food in the Student Refrigerator. Please do not store JUC food on JUC dishes in the refrigerator, or anywhere else on campus. There are two reasons for this: (A) Food left on JUC plates stain the plates over time and those stains do come out. (B) Depletion of inventory naturally impacts the Food Services Department's ability to serve during busy seasons where JUC is feeding 200+ people during the lunch hour.
- c) Only JUC provided appliances (i.e., toaster and microwave) may be used to prepare or reheat food for reasons stated above as it concerns electricity.
- d) The Food Services Department keeps the Bread Counter in the Dining Hall stocked with bread, jams, peanut butter, and fresh fruit for students to eat as they wish. The Drink Counter will also be stocked daily, usually in the morning, with fresh ice from the Kitchen.
- e) Only JUC provided electric kettles and coffee makers may be used to prepare coffee or tea at the Drink Counter in the Dining Hall. Students may wish to bring their own coffee grounds to campus. Please note, JUC does not provide a coffee grinder. JUC does provide a Nespresso Coffee Machine. Pods may be purchased in the Oasis or the local Nespresso store in Jerusalem.
- f) Students are responsible for labeling their items and keeping the Student Refrigerator and Common Counters clean after use so that the areas are left ready for other members living in the community.

Overnight Guests

As a Christian school on Mount Zion, we exist first and foremost to serve our Graduate and Undergraduate Programs. When opportunity arises, and capacity allows it, we seek to serve our faithful alumni, staff working at our Associated Schools in the Consortium, JUC staff, faculty, and our generous stakeholders with the facility and grounds entrusted to us. All students, staff, faculty, and other guests visiting Jerusalem University College are expected to abide by the school's policies. All overnight guests must be approved by Jerusalem University College prior to their stay on campus. The maximum number of nights a guest may stay on campus is seven.

The following is a pricing list for various guests who may wish to lodge at JUC for a night. Please note JUC does not provide housing for groups from non-JUC Affiliate Organizations. To learn about becoming an Affiliate Organization, please contact JUC's Business Office in Xenia, Ohio.

	Rate per Person per Night¹
Regular ²	\$69.00
Friends & Family	\$55.00

The Friends & Family rate is reserved for the Friends and/or Family visiting an Active Long-Term Student; Staff and/or Faculty of Associated Schools; JUC Long and Short-Term alumni; Staff, Faculty, and/or Volunteers of JUC Affiliate Organizations.

Students enrolled in a Long-Term Academic Program may host a family member or friend in their personal dormitory room provided his or her roommate(s) is (are) in agreement. In such circumstances, the family member or friend must be the same sex and approved by Jerusalem University College. In this case, the visitor staying in the student's dormitory room will only pay 50% of the Friends & Family rate.

Food Service operates during the Long-Term and Short-Term Academic Programs, guests and visitors to Jerusalem University College are welcome to purchase meals during their visit and join staff, faculty, and students in the Dining Hall. Please verify with the Jerusalem Campus prior to your visit whether meals will be available when you plan to visit. The cost for meals at Jerusalem University College is as follows:

Meals at JUC	Cost
Continental Breakfast	\$8/person
Lunch	\$12/person
Dinner	\$16/person
Shabbat Dinner (Only during Long-Term Programs)	\$21/person
Full Meal Plan for the Day (Includes Shabbat on Fridays if Selected)	\$32/person

Active Off-Campus students enrolled in the Long-Term Academic Program who would like to stay on campus the night prior to an early morning field study or the

¹The rate is for one person lodging in a dormitory room per night. JUC dormitory rooms are multiple occupancy and guests may be sharing a room with other students or guests of the same sex. Visitors may request a private room and, depending on availability, JUC will seek to provide this and a single supplement charge of \$25 per night will be added. Room occupancy limits vary season to season and the number of persons able to stay in a room varies. JUC reserves the right to determine the max number of persons for a room in a reservation during each season.

² While JUC welcomes visitors to campus, priority is given to those who are active students in Long-Term and Short-Term programs, alumni, and persons from associated schools.

night following a field study may do so as space permits on campus. The following must happen:

- The Active Off-Campus student must communicate with the Reception Desk at least 24 hours prior to the start of field study.
- The cost for the room for an Active Off-Campus Long-Term Student is 50% of the Friends & Family Rate (this is regardless of whether the student is lodging in another student's dormitory room). Meals can be purchased as needed.

All payments for guest accommodations of lodging and meals should be finalized at the Reception Desk prior to guest's departure.

Luggage Storage Policy

JUC reserves a small area on campus for temporary luggage storage for the matriculated, on-campus returning students. Between the semesters (i.e., Christmas Break & Summer Break) Students may temporarily store personal items (clothing, toiletries, books, etc.) in up to two suitcases.

1. This storage is not intended for general storage of student's personal belongings or property or for any gap in absence other than between contiguous semesters.
2. There will be no storage of any student items during the dates of a semester. During the semester, students must keep all personal belongings in their room.
3. Storage may consist of **up to two (2)** large luggage suitcases or equivalent size containers.
4. Students may not store food or furniture of any kind in this space.
5. All temporarily stored items must be retrieved by the student in the first week of the semester returning, the expiration date of storage.
6. Any temporarily stored item that remains beyond the expiration date will be disposed of at the discretion of JUC.

Storage Container and Label Requirements:

1. Approved storage containers include luggage, hard-sided storage bins or boxes. Plastic bags are not permitted.
2. All storage containers must be completely sealed by zipper, clasp, or tape.
3. Students are responsible to provide acceptable storage containers and labels.
4. All storage containers must be clearly labeled as follows:
 - a. Full name and contact information – including address, phone and email.
 - b. Date placed into temporary storage and date of expected return.
 - c. Storage container number of the total stored, i.e., 1 of 2, 2 of 2
5. Labels must be attached well (i.e., not with a Post-It note, etc.)

JUC will attempt to notify students before any item is removed from temporary storage. While the room assigned for Student Luggage Storage remains locked throughout the year, JUC is not responsible for items damaged, lost, or stolen.

Instructors who regularly teach in JUC's Short-Term Program may request to store items for their continued use between instruction engagements. Storage requirements as outlined above apply and each request will be considered on a case-by-case basis.

Local Churches & Congregations

Please note, churches may have adjusted their service hours since this list was compiled. Please confirm meeting times on the church's website before you visit.

Protestant Churches/Congregations

Name	Address	Phone	Meeting Date	Time	Language
JERUSALEM					
Baptist Church – East Jerusalem	Ibn Sina Asphahani, E. Jerusalem		Sunday	10:30 am	Arabic and English
Christ Church	Jaffa Gate, Old City	02-627-7727	Sunday Sunday Bible Study Wednesday Eucharist Wednesday Women's Bible Study Wednesday Bible Study	9:30 am 6:30 pm 8:00 am 10:00 am 7:00 pm	English
Congregation of the Lamb on Mt. Zion	Christ Church, Old City Near Jaffa Gate	02-627-7727 <i>[call before coming]</i>	2-4 Saturdays of the month	10:00 am	Hebrew with English earphone translation
East Jerusalem International Church	16 Ali Ibn Abi Taleb Street, E. Jerusalem	Ejbcdw18@gmail.com	Sunday	10:30 am	English
El Ro'i	The Baptist House Center, 4 Narkis, W. Jerusalem	02-624-2717 (Louise Loveall, 02-535-3838)	Saturday	5:00 pm	Hebrew
Jerusalem Alliance Church	16 El Rusul St., Christian Quarter, Old City	02-626-0711	Sunday	10:00 am	Arabic and English
Jerusalem Assembly	4 Yad Kharutsim, 5 th floor, Talpiot	02-583-4949	Saturday	10:30 am	Hebrew with English translation
Jerusalem Baptist Church	4 Narkis Street, W. Jerusalem	02-672-3250, 02-624-8749	Sunday	10:45 am	English
Jerusalem Church	8 Jabsheh Road, Christian Quarter, Old City	02-633-2287	Sunday	10:00 am Prayer 11:00 am Worship	Arabic and English
King of Kings Assembly	Clal Building, lower level 97 Jaffa Rd		Friday	3:30 pm	Hebrew
King of Kings – Heritage Service	Clal Building, lower level, 97 Jaffa Rd.	02-625-1899	Every Other Saturday	5:00 pm	Hebrew and English
King of Kings Assembly (Int'l Congregation)	Clal Building, lower level, 97 Jaffa Rd.	02-625-1899	Sunday	5:00 pm	Hebrew and English

Lutheran Church of the Redeemer	Muristan, Old City	02-626-6800	Sunday	9:00 am	English
Narkis Street International Congregation	4 Narkis Street, W. Jerusalem	02-623-1680	Saturday	9:30 am Bible study; 10:30 am Worship	English
Nazarene Church	Nablus Road 78 (next to the Legacy Hotel)	02-582-1172; 054-650-8170	Friday	6:00 pm	English
Netivyah Bible Instruction Ministry	16 Narkiss Street, W. Jerusalem		Every other Saturday	10:00 am	Hebrew
St. Andrew's Scottish Presbyterian Church	Hinnom Valley (near the Old Train Station), W. Jerusalem	02-673-2401	Sunday	10:00 am	English
St. George's Anglican Cathedral	20 Nablus Road, E. Jerusalem	02-628-3261	Sunday	11:00 am	English
Shemen Sasson	#19 Hillel (behind the McDonalds)	02-623-5155	Friday	3:00-5:00 pm	Hebrew (with some English translation)
Succat Hallel	#5A Ein Rogel (Abu Tor)		24/7 Prayer/Praise/Worship		
Voice in the Wilderness (Reformed Baptist)	4 Narkiss St. (W. Jerusalem)		Wednesday Saturday	6:30 PM 7:00 PM	English
BETHLEHEM					
Baraka International Congregation	Beit Sahour	erichforrest@mac.com	Saturday	4:30-6pm – Potluck Dinner 6:15-7:30pm	English
House of Bread Church Ministry	Two blocks south of the Church of the Nativity	02-274-4162 02-275-0739 (fax)	Sunday Thursday	10:00 am 4:00 pm (Bible Study)	Arabic with translation into English
Salt & Light Agape Ministry	10 Saff St.	054-587-5063 or 059-987-4454	Sunday (Call first to confirm)	5:00 pm	English
RAMALLAH					
MOSAIC International Church	25 Nuzha Street, top floor	056-863-2751	Saturday	6:00 pm	English

English Language Catholic Services in Jerusalem

Name	Address	Phone	Meeting Date	Time	Language
Notre Dame Centre	New Gate	02-627-9111	Sundays Weekdays	9am & 6:30pm 6:30pm	English
Pontifical Biblical Institute	Emile Botta Street #3	02-625-8529	Sundays Weekdays	7pm 7pm	English

For a complete listing of services – Orthodox, Catholic, and Protestant – we encourage you to visit the Christian Information Centre located just inside Jaffa Gate and near Christ Church.

Free Time Activities

There are many great places to visit and things to see in Jerusalem. Here is a brief list of different activities you could embark on with your peers. Please note sites adjust their hours of operation regularly and without notice so we encourage you to confirm your plans by calling, checking the website, and/or emailing the site ahead of time.

The Dome of the Rock and El Aqsa Mosque (Temple Mount)

Open daily 07:30-10:30 and 12:30–13:30 except Friday and Saturday. You cannot take your Bible or any other religious paraphernalia with you, and you should have your passport on you. Hours may change without notice.

Ramparts Walk

Walk along the top of the Old City of Jerusalem walls! Enter at Jaffa gate or Damascus gate. Sun.-Thurs. & Sat. 09:00-16:00, Fri. 09:00-14:00. Estimated Cost: 15-20 NIS

The Israel Museum and Shrine of the Book

The museum has the most complete collection in Jerusalem of Palestinian artifacts from the early Stone Age to the Ottoman period. It contains a large section of Jewish folk art. The Shrine of the Book houses the Dead Sea Scrolls, the Bar Kochba letters, and scroll fragments from Masada. The 2nd Temple Jerusalem Model is also on the grounds of the museum. Open Sun, Mon, Wed, Thurs, Sat 10:00-17:00; Tues 16:00-21:00; 10:00-14:00. Take a taxi or bus #9 on King George Street. Tel: 670-8811. Estimated Cost: 54 NIS adults; 39 NIS students

The Bible Lands Museum

Houses important collections of antiquities illustrating the civilizations of the ancient lands mentioned in the Bible. Across the parking lot from the Israel Museum. Open Sunday, Mon., Tues., Thurs. 09:30-17:30; Wed. 09:30-21:30; Fri. – Sat. 10:00-14:00. Tel: 561-1066. Estimated Cost: 22 NIS students, 44 NIS adults

Rockefeller Museum

Houses some of the most important early archaeological finds in Israel including artifacts from Beth Shan, Megiddo, and Tel es-Sultan (Jericho). Located opposite Herod's Gate. Open Sunday-Thursday 10:00-15:00; Saturday 10:00-14:00 Tel: 628-2251.

The Garden Tomb

This alternative site to the Church of the Holy Sepulchre for Calvary and Jesus' burial tomb is located one block north of Damascus Gate on Nablus Road. General Charles, Gordon of Khartoum, was one of the first to draw attention to this rocky knoll, which resembles a skull (Golgotha), and its nearby tomb. Open Mon-Sat, 09:00-12:00 and 14:00-17:30. There is NO Sunday service.

The Herodian Quarter and Burnt House

The remains of a luxurious house from the Second Temple Period which was burned by the Romans in 70 A.D. are located near the Jewish Quarter plaza in the Old City. Sun-Thur, 09:00-17:00, Fri 09:00-13:00. Tel: 628-7211. Estimated Cost: 29 NIS regular, 15 NIS student.

The Jewish Quarter

A variety of different historical (ancient and modern) sites throughout the Jewish Quarter. Sites include: The burnt House, Herodian Quarter, Hurva Synagogue, Ramparts Museum, Davidson Archaeological Park and more.

The Ecce Homo Convent of the Sisters of Zion

The compound contains the double pool which provided water for the Antonia Fortress, part of a Roman pavement and road, and a triumphal arch from the time of Hadrian. Open daily: 07:30-12:30, 13:00-14:00, and 17:30-20:00. Call in advance to see if a sister is available to show you around. Tel: 627-7292.

Tower of David Museum (Newly Remodeled in 2023)

Located inside Jaffa Gate and recently renovated, it houses displays and models depicting the history of Jerusalem from ancient to modern times. Open Sun-Thurs, Sat, 09:00-16:00; Fridays 09:00-14:00; Tel: 626-5333 Estimated Cost: 55 NIS regular;

Zedekiah's Cave

Underground cave outside the Old City walls between Damascus gate and Herod's gate. Several legends surround the cave: used for a quarry for renovation of the temple, hiding place for King Zedekiah, etc. Open daily from 10:00-16:00. Estimated Cost: 10 NIS

Tomb of the Kings

These are not, as first thought, the graves of the Judean Kings but those of Helena Queen of Adiabene and her family, which were built around 45 CE. Queen Helena and her sons Izates and Monbaz converted to Judaism in 40 CE, lived in Jerusalem and lived in magnificent palaces in what is known today as the City of David. At the time they were built, the tombs were a remarkable and magnificent architectural and engineering enterprise. Opulent sarcophagi found there in 1863 are now on display in the Louvre in Paris. A flashlight or torch is recommended. Open Mon-Sat 08:00-12:30, 14:00-17:00.

Knesset

Knesset sessions may be observed Monday and Tuesday at 16:00. except during the April 16-May 16 recess and the two-month break beginning in mid-August. Sessions are in Hebrew and Arabic; no translations are available. Free guided tours of the building in English on Sundays and Thursdays. Take passport for identification. Tel: 675-3333. *Groups of 10+ need reservations www.knesset.gov.il/tour/eng/evisit.htm

Mea Shearim

This interesting section of Jerusalem inhabited by the strict Orthodox Jews is one of the earliest settlements (1875) outside the Old City. The lifestyle of the present community preserves much of the flavor of a 19th-century community. Dress modestly – women with skirts to their ankles and shirt sleeves below their elbows.

L. A. Mayer Islamic Art Museum

The museum houses one of the foremost collections of Islamic art as well as antique watches and clocks. Located at 2 HaPalmach Street in West Jerusalem, near the Jerusalem Theater. Open Mon.- Wed. 10:00-15:00; Thurs. 10:00-19:00; Fri.& Sat.10:00-14:00; Cost: 40 NIS

Yad VaShem

Israel's holocaust museum. Located near Mt. Herzl. Easily accessible by the Jerusalem Light Rail. Open Sun. - Wed., 09:00-17:00; Thurs. 09:00-20:00; Friday 09:00-14:00, closed Saturday. Free. *Groups of 6+ need reservations

Museum on the Seam

A socio-political contemporary art museum located near the site of the Mandelbaum gate (north of Damascus Gate on the main road). Open Mon., Wed., Thurs., 10:00-17:00; Tues. 14:00-20:00; Fri., 10:00-14:00. Closed Sun. & Sat. Call in advance: 628-1278. Estimated Cost: 25-30 NIS

Wohl Rose Park

A public garden opposite the Knesset with over 400 varieties of roses.

Ein Kerem

A picturesque small village located just southwest of Jerusalem and the traditional site of the birth of John the Baptist it has several churches and many nice restaurants. Take Egged bus #17 from the Central bus station.

For more information on these sites and others around Jerusalem you may visit www.jerusalem.muni.il or <https://museums.gov.il/en>

Community Accountability

Throughout the year JUC welcomes a diverse population of students and staff to campus on Mount Zion. Men and women from all over the world come to study and/or serve in the Long-Term and/or Short-Term Academic Programs. As you will soon discover, JUC students, staff, and faculty have a diversity of religious and political views. We each have our own personal perspectives, beliefs, and interpretations—all of which is shaped from our past and current understandings—of the world around us. Undoubtedly, we will discover that many of our personal convictions are in alignment. That said, we know there will be times where certain expectations, thinking, and/or views are not shared completely, and this is okay. Naturally, as is the case with any healthy community, there will be conflict at JUC. To maintain and promote a healthy learning and living environments, we want to be excellent at addressing and navigating conflicts so that we can continue growing both as individuals and as a community. At JUC, we believe the best way to do this is to follow the models set before us in Scripture.

Why is it important for us to promote wellness, safety, and health for each other at JUC?

- **We are Christian:** We are Christian in character, and aim to be redemptive in nature, and biblical in approach. We want to encourage each other to pursue Jesus in our spiritual disciplines and act as followers of His Way in the decisions we make. We remain motivated to restore, forgive, and reconcile because we know that Jesus has done this for us and invites us to live in this way of love for one another.

- **We are Growing:** We hope, pray, and expect continued personal growth as followers of God. Because we value this, we expect to have challenges. We expect those around us to spur us onward with support and we welcome gentle and right accountability in certain matters from those we trust and respect. In cases where discipline or correction is required of a student, JUC staff members are encouraged to remember that all accountability comes from a spirit of love and with a purpose of growth in the person.
- **We are Reconciling:** We desire for students, staff, and faculty to be fully restored to the JUC community in cases where offense has happened. Whether formal or informal in nature, the accountability should always focus on fostering reconciliation. For this happen we must be both people who can confess responsibility and forgive generously. Naturally, when we err there may be at times necessary consequences per JUC policy or protocol guidelines. But even in such circumstances, students, staff, and faculty are encouraged to continue pursuing grace and peace for each other.
- **We are Prudent:** We desire to show ongoing care and thought for each other's future. This means that when confidential information is shared, we work hard to guard such information for the betterment and wellness of each other and the community. There may be times where the confidential information must be reported to law officers, other directly impacted persons, and/or a JUC staff member. But even this must be done with full disclosure and care for the individual in view. In all cases, it is important that all staff, students, and faculty involved act prudently toward each other with the sensitive and perhaps confidential information (i.e., never maligning, slandering, and/or retaliating against one another).

The Matthew 18 Way

When relationships are stressed and/or conflict occurs between individuals. We believe Jesus' teaching in Matthew 18:15-17 serves as an excellent guide for taking steps toward healthy resolution that promotes healthy community. What follows is influenced by Matthew 18. In general, the following steps are first and foremost in conflict:

1. If someone has hurt you through sinful action, done something wrong in your eyes, acted against another poorly etc., then go to that person and speak your truth as you understand it. We recommend that both parties take time to listen to each other with an aim to understand a fuller context of the matter.
2. If the person is unwilling to listen to you, then Jesus teaches that we should bring one or two additional members of the community to also listen for the sake of building a fuller understanding.

In cases where the persons involved in the dispute are unable to move toward reconciliation as brothers and/or sisters in the community, then the matter should be addressed at the institutional level in a more formal way.

- **A Just Process:** Our intent is to follow established procedures applying to student accountability and discipline. Exceptions to these procedures may be made in cases where students knowingly and freely waive their right to them, or where minor deviations do not disadvantage students. **Note:** We are not a formal court and state, or federal legal rules of procedure do not apply.

Community Accountability panels are used for most complaints and students may not have legal counsel at any of the proceedings. For complaints that escalate or are initially more severe, including complaints involving sexual violence, the JUC Grievance Policy process should be utilized.

Accountability Paths:

While there are countless types of conflict that could arise at JUC, and countless ways to address the conflict, what follows here are some possible scenarios students, staff, and faculty may find themselves in.

Self-Discipline: All JUC students, staff, and faculty are adults with a wide range of types and years of experience. Our goal is that as students and staff become less dependent on rules and regulations, and more dependent on biblical principles and their own ability to discern/examine best decisions, they self-discipline. We recognize that the diversity of the JUC body means that the starting level of self-discipline for each student will vary and we seek to meet students where they are and encourage personal growth in every student. JUC encourages students to reach for the highest level of self-discipline, which is reflected as individuals seeking to glorify God by conforming to the image of Christ and seeking Christ as Lord in every decision. For this reason, students who self-report a conduct violation prior to a complaint against them may merit consideration for reduced discipline or support outside of the discipline system.

Peer, Faculty, and/or Staff Accountability: We, as individuals, are responsible to care for one another, and when necessary, to confront one another lovingly. If you observe (or have first-hand knowledge about) another student violating JUC's community standards, privately confront that student. One of you must communicate the incident to either the Student Services Coordinator or Chief of Staff in writing. Ideally, the person who has violated the JUC Code of Conduct and/or other biblical principles is the one who will report that matter. The person who addressed the matter is responsible to follow up with the said JUC staff members regardless so that the matter is disclosed.

- If a student, prior to any JUC knowledge of a violation, seeks accountability from a JUC community member (other than a peer directly involved in the incident), is repentant, makes restitution (as necessary), and does not repeat the violation, then no further accountability is necessary.
- If, however, a JUC community member observes a violation that is: (a) illegal, (b) harmful to the student or others, (c) a repeated violation by the offending student who was previously confronted privately, and/or (d) denied by the offending student upon confrontation; then, the member should bring the matter to the attention of either the Student Services Coordinator or Chief of Staff either verbally or in writing. If the matter is first discussed verbally, the JUC staff member may ask for the incident to be written for accurate record keeping purposes. The community accountability process described below will be initiated.

Community Accountability: When students are not able to change behavior that does not align with JUC’s code of conduct by means of self-discipline and/or through faculty/staff/peer accountability and support, or when a student is reported for alleged violations, community accountability will be implemented. Similar accountability measures are delineated in the Staff / Faculty handbook as it concerns professions who are employed to serve JUC.

- a) Accountability is designed to acquire truth and achieve a just outcome, congruent with JUC and Biblical principles. Because cases are often complex due to unique circumstances of individuals involved, the process attempts to be redemptive, within the structure of JUC. Thus, disciplinary decisions may not always appear “fair” or “consistent” to those outside of the process. Development of students’ personal integrity is the primary goal and corrective measures are intended to help students be responsible and contributing community members.
- b) In general, when JUC’s Community Code of Conduct standards and expectations (see above) is thought to have been violated, a JUC staff person should meet with the student(s) involved to discuss the situation. At this stage, the JUC staff person should take notes and create an Incident Report.
- c) Once information is gathered, the Director of Student Services, or another acting in that role, should review the Incident Report and determine the proper course of action.
 - a. Students who confirm the alleged violation, take responsibility, and agree to typically imposed disciplinary status and sanctions may choose to meet directly with the Director of Student Services or the staff person acting in this role, sign the contractual agreement, and forgo meeting with an Accountability Panel.
 - b. If agreement is not reached or a student requests a hearing, an accountability panel is formed to hear the matter and collectively determine next steps. Incidents occurring during the last two weeks of the semester may be reviewed by an accountability panel and the determination of consequences sent to the student via email. Alleged violations at all levels are resolved using the standard of proof and fact as best as those can be known, understood, and interpreted.
- d) **Levels of Accountability Panels:** There are three levels of Accountability Panels at JUC with each panel serving to handle varying levels of offense in view:
 - a. **Level 1: Student-Body Panel** - This panel convenes for alleged recurring violations related to JUC Campus Policies, Standards, Expectations (such as, but not limited to, repeated disregard for quiet hours, misuse of campus property, behavior disruptive to community life, or similar repeated violations).
 - i. The panel consists of a Chairperson (Student Life Coordinator) and two students in good standing (appointed by the SLC). They review the case, hear the student(s), and decide appropriate response, with status and sanctions if necessary. If

it becomes evident the violation could result in a status of Probation, this panel refers the case back to the Director of Student Services. The SLC informs the student, documents the panel outcome, and assures follow up. Decisions made at this level are binding and there is no appeal process.

- b. **Level 2: Staff-Faculty-Student Body Panel** - This panel convenes for alleged violations in which the typical consequences would be Probation level status, up to and including Suspension.
 - i. The panel consists of a Chairperson (Director of Student Services), a university-chosen faculty/staff member, the Student Life Coordinator (SLC), a SLC-chosen faculty member, and a current student in good standing chosen at random.
 - ii. The panel will review the evidence, hear the student(s) and witnesses involved, and decide what an appropriate course of action should look like. If supported, the panel outlines conduct status and sanctions, based on consistency of previous case results and guidelines from the Student Handbook. The Director of Student Services, or the staff person acting in this role, documents the panel outcome and assures follow up. If supported, the Director of Student Services issues the discipline letter, with status, and sanctions. Students may appeal decision using the standards in the “Appeals” section below

- c. **Level 3: Staff-Faculty Panel** - This process convenes for most cases involving alleged sexual or physical violence for which typical consequences would be Probation, up to Dismissal, as well as other alleged illegal violations that, if supported, could result in Suspension or Dismissal.
 - i. The panel consists of a Chairperson (Director of Student Services), two JLM faculty members, a JLM administrator, and a USA-based administrator. The panel may determine a need to consult with outside professionals depending on the nature of the allegations.
 - ii. Students are encouraged to invite a support person who will only act in support and will not be allowed to present information or make a case on behalf of the student. At this level, the Director of Student Services along with another person from the panel may meet with the student(s) individually, along with the student’s chosen support person (if desired) to review the evidence and determine outcomes. In no instance where such allegations are being investigated or discovered should JUC staff or faculty continue a meeting alone with a student involved in the matter. Either the Director of Student Services shall invite a member of the panel to meet with the student, or the student shall invite a supporting person to any scheduled meeting.

- e) **Record Keeping for Accountability Panels** – All incidents need to be recorded and filed with the main office in the student’s confidential file. Notes should be completed by the chairperson and include outcome. The chairperson should put the file in the mailbox of the Director of Student Services for record keeping purposes.
- a. **Incident/Damage Statement:** Provides a snapshot of what occurred; form is available from the Director of Student Services. If possible, all persons involved fill out a report. Anyone may complete this document and submit it to a Director of Student Services.
 - b. **Preliminary Report:** The Director of Student Services or the Student Life Coordinator will contact students of a reported situation by email, written, or verbal notice. Once contacted, the student will have two days to schedule an appointment the Director of Student Services or the Student Life Coordinator—whomever contacted them—to review the situation and provide input. If the student fails to respond, the situation will move forward to the Director of Student Services without initial input. The Director of Student Services will examine the situation, decide appropriate proceedings, and notify the student.
 - c. **Accountability Contract/Hearing Waiver:** Students have the right to a Community Life Accountability Panel when the potential status is Probation or above. When a student confesses or admits to a violation, he or she may wish to waive the right to meet with an Accountability Panel and instead meet with the Director of Student Services to sign the contract and accept the agreed-upon consequences. This document must be signed within 72 hours of when the contract is presented to the student. Without a signed contract, an Accountability Panel is scheduled.
 - d. **Notice to Appear:** Students and/or witnesses will be issued a notice at least 48 hours before the scheduled meeting. As appropriate, the notice will include a written statement of the charges, and the community standard(s) violated by the student’s alleged actions.
 - e. **Community Accountability Panel Results:** Results become part of the student’s discipline record.
 - f. **Discipline Letter:** Outlines the decision of the Panel.
 - g. **Confidentiality:** To protect privacy, parties are expected to remain confidential during discipline proceedings. To the extent possible, efforts will be made to protect a student’s identity, if requested. However, that may hinder the JUCs ability to investigate a report. Students responding to a violation report have a right to know who is making a report and what was said. JUC will take measures to protect witnesses and has zero tolerance for intimidation/retaliation.

- h. **Consideration of Past Community Standards Violations:** JUC takes a holistic approach and may consider past disciplinary records in decision-making.
- i. **Due Process:** At each level, our goal is to care well for students while being just to all involved. In the case of possible suspension or dismissal from JUC, a just process provides the following for the student responding to a complaint:
 - i. A written statement of alleged misconduct and the rule or policy which forbids the misconduct.
 - ii. A written notice of the accountability meeting, at least two days before the meeting.
 - iii. An opportunity to have a support person and to review the evidence, including *Incident Reports* upon request.
 - iv. An accountability meeting before the person(s) having the authority to suspend or dismiss.
 - v. An opportunity to speak in his/her own defense, hear the evidence against him/her, and present witnesses.
 - vi. An impartial determination of facts of the case
 - vii. A written statement of the findings of fact and decision.
- j. **Outcomes:** Discipline status does not generally appear on a student's transcript, unless otherwise noted. Incidents occurring during the last two weeks of the semester are reviewed by an Accountability Panel as delineated above and determination of consequences is sent to the student via email after the semester has concluded. Violations brought to JUC's attention between semesters are reviewed by the Director of Student Services who, when necessary, will form a panel to review and determine appropriate next steps. The Director of Student Services will communicate the resulting decisions to the student via email.
- k. **Recording of Accountability Meetings:** Meetings may be recorded for the purpose of review, exclusively by accountability personnel and by any potential appeals officer. These tapes or digital recordings are the private property of JUC and are considered confidential. In no circumstance shall a JUC staff member or student begin a recording of such a meeting without first informing the person they are meeting with. Either the JUC staff member or the student may request the conversation be recorded. Regardless of who requests the recording, the recording must be stored with the Director of Student Services in the confidential student files folder.

Community Accountability Status and Sanctions

Verbal Reminder: Mainly used as an initial reminder, this is an official warning that may include, but not limited to first-time violations for (primarily of JUC Campus Guidelines, but could include other JUC standards) accidental failure to respond to an alarm, dress code, storage room use, or trash/littering. A record is kept in the Student Services Office but is not part of a student's file.

Conduct Agreements: Written agreements, typically six weeks in duration, for violations which may include, but not limited to, repeated verbal reminders; as well as minor violations of: conduct unbecoming, copyright infringement, inappropriate actions (e.g. behavior/language, or minor lying/withholding information). Specific JUC Campus Guideline violations such as misuse or minor destruction of JUC property, removing furniture or bedding from dorm rooms, and quiet hours. Additional fines and/or charges may be assessed for damages. A record is kept in the student's file.

Students involved in heightened/repeated issues such as violations for: computer network use, tamper/misuse of access control system, overnight on campus not in assigned room, and/or minor vandalism. Specific JUC campus violations may include: open flames (burning candles), use of unauthorized cooking appliances, failure to respond to a fire alarm; housing an animal; throwing items from windows, using an empty room, and/or trespassing restricted areas. Students in violation of these types of heightened/repeated issues will receive the following consequences along with the agreed upon support for behavioral change:

- \$25 JUC campus fine, payable at the Reception Desk within 10 days of issuance. Additional fines and/or charges may be assessed for damages on student account.
- A record is kept in the student's discipline file.

In cases where probation is required there are two levels of probation:

1. **Probation Level 1** may include, but not limited to repeated or heightened/repeated issues from above violations; as well as for: alcohol possession/use on campus; smoking on campus; fireworks; some forms of discrimination and/or harassment, physical aggression; some forms of theft, and vandalism. A record is kept in the student's discipline file.
 - a. Students on Probation Level 1 remain on status for 4 – 8 weeks from date of decision, and:
 - i. Cannot represent the university in any official capacity (including official volunteer opportunities)
 - ii. May lose performance-based scholarships tied to such activities/positions including serve-study scholarships, at the discretion of the Chief Academic Officer.
 - iii. \$100 fine payable at the Reception Desk within 10 days of issuance.
 - iv. The student may receive additional sanctions and/or restrictions, which may extend up to an additional semester.
2. **Probation Level 2** may include, but not limited to, violations for: repeated issues from above offenses; moderate misuse or destruction of campus property; offenses which present a physical danger to other students; some forms of sexual misconduct. A record is kept in the student's discipline file. Students on Probation Level 2 remain on status for 12 - 16 weeks and:
 - a. Cannot represent the university in any official capacity
 - b. May lose performance-based scholarships tied to such activities/positions including serve-study scholarships, at the discretion of the Chief Academic Officer.

- c. \$200 fine payable at the Reception desk within 10 days of issuance.
- d. Can receive additional sanctions and/or restrictions up to an additional semester.

In cases where neither level of probation is sufficient for discipline, the student may receive a suspension or be dismissed entirely:

Suspension may include but is not limited to repeated issues; as well as violations for: hazing, possession/use (pattern) or distribution/sale of illegal drugs or substances or abuse; some forms of sexual misconduct, perjury. Suspension is the involuntary, complete separation from JUC, which may be immediate or delayed until the end of the semester. A record is kept in the student's discipline file. Suspension may be for one semester, one year, or longer depending on the severity of the behavior.

- If suspension is immediate, academic work is forfeited. The standard institutional policies will be applied for the refund of tuition, room, and/or board.
- Revocation of student visa for the duration of the suspension
- Suspended students are not allowed to be on JUC campus or in attendance at JUC-sponsored events (including online) until the start of the semester following their readmission as students.

Dismissal may include but not limited to, previous suspension, committing rape or other sexually violent act, non-sexual violence, gross destruction of property, or conduct which places the JUC community at physical and or emotional risk.

Dismissal means that the student is permanently separated from JUC with an appropriate notation of the reasons for such termination being placed in the student's file.

- If Dismissal occurs before the end of the term, academic work is forfeited. The standard institutional policies will be applied for the refund of tuition, room, and/or board.
- Revocation of student visa
- Students dismissed from the University are not allowed to be JUC's campus or in attendance at JUC-sponsored events (including online). Those violating this provision may be charged with trespassing.
- Students may also face necessary criminal charges for illegal activity per the legislation and ordinances of the country where the crime was committed.

Withdrawal. Prior to disciplinary proceedings, students may be permitted, upon request, to withdraw from the JUC without the privilege of return until a time specified by the Office of the President. A record of the alleged violation is kept in the student's discipline file and would need to be addressed prior to consideration for return.

- If withdrawal occurs before end of the term, academic work is forfeited. Standard institutional policies, per the JUC Academic Catalog, will be applied for any refund of tuition, room, and/or board.
- If student withdraws prior to an accountability proceeding, in some cases, the accountability process may proceed to conclusion in the student's absence, particularly for alleged violations that could result in dismissal.

- Withdrawn students are not allowed to be on JUC campus, at JUC-sponsored events (including online), or re-apply for admission (except with special permission from the University President).
- When students display signs of a mental disorder indicating they may be a threat to harm others, their withdrawal from the university may be initiated by JUC administration.
- For more information about JUC's Withdraw Policy, please refer to the Academic Catalogue pertinent to the year of your matriculation.

Confiscation of Prohibited Property Items in violation of JUC policy are confiscated and become property of the university. Prohibited items may be returned to the owner at the discretion of the Office of Student Services.

Damage/Repair Costs When JUC property is damaged, repair costs are determined by Facilities staff and charges are added to the account of the student/s determined responsible.

Appeals

Students may seek review of findings by making an appeal. All status/sanctions imposed will be in effect during an appeal unless a specific request is made to the Director of Student Services to delay implementation, but the presumptive stance is that status/sanctions will go in effect immediately. In cases where an appeal results in resumption of privileges or reinstatement to JUC, all reasonable attempts will be made to restore the individual to his/her prior status, recognizing that some opportunities lost may be irreparable.

Appeals must be made in writing (electronic or hard copy) and submitted to the Office of the President within three business days of the panel decision. Only one request for an appeal may be submitted. Appeal requests must meet the *Grounds and Criteria* below to be reviewed.

Grounds for Appeal

1. A procedural [or substantive] error occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.).
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; and/or
3. The sanctions imposed fall outside the range of sanctions designated for this offense and the cumulative conduct history of the responding party.

Criteria for Appeal

1. Appeals must be submitted writing (electronic or hard copy) to the Office of the President within three (3) business days of the decision. After this time, the original decision is final.
2. Clear error or compelling justification must be shown, as findings/sanctions are presumed to have been decided reasonably and appropriately during the

original proceeding. It is not enough to simply assert one of the grounds for appeal. The written appeal must provide information that specifically supports grounds upon which the individual bases the appeal. If an appeal does not contain sufficient information to support the grounds upon which the appeal is based, review of the appeal will be denied.

3. Only one request for an appeal may be submitted.

Appeal Consideration and Decision

Based on written requests/responses or on interviews, the President, or staff member appointed by the President, will send a letter of outcome for the appeal to the parties. The decision will be jointly made in the President's Cabinet and the Director of Student Services. In response to a request, one of three possible actions are possible:

1. Dismiss an appeal request as untimely or ineligible,
2. Grant an appeal and remand the finding and/or sanction for further investigation or reconsideration at the hearing level, or
3. Modify a sanction.

A written decision concerning the appeal will be provided in person, mailed to the mailing address of the respective party as indicated in university records, and/or emailed to the parties. Once received in person, mailed, or emailed, the notice of decision will be deemed presumptively delivered.

The procedures governing the hearing of appeals include the following:

- All parties are timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.
- Every opportunity to return appeal to the original hearing body for reconsideration should be pursued.
- Appeals are not intended to be full re-hearings of the allegation (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. The President's Cabinet will review the written material and discuss with the Director of Student Services.
- Appeals decisions are to be deferential to the original hearing body, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.
- An appeal is not an opportunity for the President to substitute their judgment for that of the original hearing body merely because they disagree with its finding and/or sanctions.

The Office of the President will typically render a written decision on the appeal to all parties within five (5) business days from hearing of the appeal. The appeals officer decision to deny an appeal request is final.

Additional Information and Resources

IS IT SAFE TO TRAVEL AND STUDY IN ISRAEL?

As stated above in Dr. Hersey's welcome, we are aware that news coverage in and about the Middle East frequently portrays Israel as an instable and dangerous place to live or visit. Prominent coverage is often given to the U.S. State Department's travel warnings and advisories to the region, and people are genuinely discouraged from traveling to Israel. What follows here is a deeper look at this topic.

In our experience, such news coverage seldom matches the scene that we witness daily. The television frequently shows pictures of soldiers and rock-throwing demonstrators, of shootings and bombings, in a way that gives the impression that such violence is ongoing and widespread throughout the country. To better understand the true nature of safety in Israel and at Jerusalem University College, please consider some of the following facts:

- a) Although Israel is a small country, events here are very localized. Disruption in one part of a city or the country does not affect other parts, even areas that are quite close by. The television may show a close-up, screen-filled scene of a bombing or rocket attack; what it does not show is that at the same time, by far most people throughout the country and the specific town in view are continuing to go about their daily business.
- b) The areas that are most prone to violence are precisely the areas that are not frequented, or visited at all, by our students. That is, our field trip itineraries are designed to avoid areas of potential trouble. We can adjust our trips, even at a moment's notice if necessary, substituting other top-quality, on-site programs instead.
- c) We use private bus transportation for our field trips. Such transportation has not been, and is not, a target for terrorist activity. The bus system has worked with Jerusalem University College for over 40 years and is run by Israeli Arabs who can navigate situations in both Hebrew and Arabic. Moreover, they are highly familiar with the local scene and day-to-day matters.
- d) Contrary to impressions that may be gained from the news media, Americans are not targets for violence in Israel, Jordan, or Palestinian territories in the Middle East.
- e) Virtually all Israeli coffee shops, restaurants, stores, malls, post offices, and similar places of business have armed security guards and metal detection equipment at all entrances. This has helped to greatly reduce the number of incidents in Jerusalem and other Israeli cities.
- f) Instructors and staff serving Jerusalem University College have worked to ensure a 65-year track record of knowing how to judge past, current, and developing events. We know the country intimately well and have no intention of taking students into areas of potential trouble, nor do we advise them to go there on their own. We have no intention of risking our own safety just to show you something that we used to see in the "good old days."

- g) The U.S. State Department issues travel advisories and travel warnings for U.S. citizens traveling to various countries of the Middle East, including Israel. Such advisories are issued for legal (liability) reasons and are aimed at keeping Americans out of specific, localized areas of potential conflict. Our own university guidelines and regulations are aimed at the same goal, and a sweeping travel warning has little bearing on the true safety of our students. That said, the Risk Assessment Team in Jerusalem which is made up of members of the Jerusalem Advisory Council takes into consideration several factors when assessing risk. These include but are not limited to local international consulates, national law enforcement agencies, and U.S. embassy security advisements for expatriates living in the land.
- h) We have run full programs every year, including those years when political tensions and trouble are heightened in Israel, with groups visiting all parts of the country safely.

Statistical analyses show that Israel is safer than the U.S. in terms of incidents and effects of violence per capita. Because students know their home countries and are unfamiliar with Israel, they understandably feel safer at home than here. For this reason, from the time students arrive in Jerusalem we orient them to the distinctives of this country and instruct them in how to be able to successfully negotiate potentially troublesome situations, both cultural and political. We stress cultural sensitivity and point out areas that students should avoid, explaining our rationale for such advice or regulations. In such ways, we help our students learn how to avoid trouble from the start.

We can assure you that you can study and travel in Israel confidently and securely and urge you not to be overly influenced by the media's hyper-violent and crisis-selling approach to Jerusalem (see also "Safety and Security" above).

ADDITIONAL VISA INFORMATION

Short-Term Program - Most students enrolled in a Short-Term Academic Program at Jerusalem University College do not need a Student Visa. They can complete the 2-week, 3-week, or 5-week program on the B-2 Tourist Visa. That said, there are certain countries that require an entry visa regardless of the timeframe in view. Students who are from a country that would require an entry visa will need to contact Admissions in the North American Office to begin that process.

Long-Term Program - All students enrolling in a Long-Term Academic Program at Jerusalem University College are required obtain an A-2 Student Visa prior to arriving in Israel. Married students who will have their spouse and/or children accompanying them for their studies also must acquire an A-4 Dependent Visa for each dependent (spouse and children) who will be in Israel with them. This only applies to situations where the dependents will be living with the student for the duration of the Academic Program. In cases where a dependent is not moving to Israel for the duration of the Academic Program, but only coming to visit periodically, an A-4 Dependent Visa is not necessary and instead the dependent may enter Israel on the B-2 Tourist Visa which is obtained upon arrival at Ben Gurion airport Tel Aviv. It is the student's responsibility to verify whether the country that has issued their passport

is one that is allowed entry in such fashion (i.e., certain countries cannot enter Israel as a tourist).

Our staff in Jerusalem will assist you in the process of applying for and obtaining the A-2 or A-4 visas. The visa process for students in the Long-Term Academic Program has three steps:

- a) *First Step* - Our staff **must** make the initial application for your student visa at the Ministry of Interior in Jerusalem. Do not attempt to initiate the process yourself. To allow JUC to make this initial visa application on your behalf, you must supply the following documents and information as part of your application for admission into Jerusalem University College (note, much of this information is collected during the Application Process):
1. A clear and legible copy of the identification page of your current passport, as well as the passports of any dependents accompanying you on the move to Israel.
 2. For Graduate Certificate and M.A. degree program students, passports should be valid for at least six months after your full period of study at JUC. Our experience with the Ministry of Interior indicates:
 - a. Graduate Certificate students should have passports that are valid for 2 years and 6 months beyond the date they will begin studies at JUC.
 - b. M.A. degree program students should have passports that are valid for 3 years and 6 months beyond the date they will begin studies at JUC.
 3. Two original OFFICIAL color passport photographs. One biometric photo.
 4. The name of the city and state, or country, of your official permanent residence, as well as the location where you will be for the three months prior to your anticipated arrival in Israel if it will be different. The reason for knowing your location for the last three months prior to your anticipated arrival is because you will need to obtain your visa at the Israeli Consulate or Embassy that serves that specific location.
 5. Proof of health insurance that will cover you while studying in Israel.
 6. Your father and mother's full names.
 7. Your maiden name (if applicable).
 8. The dates of any previous stays in Israel.
 9. The answer to the following question: If you have been in Israel before, was your stay ever canceled? If so, why?
 10. What are your means of support during your stay in Israel?
 - a. Please note that it is not legal for you to work for an Israeli company in Israel while holding a student visa (A-2) or a visa for dependents (A-4).
 - b. Typical answers to this question include: From earned savings, from loans, from family, and/or from scholarships etc.
- b) *Second Step* - When this initial visa application on your behalf has been approved by the Ministry of Interior in Jerusalem, the Ministry will inform the Israeli Embassy or Consulate established in the location of your current home

residence (as you stipulated in the application process). The staff at Jerusalem University College will inform you when the Ministry of Interior in Israel has issued the visa to your region's local Israeli Embassy or Consulate. We will also provide you with official paperwork from the Ministry of Interior in Israel supporting this fact. Here is what needs to happen next:

1. Once you receive the official paperwork from Jerusalem University College, you must contact the Israeli Embassy or Consulate that is recorded on the official paperwork, to which the Ministry of Interior issued the visa(s), to arrange for the visa to be affixed to your passport (it is a heavy-duty sticker that they place on one of the pages). Each Israeli Embassy or Consulate has its own process for how this is completed.
2. In your conversations and correspondence with the Israeli Embassy or Consulate, you should refer to Jerusalem University College by its Israeli name: *The American Institute of Holy Land Studies* (see "History" above). Staff at Jerusalem University College will send guidelines and information during this time to assist you in contacting the correct Israeli Embassy or Consulate. Staff will also be available to answer any questions you might have at this stage. Depending on the process requirements of the Israeli Embassy or Consulate you are working with, you will either mail in your actual passport via local postal services or make an appointment to bring the passport in physically. ***Please check with the Israeli Embassy or Consulate you are working with to learn about what their process is.***

c) *Critical Information to Note during Second Step:*

1. Visa applicants cannot be in Israel at any time during the visa process (4 months leading up to the start of your time of study), or the application process will stall or be rejected entirely by the Ministry of Interior in Israel.
2. The details of this procedure will vary from Embassy to Embassy or from Consulate to Consulate. Please check the website of the consulate or embassy where you will receive your visa or place a phone call to them directly to learn more about what they expect during this process.
3. In your conversations and/or correspondence with the embassy or consulate, you must remember to refer to Jerusalem University College by its Israeli name: The American Institute of Holy Land Studies.
4. It is common for the local Israeli Embassy or Consulate to mistakenly think you are beginning a new student visa application when you first contact them. You will need to explain to them that the visa has already been issued to this Embassy/Consulate and you are simply needing to pick it up and get it affixed in your passport. Please explain to them that the institution in Jerusalem has already received approval from the Ministry of Interior in Jerusalem for this visa. This will prompt the staff person to go and search the system and discover the issued visa.
5. When you receive your visa sticker it will appear valid for 30-40 days only. This is normal. This visa is a temporary visa that will be finalized in the third step of the process once you have arrived to Jerusalem.

- d) *Third Step* – After you have arrived at campus, and during the orientation weekend or shortly thereafter, a staff person at Jerusalem University College will collect all *new student* passports. The passports with the temporary student visa sticker must be taken to the Ministry of Interior in Jerusalem to receive a new visa sticker that has the official dates and multi-entry privileges. All costs are bundled in the initial payment made and students will not incur additional costs at this stage. This process takes only a few hours of a single day.
1. Students can obtain an International Student Identity Card once you have arrived in Israel.

PACKING INFORMATION & RECOMMENDATIONS

Summer in Jerusalem (May to October) is hot and dry with temperatures ranging from 60° to 90° F (~15° to 32° C). Temperatures can reach 100° F (38° C) and beyond in parts of the country during this time. Winter (November through April) is wet and cold with periodic chilly rains. Temperatures range from 35° to 60° F (2° to 15° C). In the transitions between summer and winter Jerusalem gets hot, dry winds from the desert and occasional cold blasts from the North as well, so be prepared for a variety of weather.

The best preparation for clothing is to dress in layers. Rather than packing clothing for extreme weather, bring a variety that you can layer on and off as the weather changes. It is important to pack appropriate and modest clothing for field studies and campus. We suggest the following types of clothing for the season(s) you are here.

Summer (May - October):

- Tops:
 - Clothes with breathable material are best for hot days in the field
 - Shirts that cover shoulders
 - Light jacket or sweatshirt
 - Cardigan or top with long sleeves for days when culturally sensitive attire is required.
- Bottoms:
 - Athletic/hiking pants (Pack more pants than shorts to respect the surrounding cultures at holy sites)
 - Zip-off pants hiking pants are great.
 - Shorts that are mid-thigh or longer
 - Full-length skirts/dresses if desired
- Hat:
 - Sunhat with wide brim or baseball cap

Winter (November - April)

- Tops:
 - Fleece sportswear
 - Sweatshirts
 - T-shirts that cover shoulders
 - Thermal wear for layering
 - Jacket with hood (Mid-weight or heavier)

- Waterproof raincoat
- Cardigan or top with long sleeves for days when culturally sensitive attire is required.
- Bottoms:
 - Athletic/hiking pants (Pack more pants than shorts to respect the surrounding cultures at holy sites)
 - Thermal wear for layering
 - Zip-off pants hiking pants are great.
 - Capris
 - Full-length skirts/dresses if desired
- Hat:
 - Winter hat (e.g., Carhart stocking cap)
 - Sunhat with wide brim or baseball cap

Additional Clothing Items to Pack

- Formal Attire
 - 2-3 outfits that are “business casual” for Shabbat dinners, church services, and volunteer/practicum days.
- Swimsuit
- Shoes
 - Hiking boots that are comfortable, durable, broken in, waterproof, and closed-toe.
 - Hiking sandals for hot/water days (e.g., Chacos)
 - Flip-flops or beach shoes
 - Shower shoes (If staying on campus, you will be using stairs and crossing outdoor courtyards to reach the bathroom).
 - Tennis shoes for shorter walks, playing sports, working out etc.
- Socks
 - Merino wool socks are recommended as they regulate heat, wick moisture, and control odor. Consider packing light weight and heavy weight styles (e.g., Smartwool).

More Information on Culturally Sensitive Attire

Many Israelis throughout the country dress like Westerners. Jerusalem University College is in a more religious area of the country and while there are Israelis dressing like Westerners, there are also locations where we can easily encounter more conservative Muslim, Orthodox Jewish, and Christian communities. To engage our neighbors in this dynamic cultural setting well, students are at times asked to wear “culturally sensitive attire.”

In most parts of the Middle East, people believe there is a direct connection between the way a woman dresses and what she is communicating about her sexual availability, and men see no problem in acting accordingly per their cultural norms and customs. Although we (Jerusalem University College) do not agree with this perspective or behavior, we must acknowledge it for the sake of personal safety and welfare.

Furthermore, we seek to witness to a Christian lifestyle, which displays sensitivity to the variety of cultural backgrounds of Jerusalem and those who visit or work on our campus, and because modest dress, in this culture, is directly related to personal safety and faith issues, we ask that all students abide by the following:

- Short shorts and short skirts are not allowed either on campus (in public areas) or off campus.
- Shorts and skirts should be mid-thigh or longer.
- When visiting more conservative or orthodox neighborhoods (Arab, Jewish, or Christian), we recommend you wear pants or longer skirts that go past the knees.
- When in the Old City, we recommend both men and women not wear shorts.
- Shorts are allowed on campus and on certain field studies but should be at least mid-thigh in length.
- Please do not wear low-cut necklines or midriff shirts.
- When in and near East Jerusalem and/or orthodox neighborhoods of West Jerusalem, we recommend women wear tops with elbow-length sleeves.
- Men should not go without shirts on unless they are at a beach or pool swimming.
- Bare feet are not allowed in indoor, public areas of the campus, or in class.
- It is necessary that students wear “culturally sensitive attire” when visiting certain holy sites (e.g. the Church of the Holy Sepulchre, the Church of the Nativity, and the Temple Mount), areas (e.g. Mea Shearim) or Middle Eastern countries (Jordan). Culturally Sensitive Attire is clothing that covers your shoulders and your legs. Students who do not wear culturally sensitive attire will not be allowed to enter holy sites per the local persons who monitor these sites.
- Please note that if your attire is considered not “culturally sensitive,” a JUC staff person may remind you. Continued disregard of dress code expectations will result in disciplinary measures.

Personal Items to Pack

- Passport and travel documents
- Personal toiletries (These can be expensive if purchased in Israel)
- Shower caddy to carry items from room to bathroom and back
- Washcloths (Towels are provided)
- Laundry bag
- Voltage converters and plug adapters (type H) for electronic devices, hair dryers, razors, etc.
- Water bottle
- Sunglasses
- Sunscreen
- Prescription glasses or contacts and contact solution (These are significantly more expensive in Israel; contact lenses are available over the counter)
- Current prescription medications and a copy of your original prescriptions from your doctor. It is possible to purchase prescriptions at the local pharmacy with a doctor’s note.
- Medications for common cold, insect bites, headache, allergies, and sunburn
- Personal first-aid kit
- One small suitcase for overnight field studies

- Backpack to use on field studies
- Bible (Not a paraphrase version)
- School supplies
- Portable phone charger for the long days on a bus
 - You will find access to power throughout Israel, and even some of our buses have USB charging ports to charge your devices while on field studies. However, in some areas, including Jordan, you may find it convenient to have a portable charger when we are away from electricity.
- Laptop computer/tablet
 - JUC has two desktop computers in the public computer lab for student use. There is also one printer assigned for student use in the computer lab. Because of the limited number of computers on campus for student use, we encourage you to bring your own laptop or tablet.
 - Note, most computers and tablets are built to run on 220volts/50hertz or 110volts/60hertz, which means you do not need a step-down transformer, you will only need an adaptor for the outlet. Double check the information stated on the power source to ensure it can run on the 220 voltage in Israel.
- Two courses, Biblical Hebrew I and Physical Settings of the Bible, require you purchase the course textbook ahead of time and bring it with you to JUC. If you are enrolled in one or both classes, more information will be emailed to you pertaining to the textbooks. You will likely need to purchase other textbooks for class as well before your arrival.
- ***Do not bring unnecessary valuable such as expensive or precious jewelry.***

Additional Items to Consider Packing

- Flashlight/headlamp
- Umbrella
- Hot water bottle (The rooms on campus are made of stone or bedrock, which means they are difficult to heat and not as warm as you might be used to). Students will heat up a hot water bottle and place it in their bed at night as a warming technique.
- Personal bedding and linens if preferred (These items are provided for each student: pillow, pillow cover, pillowcase, fitted sheet, duvet, quilted blanket)
- Sleeping bag (if you enjoy camping)
- HDMI adapter (for connecting computers to JUC projectors). JUC also has these available for times when they might be needed.
- Mug or cup for beverages
- Extra water bottle
- Electrolyte or hydration tablets during field studies to prevent dehydration
- Favorite snacks/coffee/tea

Bringing and Exchanging Money

To get the best exchange rate, we advise that you wait to exchange your money until you arrive in Israel. You will not need shekels before you arrive in Israel as the transportation from Ben Gurion to Jerusalem can be managed using USD and/or credit card. When you are ready to exchange money into NIS (New Israeli Shekel),

we can advise you about reliable moneychangers in the Old City. Ways you can exchange money include:

- USD into NIS
- ATM or Debit card at ATM in Jerusalem (fees may apply)
 - Exchange rates will vary from bank to bank and even from branch to branch. There are usually options for you to display ATM screens in English.
- Credit Card at certain merchants in Old City (fees may apply)

We Recommend the Following as it concerns Spending and Money:

- a) You should notify your bank before you leave home so they can put a travel notification on your account, otherwise, your cards could be blocked.
- b) You should also ask about your withdrawal limits and the fee that your bank will charge for an international withdrawal. These rates vary widely from bank to bank. Also, be aware that there is almost always a withdrawal/service fee associated with the ATM machines in Israel. Do not bring traveler's checks as they are not accepted.
- c) Students sometimes ask how much money they should bring with them to Israel. The answer to this question depends on how much each individual plans to spend (souvenirs, food, travel, etc.).
- d) Since it is important to have access to funds as needs arise (i.e., leisure, medical, etc.), so students should have a credit and/or debit card, preferably cards that do not take international fees.
- e) Do not change money into NIS (New Israeli Shekels) before arriving in Israel because you will likely receive a poor exchange rate.
- f) Please be aware that banks and moneychangers in Israel, with rare exception, will not accept personal checks drawn on US accounts or traveler's checks.
- g) Be sure to check with your bank for withdrawal limits and fees and to put a travel notification on all credit and debit cards to avoid your card being canceled.
- h) You may want (or need) to spend money on the following items: textbooks, a student membership at the local YMCA (approximately \$100 per month), phone plans, doctor's visits, souvenirs, snacks and eating out, transportation, etc.
- i) Please be careful about where you use your debit or credit cards, and do not let a store worker walk out of your sight with one of your cards. Some small shops in the Old City are sometimes clever about the way they ring up purchases. Ask for receipts and double check them after each purchase. We will help you better understand where you should and shouldn't use cards during orientation.

What do things Cost?

- a) *Meals / Coffee* - If you are an on-campus student, all your meals are provided as part of your room and board fees. That said, students do enjoy getting off campus and going out for a meal or to have coffee. If this is something you plan on doing, a normal cup of coffee costs approximately \$3-4/cup. Dinners are easily around \$10-15, but you can find falafel from street vendors for as little as \$3.
- b) *Travel* - If you want to travel on open weekends, then you will find that hostels, hotels, and guest houses vary in price. Transportation by bus will cost

approximately \$20 for a one-way bus ride to Eilat, Tiberias, or the Dead Sea and approximately \$4 via high-speed train to Tel Aviv (the closest beach). Most car rental agencies require you to be 24 years of age before they will rent you a car. If you find one that will rent to someone under that age, the price will be greater. A normal car rental price is approximately \$60-70/day and gas costs approximately \$8/gallon in Israel.

- c) *Souvenirs* - You can purchase souvenirs as inexpensive as olive wood Christmas tree ornaments for less than \$1 or beautiful oriental rugs in the thousands of dollars. It is up to you and your budget!

Working in Israel

Israeli law forbids students who are in Israel on an A-2 student visa, A-4 dependent visa, or a B-2 tourist visa to work in Israel for pay. Anyone found to be working illegally for an Israeli organization can have their visa revoked and can be deported. Moreover, such incidents can put JUC in jeopardy in its relations to governmental departments. Graduate students at Jerusalem University College are permitted to do the following:

- a) Apply and participate in the JUC Serve-Study Program to receive a scholarship from Jerusalem University College. Students should review the website for more details.
- b) Work for a foreign/international institution, which pays them through a foreign account abroad (for example, other Christian institutions from abroad).
- c) Volunteer for opportunities on campus or at other organizations without receiving pay.

Completing Required Forms

All students must complete and submit the following forms online by the due date communicated, at least 30 days before the start of the semester.

- a) Jerusalem Housing Form
- b) Travel Information Form
- c) Course Registration form - *New matriculating students* beginning an Academic Program are required to complete this form. Students who are already in the progress of completing a Graduate Program, who are returning, have already completed registration during the preceding semester registration period (see above “Course Registration”).

Physical and Mental Health Changes

Please note that your acceptance into the program at JUC is based on your application information, including the health information that you provided. If any health problem, either physical or psychological, has arisen or has been diagnosed since you sent in your application, please be sure to inform the Director of Student Services before arriving at JUC so that staff are best prepared to support you in your studies.

Illness

Students are encouraged to bring with them their own supply of medicine and bandages. The Director of Student Services has a limited supply of basic over-the-counter medicines to alleviate sudden sickness, discomfort, or fevers. In the event a student is severely ill, the Director of Student Services will assist the student with directions to a local clinic near campus. Like the “Urgent Cares” that exist in North

America, there are similar clinics near campus. There are also pharmacies within walking distance of campus and those who work there typically speak English.

Allergies

For those of you who have allergies to such things as dust, cats, and pollen—these things are in plentiful supply in Jerusalem! We strongly urge you to bring an adequate supply of whatever medication you use for allergies. If you are taking a medication that is of vital importance to you, please bring as much as you are able and as the dating will allow. You can have most US prescriptions filled in Israel, although sometimes the drug given will be an Israeli or European equivalent. For this you will need to bring an original prescription from your doctor

Hospitalization

There are excellent hospitals in Jerusalem and throughout Israel should emergency treatment be required during studies on campus or in the field. Most doctors speak English. Staff, Instructors, and field study Bus Drivers remain familiar with where hospitals are and in the event emergency treatment is required, students will have adequate support to get to the hospital.

Payment for Medical Services

Most facilities in Israel require upfront payment for the services rendered. Students should be prepared to pay for their medical treatment up front. Students can collect receipts to seek reimbursement from their personal medical insurance provider. At most medical service provider locations in Israel credit card payment is accepted.

Mail

Regular international post office mail is often erratic. A letter mailed to or from the U.S. should take only 7 or 8 days for delivery, but it can be much longer than that. As an example, an Express Mail package mailed in mid-December from Tennessee to one of our students arrived here just in time for an April Christmas. While this is obviously not the norm, it happens frequently enough to not cause too much surprise. Stamps are sold on-campus, and mail is usually taken to and picked up from the post office twice a week.

Remember: all packages received in Israel are subject to duty (tax payment), although the duty is usually waived. To minimize the chances of incurring duty, please instruct those mailing packages to you to list the contents of the package on the customs tag with the notation “no commercial value” and, if applicable, the notation “used items.” It is also helpful to keep the size of the package as small as possible. Generally, you will need to pay duty on electronics received by mail.

Below is the mailing address that should be used to send packages via the postal service:

Student Name
Jerusalem University College
P.O. Box 1276, Mt. Zion
9101202 Jerusalem, ISRAEL

Courier Services – If you want to have something sent, PLEASE USE YOUR HOME COUNTRY'S POSTAL SERVICE. But, if you must use something other than the postal service, please use FedEx only. They know us and are reliable at making deliveries to our gate. The address to send things via couriers is:

Student Name
Jerusalem University College
Aravnah HaYevozi #3, Mt Zion
9101202 Jerusalem ISRAEL
Telephone: +972-2-671-8628